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ADB

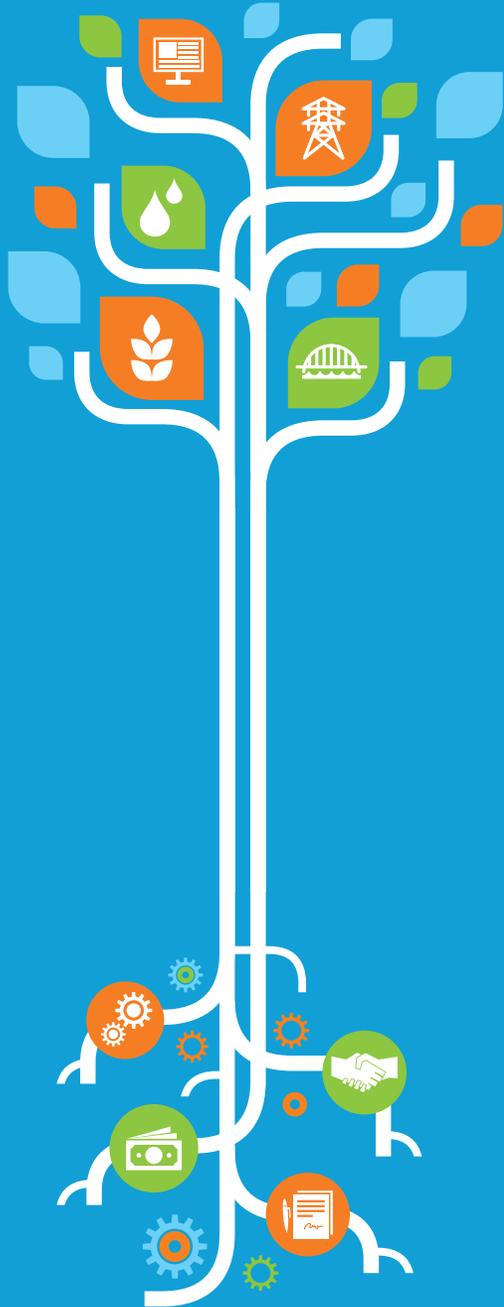
TAJIKISTAN BUSINESS OPPORTUNITIES SEMINAR

Preparing Responsive Bids and Proposals

Mel Altoveros
Procurement Specialist

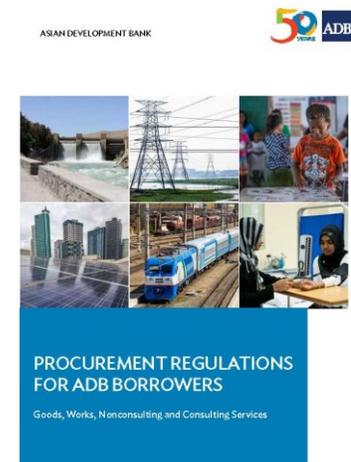
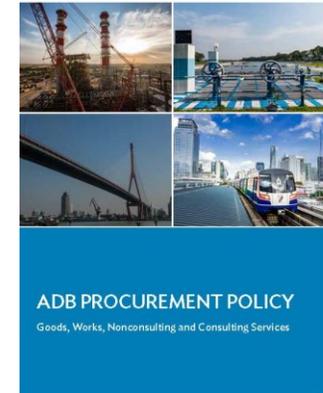
16-17 October 2025
Dushanbe, Tajikistan

BUSINESS
OPPORTUNITIES



International Best Practices in Public Procurement

- Open Competitive Bidding
- Advertisement of Opportunities
- Public Bid Opening
- Robust Bid Evaluations Procedures
- Publication of Results
- Process Oversight by ADB
- Debriefing and Complaints Handling Mechanism
- Robust Anti- Fraud and Corruption Procedures



Procurement Methods – Goods and Works

OCB

- Open Competitive Bidding

LCB

- Limited Competitive Bidding

RFQ

- Request for Quotations

FA

- Framework Agreement

ERA

- Electronic Reverse Auction

BFA

- Borrower's Force Account

DC

- Direct Contracting

OCB: Preferred Procurement Method



- Widely used in ADB-funded projects
- Applies to goods, works, and services package
- Procedures depend on type of procurement being undertaken
- May involve national or international advertisement

