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**ASIAN DEVELOPMENT BANK BUSINESS OPPORTUNITIES FAIR 2026**

21-24 SEPTEMBER 2026 | ADB HEADQUARTERS, MANILA

**VALUE FOR MONEY: DRIVING QUALITY INFRASTRUCTURE**

# Understanding Bidding Documents to Prepare Competitive Bids

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# The Bidder's Journey

- 1. Procurement Basics — what is bought, how, and the process you will enter**
- 2. The Bidding Document — read it, decide to bid, prepare and submit**
- 3. How Bids Get Evaluated — the three pass/fail gates before price matters**



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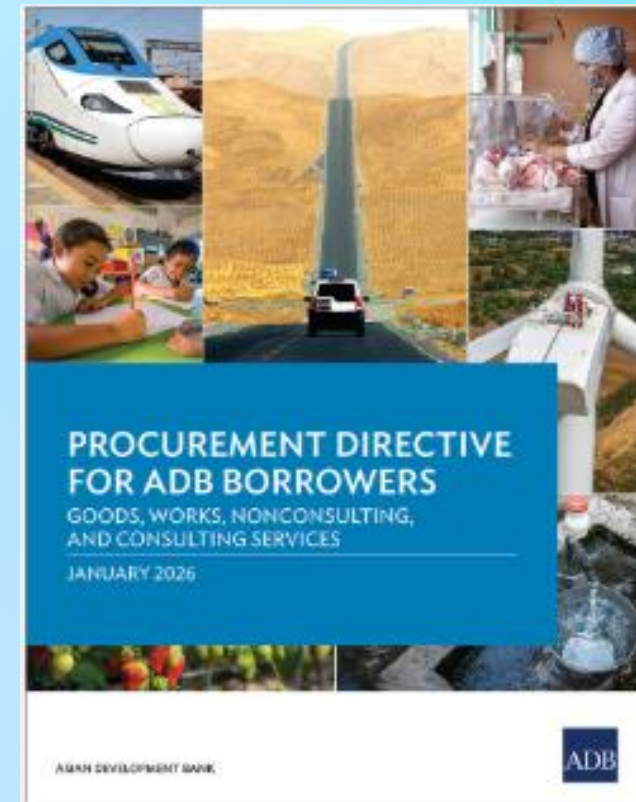
# 1. Procurement Basics



## Types of Procurement

- ❖ Goods
- ❖ Works (Civil Works)
- ❖ Nonconsulting Services
- ❖ Consulting Services

This session covers the first two, procured through **Open Competitive Bidding**.





## Key Terms You Will Encounter

- ❖ **Bidding Document (BD):** the document the procuring entity issues inviting firms to bid for a specific Goods, Works, or Nonconsulting Services package. It is the **rulebook** — everything you are judged on is in it.
- ❖ **Bid:** your offer, as a single firm or a joint venture (JV), responding to that Bidding Document.
- ❖ **Procuring Entity:** the borrower's agency that issues the BD, evaluates bids, and awards the contract. You deal with them, not with ADB.
- ❖ **Open Competitive Bidding (OCB):** the default method for most ADB-financed contracts — openly advertised and open to all eligible firms.
- ❖ **Single-Stage One-Envelope (1S-1E) / Single Stage Two-Envelope (1S-2E):** majority of bidding procedures. how your technical and financial proposals are packaged and opened. Getting this wrong can void your bid.



