

Selection Process #: RG-T4008-P007

Project #: RG-T4008

Technical Cooperation #: ATN/CO-19210-RG

Project Document public link:
<https://www.iadb.org/en/project/RG-T4008>

REQUEST FOR PROPOSAL

Consultancy Description: *Consultancy to Build a Centralized Data Management System to Collect Data from all Cluster Ports in Grenada, Integrate Management System with the Ministry of Fisheries Centralized Database, and build a vessel application for vessels trip reporting and on-board training*

SUBMISSION DATE: April 6th, 2023.

DUE DATE: April 24th, 2023 **(5pm US-EST)**

FOR CONSULTING FIRMS USE ONLY
SEND VIA IDB BEO BIDDER PORTAL:// beo-procurement.iadb.org

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Abbreviations

BAFO	Best and Final Offer
CF	Consulting Firm
CV	Curriculum Vitae
EOI	Expression of Interest
IDB	Inter-American Development Bank
IDBG	Inter-American Development Bank Group
IFI	International Financial Institution
JV	Joint venture/Consortium
MIF	Multilateral Investment fund
OII	Office of Institutional Integrity
PTL	Project Team Leader
RFP	Request for Proposal
REOI	Request Expression of Interest
TOR	Terms of Reference

Section 1. Introduction

1. Bank Overview

- 1.1 The Inter-American Development Bank (“IDB” or “Bank”) was established in December of 1959 to help accelerate economic and social development in Latin America and the Caribbean. Today, the Bank is a major catalyst in mobilizing resources for the region. The Bank provides loans, technical assistance and policy guidance to further its goals of poverty reduction and sustainable development in the Latin American and Caribbean regions.
- 1.2 The Inter-American Development Bank Group (IDBG) is composed of the IDB, the Multilateral Investment Fund (MIF, a fund administered by the IDB) and the Inter-American Investment Corporation (IIC).
- 1.3 The Bank is owned by its 48-member countries¹ with headquarters in Washington, D.C. and has Country Offices in 26 of its member countries in Latin America and the Caribbean and special offices in Madrid and Tokyo. The four official languages of the Bank are: Spanish, English, French and Portuguese. For more information about the Bank, please refer to the Bank’s website at www.iadb.org.

2. Definitions


- (a) “Agreement or Contract” (hereinafter Contract) means the legally binding written document, signed between the End User and the Consulting Firm.
- (b) “Bank” means the Inter-American Development Bank (IDB).
- (c) “Confidential Information” means any information of the Bank, or of a third party, which is in possession of the Bank, and which is disclosed or known to a Bank employee or agent as a consequence of his or her service to the Bank, and which is not a matter of public knowledge or available to the public on request
- (d) “Consulting Firm (CF)” means a legally-established professional entity that provides the consulting services under the Contract.
- (e) “Consulting Services” means the work to be performed by the CF pursuant to the Contract.
- (f) “Day” means a calendar day.
- (g) “End User” is the Bank unit that requests and selects the consulting services.
- (h) “e-Tool” means the Bank’s electronic system used for the selection, contracting, management and performance evaluation of Bank-executed Operational Work provided by CFs.
- (i) “Joint Venture (JV)” means an association with a legal personality distinct from that of its members, of more than one CF where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Bank for the performance of the Contract.
- (j) Consortium means an association without a legal personality distinct from that of its members, of more than one CF where one member has the authority to conduct all business for and on behalf of any and all the members of the Consortium, and where the members of the Consortium are jointly and severally liable to the Bank for the performance of the Contract

¹ List of member countries please refer to [Annex A](#)

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- (k) “Experts” includes all professional personnel of the CF, sub-contractor or Joint Venture who will perform services under the Contract.
- (l) “Key Expert(s)” means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the consulting services under the Contract and whose CV will be considered in the technical evaluation of the CF’s proposal.
- (m) “Project Team Leader (PTL)” means the person responsible for the overall selection, contracting, supervision and evaluation of Bank-executed Operational Work contracts.
- (n) “Proposal” means the Technical and the Financial Proposals.
- (o) “RFP” means the Request for Proposals.
- (p) “Terms of Reference (TORs)” means a document that defines the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the parties, and expected results and deliverables of the assignment.

