



Asian Development Bank

**REQUEST FOR PROPOSAL
For Biodata Technical Proposals
Using Single Source Selection (SSS) Method**

Reference: No.: RFP /TAXXXX

[Date]

[Contact Person & Designation]

[Name of Firm & Address]

Dear Mr./Ms. _____:

[TA No./Recipient Country/Name of TA]

1. The Asian Development Bank (ADB) has approved a technical assistance (TA) grant to the Government of [country] for financing consulting services for the captioned TA. The **Background Information and Terms of Reference** for the Consulting services are given in Appendix I (Project Information) 2. The consultants will be selected and engaged in accordance with the **“Guidelines on the Use of Consultants by Asian Development Bank and its Borrowers”¹** (copy attached).

2. You are invited as the only firm, in accordance with the procedure for single source selection approved by the Management of ADB, to submit a **biodata technical proposal** for the services described in Appendix 1. Please note that you are not allowed to transfer this invitation to another consulting firm. If your firm has two or more sectors registered in the DACON, your technical proposal must be submitted by the sector that ADB invited (and if you are selected, the contract must be in the name of the shortlisted sector). If you submit a proposal in the name of another firm or sector, the ADB may consider the proposal non-responsive.

3. A **biodata technical proposal** is usually used for selection and engagement of consultants for assignment with relatively small scope of work and budget.

4. Please note that ONLY THREE COMPONENTS are required for a biodata technical proposal:

- (i) a cover letter – please follow the instructions in Section II.A of Appendix 2;
- (ii) a personnel schedule – please follow the instructions in Section II.D (items mentioned in para. 12 (ii) only) of Appendix 2;

¹ And other procedures considered by ADB as appropriate for the selection and engagement of national consultants, if any.

- (iii) biodata of the experts (maximum of 5 pages for each expert's biodata) – please follow the instructions in Section II.E of Appendix 2.

5. Your biodata technical proposal will be subject to review and acceptance by the ADB in accordance with the evaluation criteria shown in Appendix 1.

6. You are also invited to submit a financial proposal following instructions given in Appendix 3. The budget ceiling for this assignment is \$_____.

7. To familiarize yourself with the TA and to assess the extent of services to be provided by your firm, you may wish to contact the nominated representative of the **Executing Agency (EA)**. The nominated representative and the contact address are shown in the **Project Data Sheet** in Appendix 1. Your technical and financial proposals should be submitted in two copies marked "Official Documents" with the reference number and name of the TA on the envelope to:

**Director
Central Operations Services 2
Asian Development Bank
6 ADB Avenue, Mandaluyong City, 1550
Metro Manila, Philippines**

Also, one copy of the technical proposal should be sent to the EA representative as indicated in the Project Data Sheet in Appendix 1, and a copy of technical proposal to the ADB Resident Mission in the project country when applicable (please check the Data Sheet in Appendix 1).

8. Your technical and financial proposals should reach ADB not later than the submission date shown in the **Project Data Sheet** in Appendix 1. It is strongly recommended that you send your technical and financial proposals by courier and advise ADB by facsimile of the date of dispatch, airway bill number, and of expected date of arrival of the proposal in Manila.

9. Following further notification, contract negotiations with representative(s) of the selected firm will be done through correspondence except for very special cases in which face-to-face negotiations may be held at ADB's headquarters in Manila. A tentative timetable for contract negotiations and commencement of services is shown in the **Project Data Sheet** in Appendix 1. The representative conducting negotiations on behalf of the firm must have written authority to negotiate and sign the contract.

11. Request for clarifications concerning the proposed services maybe sent by fax to (632) [user division fax no.] addressed to the ADB officer who signed this letter. However, any delay caused by seeking such clarification will not be considered a reason for extending the submission date for your proposal.

12. It should be clearly understood that ADB will not reimburse any cost incurred by you for the preparation of proposals; site visit; collection of information; or if you are selected, for contract negotiations.

13. It is ADB's policy to require that consultants under ADB-financed contracts observe the highest standard of ethics. In this context, please refer to the provisions in para. 1.23 of the **"Guidelines on the Use of Consultants by Asian Development Bank and Its Borrowers"**.

14. You are requested to acknowledge receipt of this letter within 5 days of receipt to the undersigned by facsimile to **(632) [user division fax no.]** with clear indication whether you intend to submit a proposal.

Sincerely,

[User Division Officer]

[Designation]

[User Division]

Attachments:

Appendix 1 Information for Consultants
Appendix 2 Instructions on Preparation of Technical Proposals
Appendix 3 Instructions on Preparation of Financial Proposals
Standard Contract Format
Guidelines on the Use of Consultants by ADB and Its Borrowers

cc: Director, [COS1 or COS2]
 (*Executing Agency, when applicable*)
 (*Resident Mission, when applicable*)