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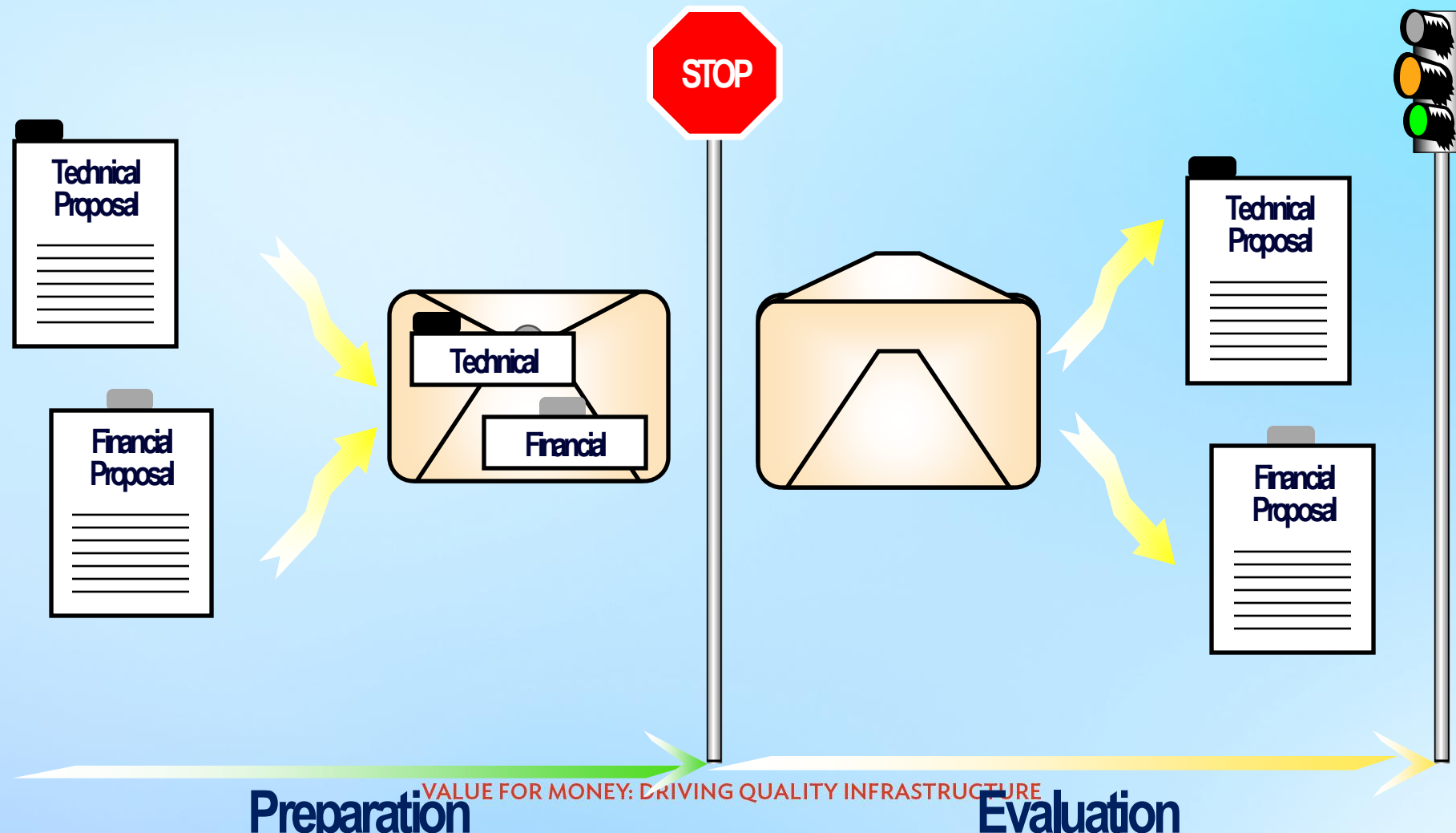
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# Single Stage–One-Envelope (1S–1E)