3. Purpose of the RFP

- 3.1 The Bank is issuing this Request for Proposals (RFP) to solicit technical and price proposals from qualified eligible short-listed CFs in order to award a contract to the CF whose proposals provides the best overall value. The services requested are for Consultancy to develop a robust Seaweed Mariculture Finance Scheme in Belize. 
- 3.2 Detailed Terms of Reference for this service may be found in [Annex B](#) of this RFP.

4. Proposal Process Schedule

- 4.1 Listed below is the schedule for activities related to this solicitation. The following schedule reflects the expected completion dates but may be modified by the Bank, at any time, at its sole discretion
 - **Issuance of the RFP** April 6th, 2023 –.
 - **Last Day to Submit Questions** – April 17th, 2023. 5pm EST
 - **Proposals Due Date** – April 24th, 2023 . 5pm US-EST
 - **Proposal Validity period** – 90 days from proposal submission.
 - **Assignment estimated Start Date** – June 15th, 2023 .
 - **Estimate budget:** \$ 65000.
 - **Currency of the Proposal:** USD
 - **Exchange rate on submission date** – not applicable.
- 4.2 The RFP has been issued to the following CFs: Design and Environment - Mona - Future of Fish (FoF), Insite Solutions, Sonover, and NTEK.
Although the estimate budget is as indicated above, the Bank wishes to receive the most competitive cost proposal for the services described herein.
- 4.3 An eligible CF will be selected under the selection method full competitive and procedures described in this RFP, in accordance with the *Policy for the Selection and Contracting of CFs for Bank-executed Operational Work* of the Inter-American Development Bank (GN-2765-current version).

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5. Conflict of Interest

- 5.1 CFs are required to provide professional, objective, and impartial advice and at all times hold the Bank's interest's paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests.
- 5.2 Conflicts of interest might arise when a CF is influenced by considerations unrelated to the assignment. CFs shall not be hired for any assignment that would be in conflict with their previous or current obligations to other clients or that may place them in a position of being unable to carry out the assignment in the best interest of the Bank. A CF may not work simultaneously for the Bank and an outside party with competing interests, without prior written approval from the Bank.
- 5.3 CF and their sub-contractors must complete and submit along with the Proposal (a) the Litigation and Enforcement History Form (**Form Tech 1**) to confirm that they do not have a conflict of interest or the appearance of it; and (b)The "**Certificate of CF Eligibility and Authority to Sign Proposal**" form (**Form Tech 2**). Both forms will be reconfirmed prior to the execution of the contract.
- 5.4 Principals or other members of a CF may not work for the Bank as individual consultants while employed by, or affiliated with, a CF currently contracted by the Bank.

6 IDB Human Resources Restrictions

- 6.1 Relatives² of an active Bank employee, former Bank staff members who directly and as principals participated in the project to which the Consulting Services are related and employees subject to any work restrictions by virtue of his/her former employment with the Bank³ cannot be hired by the CF, either as its employees or as subcontractors. If it becomes known that any of CF's key and/or onsite personnel performing the Services is in violation of this paragraph, CF shall promptly replace such personnel with one having equivalent skills at no additional cost to the Bank.

7 Prohibited Practices

- 7.1 All CFs bidding for or participating in a Bank-financed activity including, their respective employees and agents (irrespective of whether the agency is express or implied), are required to adhere to the highest ethical standards. This requirement extends to any sub-contractors, service providers or suppliers that CFs includes in their proposal or use during the execution of the Contract.

² Spouse, Bank-registered domestic partner, mother, father, brother, sister, child, uncle, aunt, nephew, niece, (son-daughter-brother-sister) in law, grandparent, grandchild, first cousin, step- (parent-children-brother-sister), (parent or grandparent)-in law, and spouses of brothers-in-law or sisters-in-law, great (grandchild –uncle-aunt-nephew-niece-grandparent).

³ The following categories of former Bank employees cannot be hired by the Supplier either directly or as subcontractors to work on the project to which the Consulting Services are related: former Bank staff members and consultants who are ineligible for rehiring under applicable Bank policies and former Bank staff members who left the Bank with a special termination payment or pursuant to a mutual agreement.

