



From: Nariman Mannapbekov
Country Director
Kazakhstan Resident Mission
Central and West Asia Department

Date: 9 September 2021

REQUEST FOR PROPOSAL

Package 2: KARM Almaty Field Office Connectivity and Data Room, and Video Conferencing Room Modernization Projects

1. The Asian Development (ADB) requests you to submit a bid for the above Works. The scope and details of the Works required are described in the attached Work Performance Statement (**Appendix 01**).
2. Bidder must have the nationality on eligible country as listed in <http://www.adb.org/about/members>. Bidder shall be deemed to have the nationality of a member country if is constituted, or incorporated, and operated in conformity with the provisions of the laws of that country.
3. To be qualified, Bidder must:
 - a. Have the nationality on eligible country in accordance with **Appendix 11**. A Bidder shall be deemed to have the nationality of a Member Country if it is constituted, or incorporated, and operates in conformity with the provisions of the laws of that country;
 - b. Have not been under a declaration or record of ineligibility for corrupt and/or fraudulent practices issued or kept by ADB; and
 - c. Past performance at ADB (if applicable) will be taken into consideration as part of the bid evaluation.
4. A Single Stage – One Envelope bidding procedure shall be followed wherein Bidders submit Bids containing both Technical and Financial Bids.
5. Bidder shall submit only one Bid either by himself, or as a partner in a joint venture. A Bidder who submits or participates in more than one Bid shall be disqualified.
6. Bidder shall bear all cost associated with the preparation and delivery of its bid and ADB shall in no case be responsible for such cost.
7. ADB is exempt from the payment of taxes and duties on its official procurement from its member countries.
8. The Bid Documents are composed of the following documents, which should be read in conjunction with any addendum issued:

Work Performance Statement - **Appendix 01**

Technical Bid Form - **Appendix 02**

Technical Bid Proposal Form	-	Appendix 03
Technical Evaluation Criteria	-	Appendix 04
Financial Bid Form	-	Appendix 05
Bid Securing Declaration	-	Appendix 06
Performance Security Form	-	Appendix 07
Certificate of Site Inspection	-	Appendix 08
Contract Form	-	Appendix 09
Letter of Acceptance of Bid	-	Appendix 10
ADB List of Member Countries	-	Appendix 11

9. Deadline for submission of clarification is on **Friday 8th October 2021, 17:00 (Nur-Sultan local time)**.

10. A pre-bid conference will be held on **Friday 1st October 2021, 11:00 (Nur-Sultan local time)** held at the Kazakhstan Resident Mission Office located in Almaty, Kazakhstan. This conference may be held virtually depending on operational requirements and COVID-19 restrictions.

11. Bidder shall attend a site visit on the following dates between **Wednesday-Thursday 6-7th October 2021**.

Site visits will be coordinated by the KARM office with a maximum of five (5) attendees from any single bidder will be permitted to attend. This site visit may be held virtually depending on operational requirements and COVID-19 restrictions.

12. The bid shall be composed of the following:

Technical Bid

- i. Completed Technical Bid Form - **Appendix 02**
- ii. Completed Technical Bid Proposal Form - **Appendix 03**
- iii. Completed Bid Securing Declaration - **Appendix 06**
- iv. Completed Certificate of Site Inspection - **Appendix 08**

Financial Bid

- i. Completed Financial Bid Form - **Appendix 05**
- ii. Bidder Proposal (with breakdown of cost, service/work duration, payment terms, etc.)

13. The bid shall be in USD currency or any other currency acceptable to ADB.

14. The bid shall remain valid for at least ninety (90) calendar days after the submission deadline.

15. The deadline for submission of bids is on **Friday 15th October 2021, 16:00 (Nur-Sultan local time)**.
16. ADB shall not consider any bid that arrives after the deadline for submission of bid.
17. The bid shall be evaluated based on mandatory and weighted scoring components reflected in the Technical Evaluation Criteria (Appendix 04) established by ADB. Bidders must obtain a minimum scoring of 70% to be considered as technically compliant for financial evaluation. The weighting applied to the technical component is 80% and financial component is 20%.
18. ADB shall award the Contract to the Bidder whose Bid has been determined to gather the highest combined percentage score I the technical and financial evaluation.
19. ADB reserves its right to negotiate the prices with the selected bidder with a view to obtain the best value for money for ADB.
20. The selected bidder is required to enter into and execute a Contract with ADB under the terms and conditions provided in Appendix 09.
21. The selected bidder will post a Performance Security amounting to 10% of total contract price in favor of ADB to guarantee its faithful performance of the Contract. The Performance Security, payable in the currency of the bid, can be in the form of a Bank Guarantee (Appendix 07); Manager's/Cashier's Check; Cash; or Standby Letter of Credit. Successful Bidder/s is required to enter and execute a Contract Agreement with ADB under the terms and conditions provided in Appendix 09 and will post a Comprehensive General Liability Insurance amounting to total project amount, per occurrence.
22. Provided that a bid is substantially responsive, ADB may waive any non-conformity or omission in the bid that does not constitute a material deviation. ADB may request that the bidder submit the necessary information or documentation, within a reasonable period of time, to rectify non-material non-conformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the bid. Failure of the bidder to comply with the request may result in the rejection of its bid.
23. ADB reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to Contract award, without thereby incurring any liability to the affected bidder or bidders, or any obligation to inform the affected bidder or bidders of the grounds for ADB's action.
24. Bidder's special attention is drawn to the special character of ADB as an international financial institution with status, privileges and immunities as established under the Charter and the Headquarters Agreement. The bidder is advised to study these documents which may be accessed in ADB's website: www.adb.org.
25. ADB's Anticorruption Policy require borrowers (including beneficiaries of ADB-financed activity), as well as bidders, suppliers and contractors under ADB financed contracts, to observe and will require to observe the highest standard of ethics during the procurement and execution of contracts. For a complete description of the ADB's Anticorruption Policy, please visit ADB's website: www.adb.org.
26. The information contained in this Request for Proposal, or accumulated through other written or verbal communications, is confidential. Information received in response to this Request for Proposal shall be held in strict confidence and shall not be disclosed to any party other than ADB without written consent. A non-disclosure agreement can be arranged, if requested.