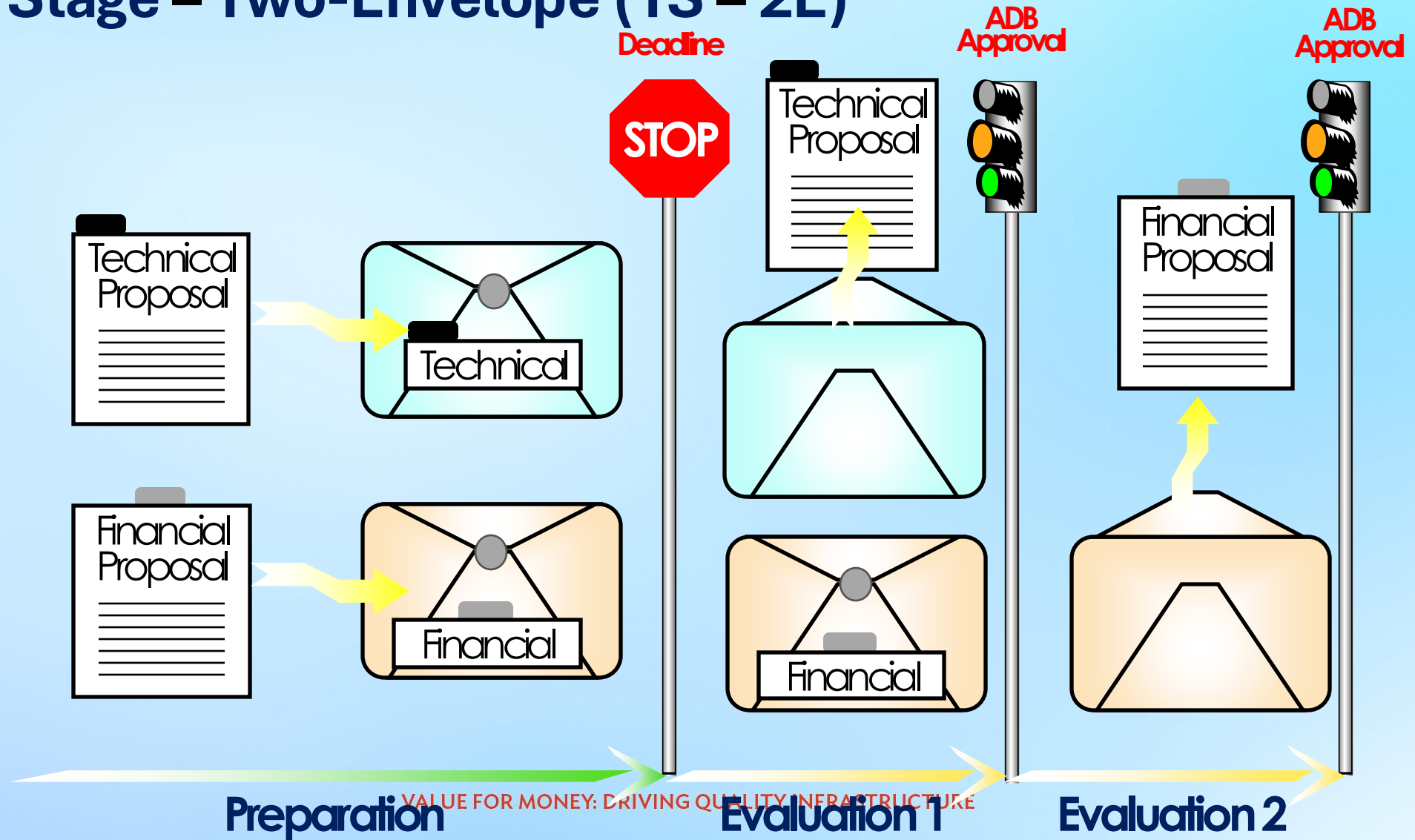
Deadline

ADB  
Approval



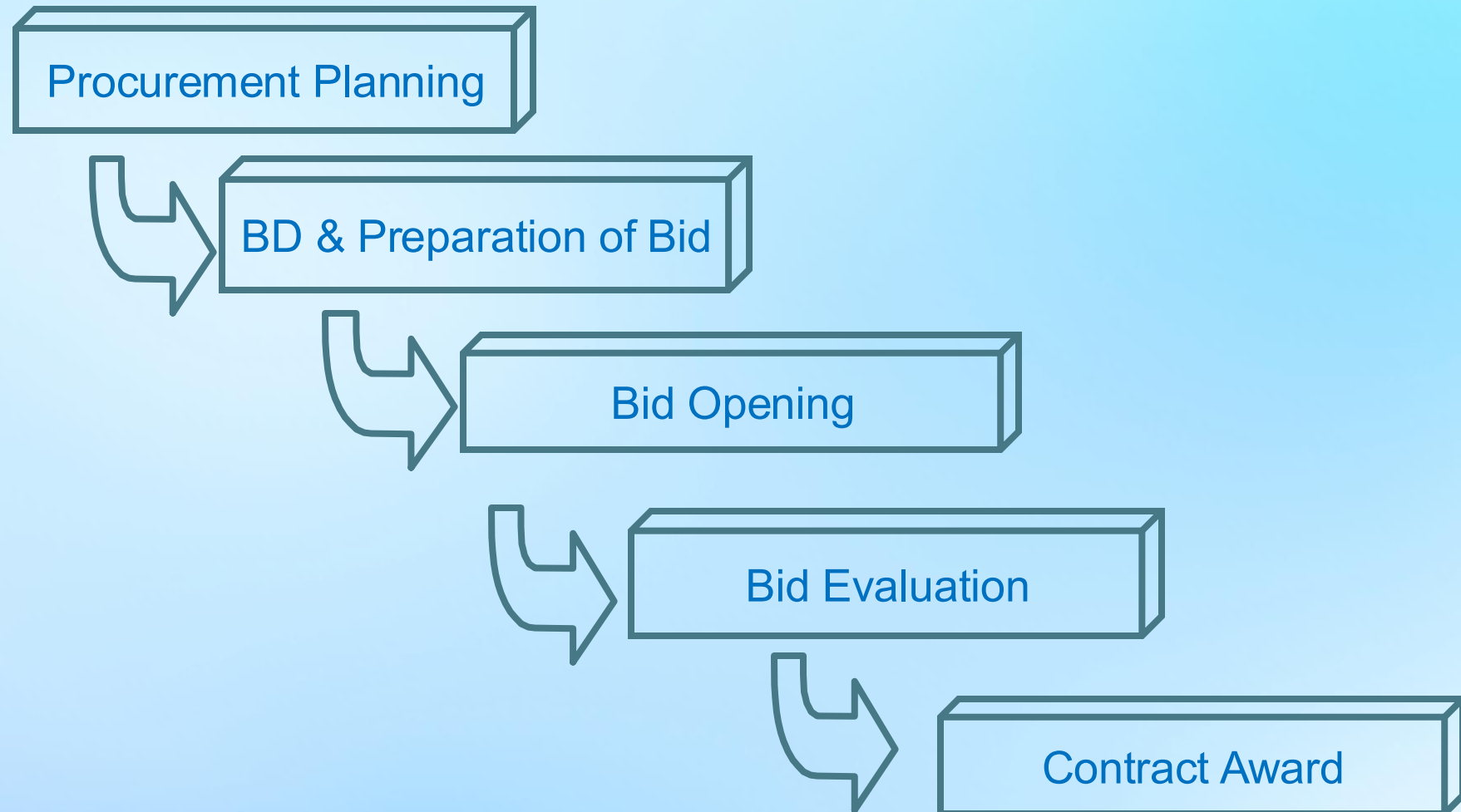


## Single Stage – Two-Envelope (1S – 2E)





# Bidding Process





## Early Market Engagement (EME)

- Can be conducted as part of the Strategic Procurement Planning (SPP) process or at other stages of the project cycle to deliver improved outcomes
- Mandatory for contracts subject to international advertisement
- For procuring entity to develop procurement strategy and finalize BD (technical requirements, qualification and evaluation criteria, and conditions of contract)
- For prospective bidders to obtain advance information, clarify, and provide feedback
- EME events are advertised and open to any party interested => prospective bidders should attend

EME is not a negotiation or pre-tender process



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## **2. Bidding Document (BD) and Preparation of Bid**



# ADB Standard Bidding Document — Structure

## Part I: Bidding Procedures

Section 1: Instructions to Bidders (ITB)

Section 2: Bid Data Sheet (BDS)

Section 3: Evaluation and Qualification Criteria (EQC)

Section 4: Bidding Forms (BDF)\*\*\*

Section 5: Eligible Countries (ELC)

Blue = standard sections. Yellow = customized for this bidding — read these first.

\*\*\* Bidding Forms require some customization by the bidder.