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- 7.2 CFs, their sub-contractors, service providers and suppliers and all of their respective employees or agents shall report to the Office of Institutional Integrity (OII)⁴ of the Bank all suspected Prohibited Practices related to Bank-financed activities of which they have knowledge or of which they become aware during the selection process or throughout the negotiation or execution of a Contract.
- 7.3 In addition, CFs, their sub-contractors, service providers or suppliers, or any of their respective employees or agents may be subject to debarment sanctions pursuant to agreements between the Bank and other International Financial Institutions (IFIs) regarding the mutual enforcement of debarment decisions.
- 7.4 Prohibited Practices means any corrupt, fraudulent, coercive, collusive, obstructive practice or misappropriation in a Bank-financed activity by parties thereto as such terms are defined below:
- a. A “*corrupt practice*” is the offering, giving, receiving or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;
 - b. A “*fraudulent practice*” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
 - c. A “*coercive practice*” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - d. A “*collusive practice*” is an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party and
 - e. An “*obstructive practice*” is:
 - i. destroying, falsifying, altering or concealing evidence material to an IDB Group investigation, or making false statements to investigators with the intent to impede and IDB Group investigation;
 - ii. threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to an IDB Group investigation or from pursuing the investigation; or
 - iii. acts intended to materially impede the exercise of the an IDB Group’s contractual rights of audit rights or inspection provided or access to information;
 - f. A “*misappropriation*” is the use of IDB Group financing or resources for an improper or unauthorized purpose, committed either intentionally or through reckless disregard.

4 The Bank has established mechanisms to report allegations of Prohibited Practice. Any allegation shall be submitted to the Bank’s Office of Institutional Integrity (OII) through any channel referred here: <http://www.iadb.org/en/topics/transparency/integrity-at-the-idb-group/how-to-report-fraud-and-corruption,2872.html>. Allegations may be presented to the OII confidentially or anonymously. The Bank has also adopted a Sanctions Procedures to adjudicate cases (<http://www.iadb.org/document.cfm?id=39676437>). If the Bank determines that a prohibited practice has occurred, it may take appropriate action in accordance with the Policy for the Selection and Contracting of Consulting Firms for Bank-executed Operational Work and the Sanctions Procedures. Information on how to present allegations of Prohibited Practices, the applicable rules regarding the investigation and sanction process and the Contract regulating the mutual recognition of sanctions among the IFIs are available on the Bank’s website www.iadb.org/integrity.

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- 7.5 The Bank has the right to inspect any and all accounts, records and other documents related to the preparation and submission of proposals to the Bank and under any Contract which may result from this RFP, as well as to have such accounts, records and documents audited by auditors appointed by the Bank. Under these provisions, the CF shall fully assist the Bank in any such audit. Further, the CF shall:
- a. maintain all documents and records related to the Bank-financed activities for seven (7) years after completion of the work contemplated in the Contract unless otherwise provided by the Donor Trust Fund Contract
 - b. require the delivery of any document necessary for the investigation of allegations of Prohibited Practices; and make available employees or agents of the CF or its sub-contractors, service providers or suppliers with knowledge of the Bank-financed activities to respond to questions from Bank personnel or any properly designated investigator, agent, auditor or consultant relating to the investigation. If the CF, its sub-contractors, service providers or suppliers, or any of their respective employees or agents fails to cooperate and/or comply with the Bank's requests or otherwise obstructs the Bank's investigation, the Bank, in its sole discretion, may take appropriate action against the CF, its agents, personnel, sub-contractors, service provider or suppliers.

8 Eligibility

- 7.1 The Consulting Services may only be provided by CFs with the nationality of a Bank's member country ([Annex A](#)). CFs from other countries shall be disqualified.
- 7.2 To certify eligibility, the CF shall submit with the proposal "Form Tech 2: Certificate of CF Eligibility and Authority to Sign Proposal".
- 7.3 CFs shall be ineligible to be awarded consulting services Contracts or to benefit from such Contracts financially or in any other manner, if the CF and/or its controlling shareholders, officers, agents, and personnel used in the performance of the consulting services, as well as any parent, any subsidiary, and any sub-contractor and supplier (and their controlling shareholders, officers, agents, and personnel used in the performance of the consulting services): (i) are currently suspended or debarred from doing business with the Bank, (ii) are currently suspended or debarred by another International Financial Institution⁵ and recognized by the Bank pursuant to any Contract the Bank may have for the mutual enforcement of sanctions; and (iii) are prohibited to receive payments from a Member Country⁶ in compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations.