Other Procurement Methods – Goods, Works, and Nonconsulting Services

- **Limited Competitive Bidding (LCB)**
 - Direct Invitation without open advertisement.
 - May be appropriate when there are limited number of bidders, low value does not attract bidders, or other exceptional reasons that may justify a departure from OCB.
- **Framework Agreements (FA)**
 - Framework established with one or multiple bidders from which orders may be placed over time.
 - Framework establishes scope and rates that will apply to the call-offs, quantum of effort unknown.
- **Request for Quotations (RFQ)**
 - Simplified method used for low-value procurement.
 - Based on comparing quotations from several suppliers/service providers/contractors.
- **Direct Contracting (DC)**
 - Contracting without competition; may be appropriate under special circumstances.

Bidding Procedures on ADB-Financed Projects

Single Stage

One-Envelope

1. Borrower opens technical and financial proposals simultaneously

2. Borrower opens technical and financial proposals simultaneously



Contract is Awarded

Two-Envelope

1. Borrower opens technical proposals first (financial proposal remained unopened)

2. Borrower evaluates technical proposals

3. Borrower opens financial proposals of Bidders with responsive technical bids.

4. Borrower evaluates financial proposals



Contract is Awarded

Procurement of Works via OCB Standard Bidding Documents (SBD)

Part I: Bidding Procedures

- Section 1: Instructions to Bidders (ITB)
- Section 2: Bid Data Sheet (BDS)
- Section 3: Evaluation & Qualification Criteria (EQC)
- Section 4: Bidding Forms (BDF)
- Section 5: Eligible Countries (ELC)

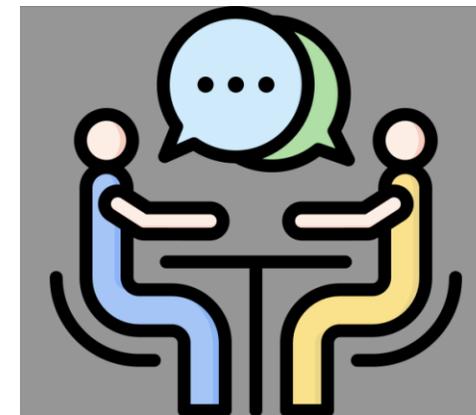
Part II: Requirements

- Section 6: Employer's Requirements (ERQ)

Part III: Conditions of Contract & Contract Forms

- Section 7: General Conditions of Contract (GCC)
- Section 8: Particular Conditions of Contract (PCC)
- Section 9: Contract Forms (COF)

Pointers on Consulting Services Opportunities

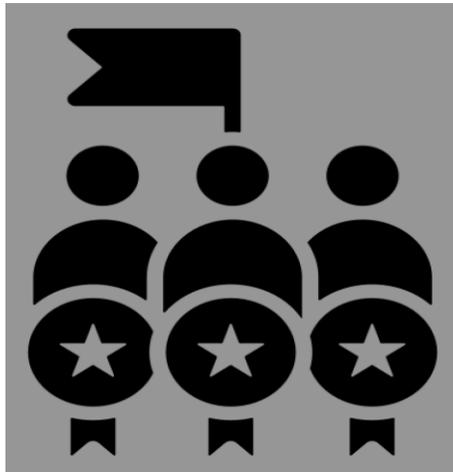


Collect Relevant Business Intelligence

- Identify sectors of interest and where maximum potential for success is likely
- Understand the operating context in various countries and regions.
- Know your competition in the market
- Review past similar projects
- Understand Country Partnership Strategy (CPS) and Country Operations Business Plan (COBP)
- Review disclosed Procurement Plans and project documents.
- Check ADB website for opportunities. Register for alerts.*