As a bidder, the sections you live in are ITB, BDS, EQC, Bidding Forms, and Section 6 Requirements.

Find the SBDs at [adb.org/business/how-to/where-can-i-find-adbs-standard-bidding-documents](https://adb.org/business/how-to/where-can-i-find-adbs-standard-bidding-documents)

## Part II: Requirements

Section 6: Works' Requirements – for Civil Works

Employer's Requirements - for Plant and Design&Build

Schedule of Supply - for Goods

Schedule of Requirements – for IT Products and Services

## Part III: Conditions of Contract and Contract Forms

Section 7: General Conditions of Contract (GCC)

Section 8: Particular or Special Conditions of Contract (SCC)

Section 9: Contract Forms (COF)



## Gate 1 — Are You and Your Partner Eligible?

- ❖ Coming from Eligible Countries as per Section 5. Eligible Countries
- ❖ Not having Conflict of Interest
- ❖ Not sanctioned or suspended by ADB or other MDBs. See the list <https://sanctions.adb.org/>
- ❖ Government entities in the borrower country (i) are legally and financially autonomous, (ii) operate under commercial law, and (iii) are not a dependent agency of the procuring entity.
- ❖ Not having been excluded by an act of compliance with a United Nations Security Council resolution

Check all five before you spend a day on the bid — and decide early who to partner with in a JV, subcontractor, manufacturer, supplier.



