



Sending Clarifications and Submitting Proposals

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CMS provides consultants a messaging tool that would help clarify items in the RFP. The messaging tool keeps track of all inquiries raised and the answers provided by ADB. CMS also gives consultants a way to verify the accuracy and completeness of their technical and financial proposals before they can finalize and eventually submit.

Messages and Clarifications

- Under the **Proposals** tab, click on **Messages and Clarifications**.
- Click on **New Message**. This will open the **Create New Message** screen.
- Enter the **Subject** of the inquiry and type in the concern in the **Message** field.
- Click **Send**.

NOTE Consultants will only see messages they have sent and messages from ADB.

Results of Proposal Verification

CMS uses the **Error** and **Warning** to denote missing information or attachments and incorrect or inconsistent entries in your proposals.

- Under the **Proposals** tab, click the **Verify and Submit** screen.
- Read carefully **all the messages** to understand the reason behind the errors and warnings.
- When necessary, read the **documents** that the errors and warnings are referencing to get further supporting details.
- For **Warning** messages, put justifications in the **Comment** field.
- For **Error** messages, click the **jump** icon to let CMS lead you directly to where corrections or updates are needed.



You may only finalize your proposals for submission 10 days before the deadline, when the reference exchange rate is already identified.

- After making the necessary adjustments and corrections, click **Verify** to see if the errors and or warnings have been reduced or eliminated.
- Click the **Verify and Finalize** button to finalize the proposal. Notice the change in the proposal's **status** and the **buttons** displayed. Also, the **Finalization Date** and **time** are already reflected.



Should there be changes to the proposal that was submitted before the set deadline, Use **Back to Draft** to return the status from "Final" to "Draft" and continue working on the proposals.