⁵ *International Financial Institution* refers to any financial institutions that have been established and are owned by the national governments of two or more countries (e.g., World Bank Group institutions, International Monetary Fund, African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, etc.).

⁶ Argentina, Austria, Bahamas, Barbados, Belgium, Belize, Bolivia, Brazil, Canada, Chile, China, Colombia, Costa Rica, Croatia, Denmark, Dominican Republic, Ecuador, El Salvador, Finland, France, Germany, Guatemala, Guyana, Haiti, Honduras, Israel, Italy, Jamaica, Japan, Republic of Korea, Mexico, Netherlands, Nicaragua, Norway, Panama, Paraguay, Peru, Portugal, Slovenia, Spain, Suriname, Sweden, Switzerland, Trinidad and Tobago, United Kingdom, United States, Uruguay, Venezuela.

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8. Supplier Diversity

8.1 CF will promote more business opportunities for entities owned and/or managed by women, afro descendants-indigenous persons, LGBTQ+, and persons with disabilities, emphasizing measurable results and continuous growth. CF is encouraged to support the Inter-American Development Group program by, at a minimum, promoting and seeking out such entities to expand their involvement in the Bank's business. CF may be asked by the Bank to report on progress results, including diverse supplier information, specifically pertaining to this Article.

9. Protests by Consulting Firms

9.1 If there are Protests to the Selection Process, the CF should proceed as follows:

- **Presentation:** The Protest should be presented by the legal representative of the CF or the Consortium. In the case of Consortiums, the Protest should be presented under the name of the Consortium by its legal representative(s). The Protest should contain an explanatory document (succinct) on the reason, as well as the necessary reference documentation and should be sent to:
 - **The e-mail of the Team Leader in charge of the Selection Process at the Hiring Unit.**
 - **Copy to:** OCS.procurement@iadb.org
- **Procedure:** The CF that wishes to Protest may do so at any time during a Procurement Process but no later than seven (7) calendar days following the publication date of the contract award.
- Protests received after seven (7) days of the publication date of the contract award or that are not properly documented will not be considered.
- Within five (5) calendar days after the Operational Consulting Services (OCS) group, within the Budget and Administrative Services Department (BDA) receives the Protest, a confirmation of reception will be sent to the CF.
- OCS, with the Support of the Legal Department of the Bank, will have a reasonable time to decide on the Protest. The decision will be based on the documentation received and there will be no requests for further clarifications to the CF.
- OCS will deliver to the CF a written notification informing of the position of the Bank on the Protest received.
- OCS's decision shall be final and conclusive, unless within seven (7) calendar days from the date of receipt of the decision, the CF files a written appeal with the Manager of BDA (BDAAofficeoftheManager@IADB.ORG).

Resolution: OCS shall have the authority of resolving all Protests presented during a procurement process.