* Alerts for consulting opportunities are available only at <http://cms.adb.org>

Establish Your Name



- Visit ADB Headquarters and/or Resident missions
 - Meet with Project Team responsible for projects
 - Attend Business Opportunities Fair (HQ)
 - Attend Business Opportunities Seminars (RM-based)
- Meet with government project executing agencies (EAs)
- Register in ADB Consultant Management System (CMS)
- Build your project portfolio based on sectoral theme
- Target different opportunities (stand alone, associate/Joint Venture, or Individual Consultant)

Look for Advertised Opportunities

Goods, Works and Non-consulting Services – EA Administered

- International advertisement:**
 - On www.adb.org
 - On a freely and publicly accessible website in English; and in a newspaper of national circulation (in English if available) or website in borrower's country.
- National advertisement:**
 - In a newspaper of national circulation, State Committee on Investment and State Property website, or EA website.

For Consulting Services – EA Administered

- International must be advertising: on <http://cms.adb.org>
- Where national advertising: in national press, or free & publicly accessible websites.

For Consulting Services – ADB Administered

- <http://cms.adb.org>

Identify Successful Firms in Areas of Interest

ADB Consultant Management System

Home Consulting Opportunities Shortlisted Firms Awarded Contracts ConsultantTutor

Awarded Contracts - Consulting Services

This page lists consulting firm contracts awarded for consulting services. ADB makes this information available for public disclosure.

Basic Search | **Advanced Search**

Filter to specific contracts by either clicking a numeric link or by ticking check boxes and clicking **Search**. By default, contracts awarded in the last 365 days are displayed. The search range can be further adjusted by clicking **Change Filter**.

Contract Date From **19-Nov-2017** To **18-Nov-2018**
 Contract Amount in USD From To
 Selection Method **All**

Search **Reset** **Change Filter**

By Project Country	By Sector	By Firm Country Of Incorporation	By Project Type
Select All Select None <input type="checkbox"/> Regional (78) <input type="checkbox"/> Afghanistan (1) <input type="checkbox"/> Armenia (3) <input type="checkbox"/> Azerbaijan (2) <input type="checkbox"/> Bangladesh (4) <input type="checkbox"/> Bhutan (2) <input type="checkbox"/> Cambodia (3) <input type="checkbox"/> China (12) <input type="checkbox"/> Fiji (1) <input type="checkbox"/> Georgia (1) <input type="checkbox"/> India (14) <input type="checkbox"/> Indonesia (9) <input type="checkbox"/> Kazakhstan (1) <input type="checkbox"/> Kyrgyz Republic (3) <input type="checkbox"/> Lao People's Democratic Republic (5) <input type="checkbox"/> Mongolia (10) <input type="checkbox"/> Myanmar (9) <input type="checkbox"/> Nepal (5) <input type="checkbox"/> Pakistan (3) <input type="checkbox"/> Papua New Guinea (1) <input type="checkbox"/> Philippines (3) <input type="checkbox"/> Samoa (1) <input type="checkbox"/> Sri Lanka (6) <input type="checkbox"/> Tajikistan (3) <input type="checkbox"/> Timor-Leste (1) <input type="checkbox"/> Tonga (1) <input type="checkbox"/> Uzbekistan (9) <input type="checkbox"/> Viet Nam (6)	Select All Select None <input type="checkbox"/> Agriculture, natural resources and rural development (43) <input type="checkbox"/> Education (16) <input type="checkbox"/> Energy (34) <input type="checkbox"/> Finance (13) <input type="checkbox"/> Health (4) <input type="checkbox"/> Industry and trade (12) <input type="checkbox"/> Information and communication technology (3) <input type="checkbox"/> Multisector (17) <input type="checkbox"/> Public sector management (13) <input type="checkbox"/> Transport (22) <input type="checkbox"/> Water and other urban infrastructure and services (19) <input type="checkbox"/> Uncategorized (1)	Select All Select None <input type="checkbox"/> Armenia (1) <input type="checkbox"/> Australia (14) <input type="checkbox"/> Austria (1) <input type="checkbox"/> Azerbaijan (3) <input type="checkbox"/> Bangladesh (5) <input type="checkbox"/> Belgium (2) <input type="checkbox"/> Bhutan (2) <input type="checkbox"/> Canada (2) <input type="checkbox"/> China (11) <input type="checkbox"/> Fiji (1) <input type="checkbox"/> Finland (3) <input type="checkbox"/> France (16) <input type="checkbox"/> Georgia (1) <input type="checkbox"/> Germany (2) <input type="checkbox"/> Hong Kong, China (8) <input type="checkbox"/> India (19) <input type="checkbox"/> Indonesia (6) <input type="checkbox"/> Ireland (2) <input type="checkbox"/> Italy (1) <input type="checkbox"/> Japan (10) <input type="checkbox"/> Kazakhstan (3) <input type="checkbox"/> Lao People's Democratic Republic (1) <input type="checkbox"/> Malaysia (3) <input type="checkbox"/> Mongolia (4) <input type="checkbox"/> Nepal (3) <input type="checkbox"/> Netherlands (5) <input type="checkbox"/> New Zealand (5) <input type="checkbox"/> Norway (1)	Select All Select None <input type="checkbox"/> Technical Assistance (197) <input type="checkbox"/> Grant (0) <input type="checkbox"/> Loan (0) By Contract Amount Select All Select None <input type="checkbox"/> Less than \$100,000 (34) <input type="checkbox"/> \$100,000 to \$199,999 (27) <input type="checkbox"/> \$200,000 to \$299,999 (22) <input type="checkbox"/> \$300,000 to \$399,999 (11) <input type="checkbox"/> \$400,000 to \$499,999 (13) <input type="checkbox"/> \$500,000 to \$599,999 (15) <input type="checkbox"/> \$600,000 to \$699,999 (8) <input type="checkbox"/> \$700,000 to \$799,999 (19) <input type="checkbox"/> \$800,000 to \$899,999 (9) <input type="checkbox"/> \$900,000 to \$999,999 (9) <input type="checkbox"/> \$1,000,000 to \$1,500,000 (21) <input type="checkbox"/> Greater than \$1,500,000 (8) By Selection Method Select All Select None <input type="checkbox"/> Quality and Cost-Based Selection (QCBS) (119) <input type="checkbox"/> Quality-Based Selection (QBS) (5) <input type="checkbox"/> Fixed-Budget Selection (FBS) (13) <input type="checkbox"/> Least-Cost Selection (LCS) (0) <input type="checkbox"/> Consultants' Qualifications Selection (CQS) (30) <input type="checkbox"/> Single-Source Selection (SSS) (30)