## Gate 2 — Qualification: What Is Assessed, and Who Must Meet It

- ❖ Which criteria apply depends on the specific procurement — Section 3 EQC is the authority.
- ❖ Who must meet each one differs: the single entity, all JV partners combined, each JV partner, or any one JV partner.
- ❖ Some criteria may be met by specialist subcontractors or other firms — only if the BD allows it.

Read the ‘who must meet it’ column before you form your JV. It is the most common reason a capable team fails qualification.

### ❖ Typical Qualification Criteria

- History of Nonperforming Contracts
- Historical Financial Performance
- Average Annual (Construction) Turnover /Size of Operation
- Financial Resources/Cash Flow Capacity
- Contracts of Similar Size and Nature/Contractual Experience
- Experience in Key Activities
- Technical/Production Experience
- Production Capacity
- Qualifications of Subcontractors
- etc.



## Merit Point Criteria (MPC)

- ❖ When Merit Point Criteria are used, your technical proposal is scored, not just passed or failed.
- ❖ Criteria, sub-criteria, and weights are set per procurement — weights show what the procuring entity values most.
- ⇒ Put your effort where the weights are, and check the Technical and Financial weight split ( $T_{weight} / F_{weight}$ ).
- ❖ Scoring mechanics are covered in the dedicated Merit Point Criteria training — take it before bidding on an MPC package.

### Example of Technical Evaluation Criteria

| No.          | Criteria                                                                        | Overall Weight | Sub-weight |
|--------------|---------------------------------------------------------------------------------|----------------|------------|
| 1            | <b>Overall Program</b>                                                          | <b>10</b>      |            |
| 2            | <b>Methodology—Design</b>                                                       | <b>16</b>      |            |
| 2a           | Pipe route selection and long section                                           |                | 10         |
| 2b           | Determination of pipe diameter                                                  |                | 6          |
| 3            | <b>Methodology—Construction</b>                                                 | <b>40</b>      |            |
| 3a           | Pipeline installation in normal ground                                          |                | 18         |
| 3b           | Installation under railway track and river crossings using trenchless technique |                | 12         |
| 3c           | Logistics plan for importation of pipes and storage                             |                | 10         |
| 4            | <b>Environment, Social, Health, and Safety Plan</b>                             | <b>34</b>      |            |
| 4a           | Traffic management plan                                                         |                | 8          |
| 4b           | Consents/permits/licenses                                                       |                | 10         |
| 4c           | Waste management                                                                |                | 6          |
| 4d           | Approach to health and safety management                                        |                | 10         |
| <b>Total</b> |                                                                                 | <b>100</b>     |            |



# Tips for Achieving High Technical Score (MPC)

## Contractors preparing bids

- Read each criterion together with its sub-criteria, weighting, and submission requirements.
- Respond with contract-specific methodology supported by credible evidence as applicable.
- Explain implementation, resources, risks controls, and measurable outcomes.
- Treat scored commitments as potential contractual obligations.

**Source:**  
**Evaluating for  
Excellence – Merit  
Point Criteria Training**

## Contractor checklist

- Every criterion and sub-criterion is responded.
- The response is contract-specific and implementation-focused.
- Claims are supported by requested, verifiable evidence if required.
- Staffing, equipment, method, program, and price are consistent.
- Innovations include a credible implementation plan.
- Every scored commitment can be delivered if incorporated in the contract.

## Answer the requirement

- Address every criterion and sub-criterion directly.
- Consider contract-specific assumptions and constraints.
- Follow requested formats, limits, and deliverables.

## Demonstrate delivery

- Describe method, sequencing, resources, and interfaces.
- Identify key risks and practical controls.
- Show how the approach will be implemented and can be monitored.

## Support with evidence

- Provide the evidence expressly requested in the bidding document.
- Use verifiable examples, calculations, schedules, or data.
- Keep technical commitments consistent with staffing, program, and price.



