

**DATA SHEET**  
**TA No. - Country**  
**Title**

Ref. No.: LOI/TA XXXX-Country

<b>Reference Clauses in Section 2</b>		
<b>1.1</b>	Method of Selection	[CQS, FBS, LCS, QBS, QCBS or SSS]
<b>1.3</b>	Representative/Contact Person and Address of the Executing Agency	
<b>1.4</b>	The Executing Agency will provide the following Counterpart Facilities:	
<b>1.12</b>	Validity of Proposal	[90 days from submission date]1600 hours
<b>2.1</b>	Clarifications may be requested not later than [insert no. of days] before the submission date	[15 days for FTP; 10 days for STP/BTP]
<b>3.3 (ii)</b>	Shortlisted Consultants may associate with other shortlisted Consultants: ___ Yes ___ No	
<b>4.1</b>	Type of Technical Proposal required	Full / Simplified / Biodata
<b>4.1(v)</b>	Minimum number of person-months. That must be shown on the personnel schedule are:	
	International experts	
	National experts	
<b>5.1(v)(f)</b>	Provisional sums (US\$ Amount)	
<b>5.1(v)(f)</b>	Contingency (US\$ Amount)	[Amount indicated should be 5% of the total budget for consulting services]
<b>5.1(v)(f)</b>	[Estimated or Maximum] <sup>1</sup> Budget for consulting services assignment (including the provisional sums and contingency shown above in US\$) <sup>2</sup>	
<b>5.1(v)(g)</b>	Examples of essential items of expenditure to be included on the Financial Proposal (other than provisional sums and contingency). <sup>3</sup>	Remuneration, out-of-pocket expenses e.g. per diem, international/national air travel, miscellaneous travel expenses, communication, report preparation, production and transmission, translation, land transportation, vehicle rental, etc.

<sup>1</sup> For QCBS cases, see Section 2 Instructions to Consultants, clauses 5.1(v)(b); 7.6(ii), (iii); and 8.3(iii). For QBS, CQS, and SSS cases, insert "Estimated Budget;" for FBS and LCS, insert "Maximum Budget."

<sup>2</sup> The amount of provisional sums and contingency are included within the budgeted ceiling specified in the Data Sheet. See also clauses 7.6 (QCBS), 7.7 (FBS), and 7.8 (LCS).

<sup>3</sup> **The Consultant must assess the relevant expenditure (other than provisional sums and contingency) to be included in its Financial Proposal. The relevant items of expenditure must be shown and found in the Financial Proposal. If any of these items are not shown, the cost of such items will be treated as being included elsewhere in the Financial Proposal and cannot be introduced during contract negotiations.**

<b>Reference Clauses in Section 2</b>		
<b>6.3</b>	Consultants must submit an original and 2 copies of the Technical Proposal, and an original Financial Proposal with CD to the ADB at the following address: <sup>4</sup>	
	The Director, Central Operations Services Office Asian Development Bank 6 ADB Avenue, Mandaluyong City 1550 Metro Manila, Philippines	
<b>6.4</b>	Financial Proposal to be submitted at the same time as Technical Proposal <sup>5</sup>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>6.5</b>	Submission time and date of Proposal <sup>6</sup>	[day, month, year] 1600 hours
<b>6.5</b>	Name and Address of ADB where correspondence concerning this Request for Proposal is to be sent: COS1/COS2 Officer [or User Division officer if US\$600,000 and under]	
<b>6.5</b>	1 copy of the Technical Proposal for ADB Resident Mission with the following address:	
<b>6.5</b>	1 copy of the Technical Proposal for the Executing Agency with the following address:	
<b>7.1</b>	Minimum score required for Technical Proposal	750 points
<b>7.1</b>	Summary Evaluation Criteria	Please refer to Data Sheet, Appendix 1
<b>7.4</b>	Expected date of public opening of Financial Proposals	[FOR FBS/LCS/QCBS: <i>day, month, year</i> ] [FOR CQS/QBS/SSS: <i>N/A</i> ]
<b>7.4</b>	Reference exchange rate	ADB Daily Exchange Rate on deadline of proposal submission
<b>7.6</b>	For QCBS Only: Quality-Cost Ratio	[Choose only one: 90:10 or 80:20 or 70:30]
<b>8.1</b>	Expected date to start contract negotiations	[day, month, year]
<b>9.2</b>	Expected date to Commence Consulting Services	[day, month, year]
Verified by:		
[COSO or User Division Officer] [Division]		

<sup>4</sup> If QBS, only the technical proposal should be submitted.

<sup>5</sup> Tick Yes if CQS, FBS, LCS, QCBS or SSS. No, if QBS.

<sup>6</sup> In accordance with section 6.6 of the RFP, Consultants are reminded to request and receive an official acknowledgment of receipt for proposals delivered in person to ADB.