Section 2. Instructions to Consulting Firms

1. Proposal Submission

- 1.1 Proposals (Technical and Price) must be submitted in two separate and independent documents through the IDB BEO Bidder Portal <http://beo-procurement.iadb.org>, by no later than 24 April, 2023 (5pm US-EST) **in PDF format only**. If the price proposal is not presented in a separate document and duly marked, it will be grounds for declaring the Proposal invalid. **The FCs should limit the size of their proposals to no more than 45 MB as the Portal will reject them.**
- 1.2 If due to extraordinary circumstances, the proposals must be submitted outside the Portal, with previous approval by the Team Leader, they shall be submitted to the account OCS.procurement@iadb.org in two separate documents clearly marked “TECHNICAL PROPOSAL” and “PRICE PROPOSAL” and bearing the RFP number, without copying team members. Non compliance with this requirement would be cause for disqualification.
- 1.3 All proposals received after the deadline will be rejected. In case of technical problems, you can contact the account OCS.procurement@iadb.org.
- 1.4 Proposals must be prepared in precisely the same format and templates described in Section 3 (**Responses**) of this RFP, with responses to each item in the order asked. Responses should be concise and clear. Marketing brochures provided in response to specific questions shall be considered non-responsive.
- 1.5 Financial proposals shall not exceed the available budget specified in Section 1, paragraph 4.1. As indicated earlier, the Bank wishes to receive the most competitive cost proposal.
- 1.6 The selected CF will complete the *Litigation and Enforcement History Form* (attached as **Form Tech 1**).
- 1.7 The “Standard Terms and Conditions of the Contract” are included in the proposed Contract (**Annex C**), and the CF’s proposal will be incorporated into the Contract, which results from this RFP. CFs are, therefore, cautioned not to make claims or statements, which they are not prepared to commit to contractually. Subsequent modifications and counter-proposals, if applicable, shall also become an integral part of any resulting Contract.
- 1.8 As set forth in the “Certification of CF Eligibility and Authority to Sign Proposal” (**Form Tech 2**), the CF represents that the individual submitting the organization’s proposal is duly authorized to bind its organization to the proposal as submitted. CF also affirms that it has read this RFP, is eligible to submit a proposal and has the experience, skills and resources to perform, according to conditions set forth in this RFP and the proposal.
- 1.9 If CFs submit a Proposal in Consortium, they will appoint one of the firms as the representative and, shall be responsible for all communications, the offer and any Contract with the Bank that may result from the offer under this RFP.

2. Questions and Clarification to the RFP

- 2.1 CFs may submit questions through the IDB Bidder Portal at any time **until April 17, 2023 (5:00 pm US-EST)**. Responses to all questions received will be distributed, after the due date for submitting questions, in writing to all CFs.

Section 2 Instructions to Consulting Firms

3. Validity of Proposal

- 3.1 All proposals shall remain valid and open for acceptance for a period of **ninety (90)** days after the date specified for receipt of proposals in Section 1, paragraph 4.1.

4. Safeguards of Information

- 4.1 By submitting a Proposal, the CF represent that it's Proposal contains no proprietary or confidential information, unless such information is specifically designated and clearly marked as "Proprietary and Confidential". A general statement claiming confidentiality for an entire Proposal shall not be sufficient. The Bank shall exercise reasonable measures to maintain the confidentiality of such information. CF consents to the furnishing of its Proposal to the Bank's employees, agents, representatives, consultants and legal counsel who may be involved in this RFP process.
- 4.2 Data in the possession of the Bank may be relevant to this project, and may be made available to the successful CF after Contract award. Any costs for acquiring other data or analyzing the data will be the responsibility of the successful CF.
- 4.3 All written materials prepared by CFs during the course of this selection process as well as all materials prepared by the selected CF under any Contract resulting from this RFP shall become the sole and exclusive property of the Bank.

5. Evaluation and Award

- 5.1 The Bank shall open and evaluate the Technical Proposals as soon as possible following receipt of proposals. The Price Proposal will remain unopened until the technical evaluation is concluded.
- 5.2 The CF shall provide its best offer, both technically and financially, in its original offering. The PTL shall confirm that the validity period of the Proposals that are being evaluated has not expired. Incomplete or inadequate responses, lack of response to an item or items, or misrepresentation in responding to this RFP may result in rejection of a CF's proposal.
- 5.3 Technical and cost factors shall be considered in the Bank's evaluation. The weights given to the technical and Price Proposals are: Technical = 80 % and Price = 20 % A minimum technical qualifying score of 70 will be required to continue participation in the price evaluation.
- 5.4 Proposals shall be evaluated by the Evaluation Committee on the basis of CF's responses to the criteria set forth in the evaluation criteria ([Annex D](#)). All participating CFs will be informed of the scores obtained in their respective technical proposal evaluation.
- 5.5 After evaluating the *technical* proposals, the PTL may require a material increase in the scope of work, and he will issue a Request for Best and Final Offer (BAFO), based on the revised scope of work to all participating firms whose technical proposals have received the minimum technical score
- 5.6 The price proposals of CFs that received the required minimum technical qualifying score will be opened.
- 5.7 The price proposal shall include all taxes and duties as indicated in the proposed Contract ([Annex C](#)).