## Clarifications, Site Visits, and Amendments

- **Ask early:** clarification requests must be in writing and before the stated deadline
- Monitor the procuring entity's responses — they are issued to all bidders
- Visit and examine the Site of Works where applicable
- Attend the pre-bid meeting and obtain the minutes
- **Amendments:** the BD may be amended after clarifications or at the procuring entity's discretion
- Any addendum issued becomes part of the BD — bid against the amended version, not the original
- Keep checking for amendments right up to submission; the deadline may also be extended
- Missing an addendum is a silent way to become nonresponsive



## Avoidable Mistakes — and the Deadline

- Using the wrong forms or templates instead of the ones in the BD
- Submitting incomplete documents, or omitting required information
- Bids not signed or not properly authorized
- Technical and Price Bids not marked properly (1S-2E)
- Technical and Price Bids placed in the same envelope (1S-2E) — the bid may be rejected
- Documents mixed up, so the Bid Security cannot be found at bid opening
- Submit on or before the deadline — late bids are rejected, without exception
- In case of e-tender, act early and report immediately if platform is not working
- Attend the bid opening; it is strongly recommended

Most disqualifications are paperwork, not price. Build a checklist and have a second person verify it.



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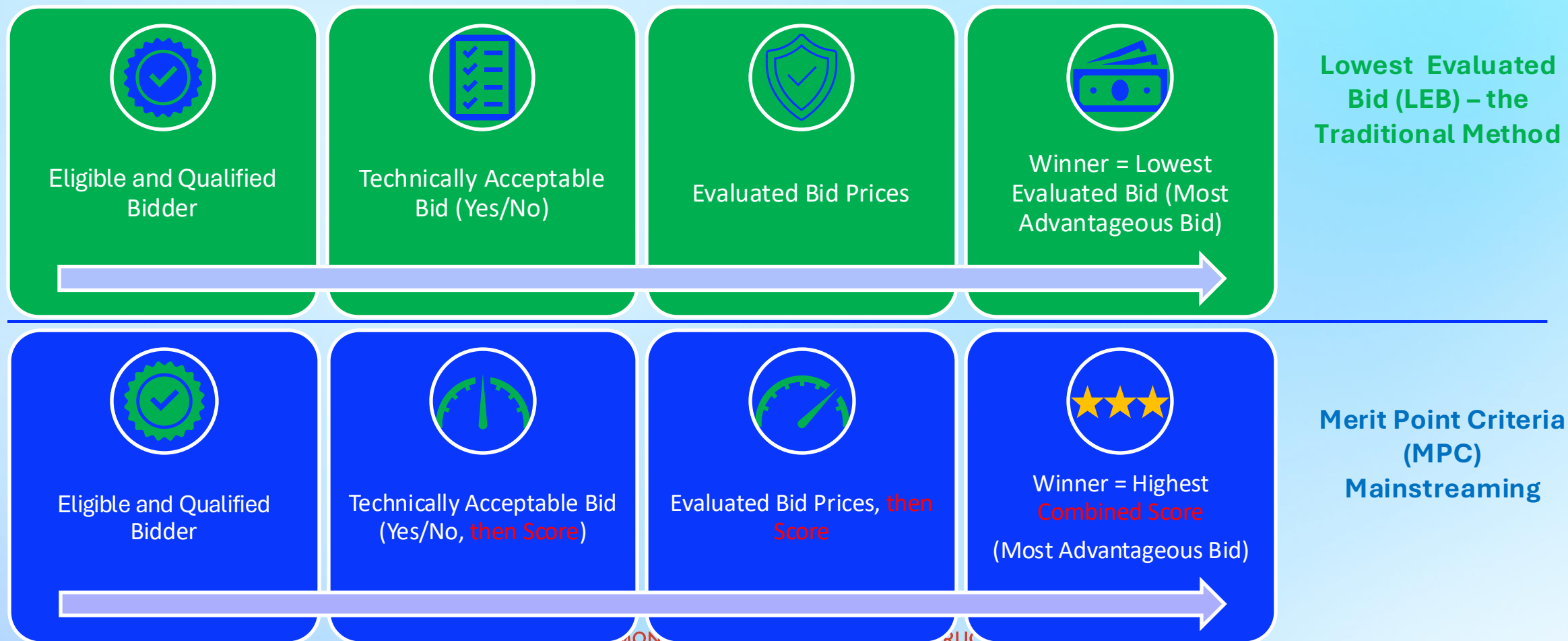
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## 3. How Bids Get Evaluated



