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Request for Proposals (RFP)

After all EOIs sent by consultants have been received, ADB will evaluate and come up with a short list of firms that will be invited to submit proposals for the project. Consultants will receive an email with instructions on how to access the Request for Proposal in CMS.

The Request for Proposal tab is the centralized place to open, save or print the RFP attachments, reply to the RFP, receive RFP Addendums and/or submit **Request for Clarifications (RFCs)**.

Accessing CMS

- In Internet Explorer's address bar, type: <http://cms.adb.org>.



Then click **Go** or press the **Enter** key.

- CMS's login page appears. Type your **Registered User Name** and **Password** then click the **Login** button.



- Upon logging into the application, CMS' **Dashboard** page opens.



Responding to Request for Proposals

- On the **Dashboard**, click on the name or the **Go To Task** icon.
- Review the RFP and all attachments by clicking the **links** under the **RFP Attachments** section.
- Click on **"Yes, we will submit proposal"** when submitting a proposal under 1 firm.

- Check the name of the person who will create the proposal. Untick **Same as Primary Contact** to activate the **Name** drop down and select from the active contacts in the contact directory.
- Click on the **Save** button to submit response indicating that consultant will submit a proposal.

If the Consultant will submit as a joint venture or association:

- Consultant needs to select **"Yes, we will submit with another firm(s) as a Joint Venture or as a lead firm"**.
- Consultant enters the **CMS Number** of the firm(s) to associate with and clicks **Add Consultant**. The Consultant would have to get this information from the other firm because **no search** will be provided.
- If the added firm is a joint venture partner, tick the **Joint Venture** box.

If Consultant will not submit

- If the consultants would not submit a proposal, **"No, we will not be able to submit a proposal this time"** should be selected.
- Select the reason for not submitting from the drop-down list. If the reason is not in the list, then the consultant selects **Others** from the list and writes down the reason in the **Other reasons** field.
- To be informed of the developments of the selection, tick **"Include in notifications"**.

Title	Type	Description	Category	Last Updated By	Last Updated	Update	Delete
TA-7538 RFP Section 1 - Letter of Invitation.pdf	File	RFP Section 1 - Letter of Invitation	RFP-1	BGREENWALD	14-Dec-2010	✓	✕
TA-7538 RFP Section 2 - Definitions.pdf	File	RFP Section 2 - Definitions	RFP-2	BGREENWALD	14-Dec-2010	✓	✕
TA-7538 RFP Section 3 - Instructions to Consultants.pdf	File	RFP Section 3 - Instructions to Consultants	RFP-3	BGREENWALD	14-Dec-2010	✓	✕
TA-7538 RFP Section 4 - Data Sheet.pdf	File	RFP Section 4 - Data Sheet	RFP-4	BGREENWALD	14-Dec-2010	✓	✕
TA-7538 RFP Section 5 - Evaluation Criteria.xls	File	RFP Section 5 - Evaluation Criteria	RFP-5	BGREENWALD	14-Dec-2010	✓	✕
TA-7538 RFP Section 6 - Standard Forms for Proposal Submission.pdf	File	RFP Section 6 - Standard Forms for Proposal Submission	RFP-6	BGREENWALD	14-Dec-2010	✓	✕
TA-7538 RFP Section 7 - Terms of Reference.doc	File	RFP Section 7 - Terms of Reference	RFP-7	BGREENWALD	14-Dec-2010	✓	✕
TA-7538 RFP Section 8 - Standard Form of Contract.pdf	File	RFP Section 8 - Standard Form of Contract	RFP-8	BGREENWALD	14-Dec-2010	✓	✕
TA-7538 RFP Section 9 - List of ADB Member Countries (http://www.adb.org/...)	Web Page	RFP Section 9 - List of ADB Member Countries	RFP-9	BGREENWALD	14-Dec-2010	✓	✕
ADB Projects URL (http://www.adb.org/...)	Web Page	ADB Projects URL	Reference	BGREENWALD	08-Dec-2010	✓	✕
Anti-Corruption Policy URL (http://www.adb.org/...)	Web Page	Anti-Corruption Policy URL	Reference	BGREENWALD	08-Dec-2010	✓	✕
Guidelines on the use of Consultants by ADB and its Borrowers (http://www.adb.org/...)	Web Page	Guidelines on the use of Consultants by ADB and its Borrowers	Reference	BGREENWALD	08-Dec-2010	✓	✕

Response to Invitation

Still reviewing the Request for Proposal

Yes, we will submit a proposal

Yes, we will submit a proposal with another firm(s) as a Joint Venture or as a lead firm

Associations

CMS Number: Add Consultant

CMS Number	Consultant	Acronym	Country	Joint Venture	Delete
No results found.					

No, we are withdrawing and will submit through another short-listed firm as a Joint Venture or sub-consultancy

No, we will not be able to submit a proposal this time

Reason for not submitting:

Other reasons:

Include in notifications: Note: Check this to still be informed about developments on this selection even if you will not submit a proposal

If Yes, then our designated person to create this proposal will be:

Same as Primary Contact

Name: **John Scott** Designation: **HR Administrator** Email: **ADMAN@2010CORP.COM**

TIP: If different from your Primary Contact, you may select any of the Contacts that you have defined in your profile registration. We will create a new CMS account if necessary and send you an e-mail notification.



In scenarios where ADB allows short listed consultants to associate with other short listed consultants, consultants may choose to select the option "No, we are withdrawing and will submit through another short listed firm as a Joint Venture or sub-consultancy."