<http://cms.adb.org>



- Identify Awarded Contracts by country, sector, value and selection method.
- Investigate the possibility to partner either as part of Joint Venture or by association.

Offer Partnerships to Shortlisted Firms

- <http://cms.adb.org>
- It is possible to identify shortlisted firms and propose to associate with them.

The screenshot shows the ADB Consultant Management System interface. The 'Shortlisted Firms' menu item is circled in red. Below it, there are filter sections for 'By Project Country', 'By Sector', and 'By Project Type'. A red arrow points to the 'Information and communication technology' sector. An inset window shows a detailed view of the 'Shortlisted Firms' table with a 'View Shortlist' icon circled in red.

Country	Project	Sector	RFP Issuance Date	Deadline for Submission of Proposals (Manila local time)	View Shortlist
Bangladesh	LOAN No. 49423-005: Bangladesh Power System Enhancement and Efficiency Improvement Project	Energy	24-Oct-2019	08-Dec-2019 10:00 AM	
Bangladesh	LOAN No. 49423-005: LOAN-3522 BAN: Bangladesh Power System Enhancement and Efficiency Improvement Project - URIDS(E)-5-44 Training Service Provider for Dhaka, Mymensingh, Chittagong & Sylhet Divisions (Foreign & Local Training)	Energy	07-Oct-2019	21-Nov-2019 10:00 AM	
Bangladesh	TA No. 9575: International Organization (TA-9575 BAN: Institutionalizing Gender Equality Practices in the Local Government Engineering Department) (51319-001)	Water and other urban infrastructure and services	03-Oct-2019	07-Nov-2019 04:00 PM	

Express Interest - Consulting

Considerations:

- Eligibility
- Go it alone or associate/joint venture
- Capacity to compete
- Capacity to deliver
- Relevant technical experience
- Geographical experience
- Value-add

ADB Consultant Management System
Consulting Services Recruitment Notice (CSRN)

TA 46263-001 REG: Central Asia Regional Economic Cooperation: Midterm Review of the Transport and Trade Facilitation Strategy and Implementation Action Plan
Date Published: 04-Jul-2012 Deadline of Submitting EOI: 02-Aug-2012 11:59 PM GMT +08:00

[Back](#) [Express Interest](#)

Profile | Terms of Reference | Cost Estimate

Selection Profile

Consultant Type: **Firm**
 Selection Method: **Quality and Cost-Based Selection (QCBS)**
 Selection Title: **Central Asia Regional Economic Cooperation: Midterm Review of the Transport and Trade Facilitation Strategy and Implementation Action Plan**
 Package Number: [] Package Name: []
 Advance Action: Yes No
 Duration of Assignment: **12 MONTH**
 Consulting Services Budget: **USD 1,225,000**
 Budget Type: Estimated Maximum

Source: **International**
 Technical Proposal: **Full Technical Proposal (FTP)**

Additional Information

Possibility of contract extension: Yes No Not known
 Possibility of consideration for downstream assignment: Yes No Not known
 Country of assignment: **Afghanistan; Azerbaijan; Kazakhstan**
 Country of eligibility for national consultants: **Same as country of assignment**

Contact Information

Project Officer: **Sunil Mitra**
 Designation: **Principal Transport Specialist**
 Asian Development Bank
 Email: smitra@adb.org

Agencies

Primary	Agency	Country
<input checked="" type="checkbox"/>	Asian Development Bank	Regional

Publishing History

Type	Publication Date	Published By	D
Original	04-Jul-2012	Ana Maria Ignacio	36

ADB Consultant Management System
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[Back](#) [Express Interest](#)

Profile | Terms of Reference | Cost Estimate

Terms of Reference (Consulting Firm)

Primary Expertise: **Transport**
 TOR Keywords: **CAREC Midterm Review**

Objective and Purpose of the Assignment

Undertake a comprehensive stock take of the progress achieved and results realized during the first half implementation (2008-2012) of the CAREC Transport and Trade Facilitation Strategy (the Strategy) and Implementation Action Plan (the Action Plan) and develop an updated and refined Strategy and Action Plan.

Experts Needed

Team Leadership from International Experts

Expertise or Position	Inputs in PM Primary Place of Assignment
1 Team leader/Transport Planner	10 Regional, Other
2 Macro and Trade Economist	4 Regional, Other
3 Transport Economist	4 Regional, Other
4 Freight Transport Specialist	5 Regional, Other
5 Passenger Transport Specialist	5 Regional, Other
6 Governance Specialist	2 Regional, Other
7 Cross-Border Facilitation/Logistics Specialist	3 Regional, Other
8 Regional Cooperation Specialist	2 Regional, Other
9 Gender Specialist	2 Regional, Other
10 Environment and Social Safeguard Specialist	4 Regional, Other

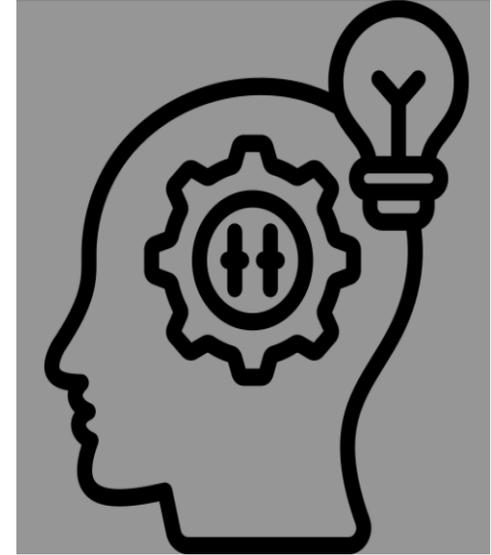
Team Leadership from International Experts