## Two Evaluation Methods — Know Which One Applies to You





# The Pass/Fail Gates — Before Anyone Reads Your Price

- ❖ Evaluation follows only the procedures and criteria in the issued BD and its amendments.
- ❖ **Gate 1 — Preliminary Examination:** bidder identity (single entity or JV), signing and authorization, bid validity period, bid security, and whether the key required documents are present and for the advertised procurement.
- ❖ **Gate 2 — Eligibility and Qualification:** assessed pass/fail against Section 3, Evaluation and Qualification Criteria.
- ❖ **Gate 3 — Responsiveness:** does the bid meet the commercial and technical requirements without material deviation?
- ❖ Only bids that clear all three gates reach financial evaluation and price analysis.
- ❖ Where Merit Point Criteria apply, technical scoring, financial scoring, and combined scoring happen after the gates.
- ❖ **Fail any gate and your price is never considered — no matter how competitive it was.**



## Gate 3 — Responsiveness in Plain Language

- ❖ **Purpose:** identify which bids substantially meet the commercial and technical requirements, and flag minor quantifiable nonconformities for adjustment at financial evaluation.
- **Deviation** — you departed from what the BD requires.
- **Reservation** — you attached conditions or did not fully accept a requirement.
- **Omission** — you left out required information or documentation.
- A Substantially Responsive Bid meets the BD without any material deviation, reservation, or omission.
- A departure is material if accepting it would substantially affect the scope, quality or performance of the contract, or substantially limit the employer's rights or your obligations — or if fixing it would be unfair to other responsive bidders.
- Minor, quantifiable issues can be adjusted. Material ones cannot be cured, and the bid is rejected.



# Why Bids Actually Get Rejected

## Commercial

- ❖ Letter of Bid / Bid Submission Sheet or Price Schedules not signed
- ❖ Original bid not submitted
- ❖ No Bid Security when one is required, or one with a shorter validity or smaller amount
- ❖ Inability to meet a critical delivery schedule
- ❖ A conditional bid, or a bid containing reservations
- ❖ Major supporting documents not submitted
- ❖ Any condition the BD names as grounds for rejection — short bid validity, negative unit rates, refusing price adjustment

## Technical

- ❖ Failure to bid the required scope of work, or to quote a major item in the package
- ❖ Failure to meet major technical or environmental and social requirements
- ❖ Failure to meet a minimum local participation requirement



# Financial Evaluation and Price Analysis

## What the evaluator adjusts

- ❖ Removes noncompetitive components such as provisional sums and contingencies, and local taxes for Goods, IT and Plant
- ❖ Corrects arithmetical errors, applies your discounts, and converts to a single evaluation currency
- ❖ Adjusts for quantifiable nonmaterial nonconformities, and applies other Section 3 factors such as O&M, life-cycle cost, or domestic preference

## What this produces

- ❖ An Evaluated Bid Price for every substantially responsive bid — and, under Merit Point Criteria, financial and combined scores — identifying the potentially Most Advantageous Bid

## Price analysis

- ❖ That bid is then checked for being seriously unbalanced, front-loaded, or abnormally low
- ❖ The procuring entity may seek clarification, then accept, accept with increased Performance Security, or reject
- ❖ Your three controls: arithmetic accuracy, how you state discounts, and a balanced, realistic price.



# After You Submit — Clarifications, Validity, Debriefing

## Clarifications

- ❖ The procuring entity may seek clarification at its discretion; no change in price or substance is allowed
- ❖ Respond promptly — no response may result in rejection; unsolicited clarifications are not considered
- ❖ Any attempt to influence the procuring entity during evaluation may result in rejection

## Bid validity

- ❖ Monitor your bid validity and respond to any request for extension — and remember to extend the Bid Security too
- ❖ You may remind the procuring entity if validity is about to expire; it is sometimes overlooked

## If you lose

- ❖ Unsuccessful bidders may request a debriefing or file a complaint — directly with the procuring entity, not ADB
- ❖ The BD contains the procedures and contact details; a debriefing is the cheapest way to improve your next bid



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## Your First Bid — A 10-Step Checklist

1. Attend the Early Market Engagement event and watch for the advertisement
2. Download the complete Bidding Document and read ITB, BDS and Section 3 EQC first
3. Confirm you are eligible — country, conflict of interest, sanctions list
4. Check qualification criteria and decide early whether you need a JV or subcontractor
5. Submit clarification requests in writing before the deadline; attend the pre-bid meeting and site visit
6. Track every addendum and bid against the amended document
7. Use only the forms in the BD, and complete every required schedule
8. Sign and authorize properly; mark Technical and Price envelopes correctly
9. Check the Bid Security amount and validity, and have a second person verify the full package
10. Submit before the deadline, attend the opening, and request a debriefing if unsuccessful



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# Thank You!