Section 2 Instructions to Consulting Firms

- 5.8 Price proposals of CFs which did not obtain the minimum technical qualifying score or whose Technical Proposal was deemed unresponsive to the TOR and/or RFP will not be opened.
- 5.9 Any effort by a CF to influence the Bank in the process of examination, clarification, evaluation and comparison of proposals, or in decisions regarding the award of a Contract, may result in the rejection of the CF's proposal.
- 5.10 After receipt of proposals, information relating to the evaluation process shall not be disclosed to CFs, or to any persons not directly associated with the evaluation process.
- 5.11 The Bank reserves the right to cancel the contracting process any time before the adjudication of the contract or to reject any and/or all proposals for any reason or for no reason without recourse and to request substitution and/or clarification of any information provided. The Bank does not bind itself in any way to select the CF submitting the lowest priced proposal.
- 5.12 Before starting the negotiations with the highest ranked CF, the PTL will confirm that the Proposal's validity period has not expired and the CFs eligibility as indicated in Section 1, paragraph 7.
- 5.13 The PTL will notify the highest ranked CF and invite it to negotiate the Contract. The CF representative must have legal authority to negotiate and sign a Contract on behalf of the CF. The PTL conducts negotiations on the business terms (length of time, start and finish dates, team composition, number of missions, clarification of deliverables, payment schedule, etc.) of the envisioned Contract. Negotiations must not result in changes to the terms that would alter the outcome of the selection process or significantly alter the scope of the assignment. The PTL shall prepare minutes of negotiations that are signed by the PTL and the CF's authorized representative.
- 5.14 The Bank will publish the Contract award information on its website and will notify each participating CF the result and the final weighted score of all evaluated firms. Publication in UNDB will be done for selection processes which had an EOI published in that website.

6. Term and Termination

- 6.1 It is the intent of the Bank to select one successful CF and award an Contract as soon as practicable after receipt of, and evaluation of, proposals.
- 6.2 The Bank reserves the right to terminate any Contract resulting from this RFP at any time upon written notice, when in the discretion of the Bank, the selected CF has failed to maintain appropriate standards of performance as required by the terms of the Contract or has failed to respond appropriately to a request for modification of such performance, when applicable. The Bank shall further reserve the right to terminate the Contract at any time, without cause, upon thirty (30) days written notice. In either of such events, equitable payment shall be made for the consulting services satisfactorily rendered up to the date of such termination.

Section 3. Proposals

1. Responses

- 1.1 To ensure that all proposals are evaluated in an equivalent fashion, each CF must submit a signed proposal that corresponds to the sequence and format (**Form Tech 1 to 8** and **Form Price 1 and 2**) indicated in this Section. Proposals should be carefully considered, as they are critical to the evaluation process. While the Bank appreciates a concise, straightforward reply, the CF must understand that its response to each item below will be the basis for Bank's understanding and evaluation of the proposal. The CF should ensure that its proposal clearly explains all issues addressed in this Section. In responding, it is at the discretion of the CF to expand upon topics.
- 1.2 Proposals must be no more than 30 number of pages, not including the budget and consultant resumes. Proposals must be submitted in english language. The Technical Proposal shall not include any price information. A Technical Proposal containing price information may be declared non-responsive.
- 1.3 The CF shall submit only one Proposal, either in its own name or as part of a JV. If a CF, submits a proposal as a part of a JV, the Bank will only hire with one of them. If a JV, including any JV member, submits or participates in more than one proposal, all such proposals shall be disqualified and rejected. This does not, however, preclude a Sub-contractor, or the CF's staff from participating as Key Experts in more than one Proposal when circumstances justify.
- 1.4 Activities and items described in the Technical Proposal but not priced in the Price Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Price Proposal.
- 1.5 The Bank's policy does not allow the procurement of goods and related services, except when such goods and related services are necessary to achieve the objectives of the Bank-executed Operations Work and are included in the consulting services contract. When the Terms of Reference require the proposal of goods and related services, the cost for these items must not exceed ten percent (10%) of the cost proposal. Proposals exceeding 10% of the proposed price will be disqualified.

