

## I. Instructions to Consultants

### (ii) DATA SHEET

*[Comments in Italic provide guidance for the preparation of the Data Sheet; they should not appear on the final RFP to be delivered to the shortlisted Consultants]*

Paragraph Reference	
1.1	Name of the Client: _____ _____ Method of selection: _____
1.2	Financial Proposal to be submitted together with Technical Proposal: <sup>1</sup> Yes ___ No ___ <sup>2</sup> Name of the assignment is: _____
1.3	A pre-proposal conference will be held: Yes ___ No ___ <i>[If yes, indicate date, time, and venue]</i> _____ _____ _____ The Client's representative is: _____ Address: _____ Telephone: _____ Facsimile: _____ E-mail: _____
1.4	The Client will provide the following inputs and facilities: _____ _____ _____ _____
1.12	Proposals must remain valid _____ <i>[Insert number: normally 90 days]</i> days after the submission date, i.e. until: _____ <i>[Insert date]</i>

<sup>1</sup> Tick Yes if CQS, FBS, LCS, QCBS or SSS. No, if QBS.

<sup>2</sup> See 4.4 for circumstances when a sealed envelope must be used.

<b>2.1</b>	<p>Clarifications may be requested not later than ____ [<i>Insert number</i>] days before the submission date.</p> <p>The address for requesting clarifications is: _____</p> <p>Facsimile: _____ E-mail: _____</p>
<b>3.6</b>	<p>The format of the Technical Proposal to be submitted is: FTP ____, or STP ____, or BTP ____ [<i>check the applicable format</i>]<sup>3</sup></p>
<b>3.6 and 3.8(g)</b>	<p>Minimum number of person-months that must be shown on the personnel schedule are:</p> <p>International experts: _____</p> <p>National experts: _____</p>
<b>3.8 (iii) b</b>	<p>[Estimated or Maximum]<sup>4</sup> Budget: _____ US\$</p>
<b>3.8 (iii) d</b>	<p>[<i>List the applicable Reimbursable expenses in foreign and in local currency. A sample list is provided below for guidance: items that are not applicable should be deleted, others may be added.</i>]</p> <ol style="list-style-type: none"> <li>(1) a per diem allowance in respect of Personnel of the Consultant for every day in which the personnel shall be absent from their home office;</li> <li>(2) cost of necessary international and local air travel, including international travel of the international experts by the most appropriate means of transport and the most direct practicable route;</li> <li>(3) land transportation including vehicle rental;</li> <li>(4) cost of international or local communications such as the use of telephone and facsimile required for the purpose of the Services;</li> <li>(5) cost, rental and freight of any equipment required to be provided by the Consultants for the purposes of the Services;</li> <li>(6) cost of printing and dispatching of the reports to be produced for the Services;</li> <li>(7) miscellaneous administrative and support costs including office</li> </ol>

<sup>3</sup> Biodata Technical Proposal (BTP) is used for LCS, CQS and SSS and may be used for other selection methods depending on the value and nature of the assignment.

<sup>4</sup> For QBS, CQS, and SSS, insert "Estimated Budget;" for FBS and LCS, insert "Maximum Budget." For QCBS cases, insert "Estimated Budget" or "Maximum Budget," as applicable. See Section 2 Instructions to Consultants, paragraphs 3.8(iii)(b), 5.6(iii)-(iv); and 6.3(iii).

	<p>operations, support personnel and translation;</p> <p>(8) provisional sums; and</p> <p>(9) cost of such further items required for purposes of the Services not covered in the foregoing.</p>
<b>3.8 (iii) f</b>	<p>Amount for provisional sums: _____ US\$</p> <p>Contingency amount: _____ US\$</p>
<b>3.9</b>	<p>Amounts payable by the Client to the Consultant under the contract to be subject to local taxation: Yes ____ No ____</p> <p>If affirmative, the Client will [<i>choose one of the following and delete unused options</i>]:</p> <p><input type="checkbox"/> reimburse the Consultant for any such taxes paid by the Consultant.</p> <p><input type="checkbox"/> pay such taxes on behalf of the Consultant.</p> <p><input type="checkbox"/> the Consultant will pay local taxes without reimbursement by the Client.</p>
<b>3.10</b>	<p>Consultant to state local cost in the national currency: Yes ____ No ____</p>
<b>4.3</b>	<p>Consultant must submit the original and ____ [<i>Insert number</i>] copies of the Technical Proposal and the original of the Financial Proposal.</p>
<b>4.4</b>	<p>Financial Proposal to be submitted in sealed envelope<sup>5</sup></p> <p>Yes ____ No ____</p>
<b>4.5</b>	<p>Consultant must submit the original and two copies of the Technical Proposal, and the original Financial Proposal (if required under the selection method indicated under 1.1) to the Client to the following address:</p> <p>_____</p> <p>_____ ,</p> <p>Proposals must be submitted no later than the following date and time:</p> <p>_____</p> <p>and <b>one copy</b> of the Technical Proposal to the ADB at the following address:</p> <p>The Director, Central Operations Services Division 2, Asian Development Bank, 6 ADB Avenue, Mandaluyong City, 0980 Manila, Philippines,</p> <p>and one copy of the Technical Proposal for the ADB Resident Mission at the following address:</p> <p>_____</p> <p>_____</p>

<sup>5</sup> "Yes" if FBS, LCS or QCBS; "No" if CQS, QBS or SSS. For QBS, the Financial Proposal of the first-ranked firm will be submitted subsequent to the technical evaluation.

<b>5.1</b>	<p>Criteria, sub-criteria, and point system for the evaluation of Technical Proposals are those indicated in the Evaluation Sheets listed in Appendix 1.</p> <p>The minimum technical score required to pass is 750 from a maximum of 1,000 points for FBS, LCS and QCBS.</p>
<b>5.3</b>	<p>Expected date for public opening of Financial Proposals (applicable for FBS, LCS or QCBS only): _____ [insert date]  at:  _____ [insert location]</p>
<b>5.4</b>	<p>The source for determining the exchange rates is: _____  [applicable exchange rate as of the date of deadline for proposal submission]</p>
<b>5.6(ii)</b>	<p>Quality-Cost Ratio (applicable for QCBS only):  _____ [Choose only one: 90:10 or 80:20 or 70:30]</p>
<b>6.1</b>	<p>Expected date and address for contract negotiations:  _____</p>
<b>7.2</b>	<p>Expected date for commencement of consulting services  _____ [Insert date] at:  _____ [Insert location]</p>

**APPENDIX**

**Evaluation Sheets to be used for the evaluation of Technical Proposals**

*[Attach the applicable summary and personnel evaluation depending on the type of technical proposal required, i.e. FTP, STP or BTP:*

- (i) Summary Evaluation Sheets for Full/Simplified/Biodata Technical Proposals;
- (ii) Personnel Evaluation Sheet for Full/Simplified/Biodata Technical Proposals.]