National

Team Leadership from National Experts

Understanding the Project

- Recognize the broader project objectives
- Establish the operating context and any constraints it present
- Get to know the Executing Agency
- Obtain all available information on the services to be provided
- Field assessment
- Identify local partner(s), if required
- Estimate the local costs of doing business (*e.g., local taxes for EA-administered consulting services*)



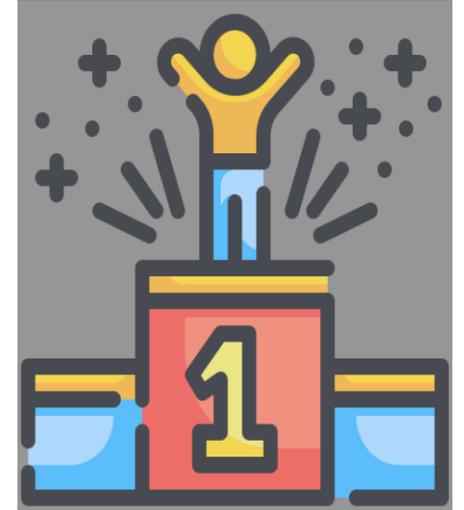
Prepare a Winner Proposal

- Follow the instructions in the RFP/bidding documents
- Review the mandatory qualification criteria
- Understand the basis on which the bid will be evaluated
- Study the Terms of Reference (TOR)/Employer's requirements
- Enter into partnership or joint venture (JV) with other firms to meet requirements

(mindful they are not on ADB sanction list)

- Provide tailored submission; avoid generic templates (quality, not quantity)
- Visit project site and consider local context
- Do not add conditions to your offer

Ask Questions; contact ADB if not receiving a response



Common Mistakes and Pitfalls – Goods and Works

- Late submission
- *Unsigned Letter of Bid*
- No Bid Security or Bid Securing Declaration (if required)
- Insufficient amount of Bid Security, incorrect validity period
- Lack of supporting documents (manufacturer's authority)
- Translated documents in English
- Incomplete bids/Partial bids
- Missing test reports (if required)
- Undisclosed conflict of interest
- Inclusion of financial offer with technical offer where bid conditions required them to be separated



Post Award

Focus on delivery of strong performance through:

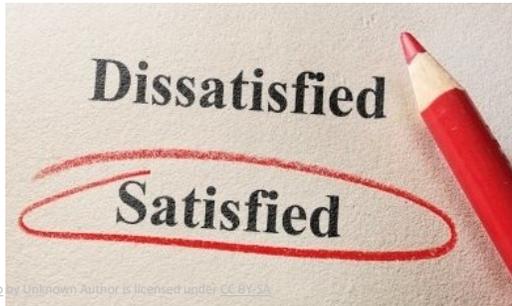
- High Quality Team
- Building strong relationship with the Client (ADB or Government)
- Focus on contract management plan (CMP) to achieve timely delivery of outputs.

Performance Assessment - Consulting

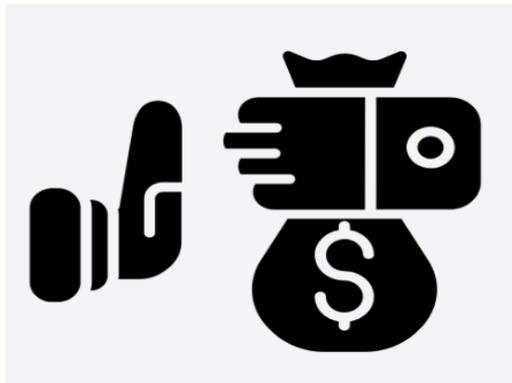
- ADB conducts Performance Evaluation Reviews (PER) for each consulting assignment. A poor performance record can impact future opportunities.



Debriefing and Procurement Complaints



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Debriefing:

- Unsuccessful bidders may request debriefing from Executing Agency (EA). If they are not satisfied, they may contact ADB directly.

Complaints:

- Bidders may file complaint directly with ADB or may copy ADB on correspondence with Executing Agencies (EAs).

www.adb.org/forms/complaints

Anticorruption and Integrity:

- www.adb.org/site/integrity/main