



Asian Development Bank

READ THESE DOCUMENTS CAREFULLY

SECTION 1. LETTER OF INVITATION

[Date]

[Contact Person & Designation]

[Name of Firm & Address]

Dear Mr./Ms. _____:

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

1. Asian Development Bank (ADB) has approved a technical assistance (TA) grant¹ to the Government of [country] for financing consulting services for the above TA project. ADB will select and engage the consultants in accordance with the “*Guidelines on the Use of Consultants by Asian Development Bank and its Borrowers* (the “Guidelines”) found at <http://www.adb.org/Documents/Guidelines/Consulting/default.asp?p=cnsltng>.”

2. ADB now invites proposals to provide the consulting services as described in the Terms of Reference attached as an Appendix to this letter.

[3. For Competitive Selection]: This Request for Proposal (RFP) has been addressed to the following shortlisted Consultants:

*[insert: List of Shortlisted Consultants²]*** **Go to para. 4**

OR

[3. For SSS and CQS]: You are invited as the only firm, in accordance with the procedure for [Single Source Selection (SSS) or Consultants’ Qualifications Selection (CQS)] approved by the Management of ADB, to submit a biodata technical proposal and financial proposal in accordance with the procedures in this RFP and the Guidelines] **Then delete para 4.**

It is not permissible to assign this invitation to any other firm.

¹ For RETAs delete the name of the Government and Country. Should read “...has approved a technical assistance (TA) grant for financing consulting services for the above TA project.

² The list of shortlisted firms is posted on ADB website at <http://www.adb.org/Documents/ADBB0/listshrt.asp>

** Note: For Joint Ventures and/or associations, the name and country of the lead firm or managing Joint Venture partner and each of the other associate firms and/or Joint Venture partners must be identified in this paragraph.

4. The firm will be selected under [*insert: Selection Method (CQS, FBS, LCS, QCBS, QBS) and Type of Proposal (FTP/STP/BTP)*] and procedures in this RFP and the *Guidelines*.
5. The RFP includes the following documents:
 - Section 1 - Letter of Invitation
 - Section 2 - Instructions to Consultants (including Data Sheet)
 - Section 3 - Technical Proposal - Standard Forms
 - Section 4 - Financial Proposal - Standard Forms³
 - Section 5 - Terms of Reference
 - Section 6 - Standard Forms of Contract
 - Section 7 - List of ADB Member Countries
6. Sections 2, 3, 4, 6, and 7 of the RFP have been issued as a web-based document and can be accessed and downloaded from ADB's website at <http://www.adb.org/Consulting/all-methods-ta.asp>.
7. For more information, the Technical Assistance Paper (TA Paper) for this project can be accessed at <http://www.adb.org/Projects/reports.asp>. Note however, budgeted amounts in the Data Sheet supersede the cost estimates set out in the TA Paper.
8. Section 5 of the RFP, the Data Sheet and Summary Evaluation Criteria⁴ are attached as an Appendix to this Letter of Invitation.
9. Please inform ADB [*insert user division fax number*] within 5 working days from the date of receipt of this Letter of Invitation by facsimile whether:
 - (a) you will submit a proposal alone, with another firm(s) as a Joint Venture or as a lead firm; or
 - (b) your firm/Joint Venture will decline to submit a proposal.

Yours sincerely,

[User division officer]

[Designation]

[Department]

attachments: a/s

cc: Director, [COS1 or COS2]
[Country Director, Resident Mission, when applicable]
[Executing Agency, when applicable]

³ including "Appendix: Instructions for preparing Financial Proposal Forms FIN-1 to FIN-6."

⁴ This sets out the criteria and point allocation applied by ADB in the evaluation of the technical proposal.