



Asian Development Bank

**REQUEST FOR PROPOSAL
For Biodata Technical Proposals
Using Quality-Based Selection (QBS) 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 1 (Project Information). The consultants will be selected and engaged in accordance with the **“Guidelines on the Use of Consultants by the Asian Development Bank and its Borrowers”¹** (copy attached).

2. You are invited as one of the firms listed in Appendix 1 to submit a **biodata technical proposal**. 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. The shortlist quota system with a limit of three proposals per calendar year for each firm will not be applied for this type of assignment.

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 five pages for each expert's biodata) – please follow the instructions in Section II.E of Appendix 2.

5. You are NOT required to submit the other contents indicated in Appendix 2 that are not required in para. 4 above.

6. The ***Evaluation Criteria*** to be used by ADB for assessing the technical proposals are shown in Appendix 1. Your proposal must exclude financial terms at this stage. Any technical proposal containing details of cost will be treated as non-responsive. The selected firm will be required to submit a ***financial proposal*** prior to contract negotiations (see para. 7).

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 proposal should be submitted in three 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 should be sent to the EA representative as mentioned in para. 4, and a copy to ADB Resident Mission in the project country when applicable (please check the Project Data Sheet in Appendix 1).

8. Your technical proposal 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 proposal 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. You should be prepared at a short notice (generally not less than 7 days) to submit your financial proposal and confirm availability of personnel proposed. 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. More detailed ***Instructions on Preparation of Financial Proposals*** are provided in Appendix 3. Should it not be possible to successfully conclude the contract negotiations, or should the firm fails to submit adequate details of the cost data and the required supporting documents, the negotiations will be terminated and the firm submitting the next-ranked technical proposal will be invited to submit a financial proposal.

11. ADB may, if necessary, reply to your written request for clarifications concerning the proposed services and copy the same reply to all shortlisted firms. 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 during the selection process and in the execution of such contracts. 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 five days of receipt to the undersigned by facsimile to **(632) [fax no. of user division]** 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]
 [EA - when necessary]
 [Country Director, RM - when necessary]