2. Modification to Contracts

- 2.1 The Bank's Standard Terms and Conditions are included in the proposed Contract. As a practice, the Bank does not accept changes to its standard Contract terms and conditions.

3. Technical Proposal

- 3.1 Proposals shall be organized according to the outline below:

- a. **Organizational and Experience – [Form Tech 4](#)**

- i) Provide the primary contact, phone numbers, and office address that will support this project.
- ii) Provide a description of your organization, including any international/global experience and/or any experience with other IFIs (International Financial Institution).

Section 3 Proposals

- iii) Demonstrate that your organization is registered as such (i.e. provide documentation of the constitution of the firm or institution, commercial register, certificate of registration with the chamber of commerce, Certificate of Existence, legal representation).
- iv) Provide audited CF financial statements/reports for the last two (2) years.
- v) Describe your ability to complete the expected tasks, providing examples of relevant projects that highlight your experience
- vi) Provide no more than three (3) recent references of similar projects you have completed with a summary description (no more than 2 pages per project). Include full contact details (country of assignment, name of referee, title, organization, address, email, phone number). Provision of references constitutes permission to the Bank to contact them.

b. Proposed Methodology - [Form Tech 5](#)

- i) Clearly describe the proposed methodology that will be used to undertake this work and how it supports best practices.
- ii) Describe your approach to the overall project management of a resulting Contract.
- iii) Describe any Bank resources that may be required in order to carry out this project.
- iv) Describe and justify any modifications or improvement to the terms of reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary or adding another, or proposing a different phasing of the activities. Suggestions should be concise and to the point. Please also include comments, if any, on counterpart staff and facilities to be provided by the Bank. For example, administrative support, office space, local transportation, equipment, data, background reports, etc.]

c. Project Timeline and Deliverables – [Form Tech 6](#)

- i) Provide a timeline for this project with milestones/deliverables and dates. Please indicate logical points in your timeline at which you would provide interim progress reports and/or draft deliverables to management.
- ii) Advise if any areas of the project timeline are critical path and/or require Bank commitment to a deadline.

d. Personnel and CV's- [Form Tech 7](#) and [Form Tech 8](#)

- i) Identify the Project Manager or Team Leader for this effort, and provide the composition of the proposed team, including the signed CVs of key staff with significant experience and skills to complete the assignment. These CVs submitted must be of those experts who will be assigned to this Agreement, if the CF is selected. Any substitution in the team of experts proposed must be approved in advance by the End User. The CF shall assume the cost of 5 working days to bring such newly assigned personnel to a productive status.

Section 3 Proposals

4. Price Proposal

- 4.1 Propose a lump sum cost for the assignment inclusive of all expenses (**Form Price 1**). The cost of any item(s) not requested in the TORs but the CF believes would add value to the products of this consultancy, should be shown separately.
- 4.2 Cost Break Down: Costs should include the hourly rate and total estimated hours for all personnel identified in 2.1.d. to be assigned to render the services In accordance with the Terms of Reference, the payment schedule should be submitted based on project milestones or deliverables (**Form Price 2**)⁷
- 4.3 The price proposal shall include all costs, so neither arithmetical corrections nor price adjustments shall be made by the Bank.
- 4.4 The Bank does not expect to make advance payments under consulting Contracts unless a significant amount of travel is required.
- 4.5 In the case of a Consortium or JV, **payments** will be made to the Representative thereof.
- 4.6 The single currency for price conversions is **United States Dollars**. Proposals must be submitted in the currency indicated in the budget in Section 1, paragraph 4.1.
- 4.7 The **IDB Official Exchange Rate** when the proposal can be submitted in a local currency the exchange rate indicated in Section 1, paragraph 4.1 will be used to determine USD equivalent.

5. Confidentiality

- 5.1 The CF and its employees or agents are aware that in discharging their obligations pursuant to this Contract, they may have access to privileged, confidential and/or proprietary information of the Bank or of another but in possession of the Bank including without limitation the Bank's financial, statistical, marketing, business and personnel information, projections, plans, forecasts, reports, service capabilities or any other data or information collected and gathered in the provision of the consulting services and relating to the Bank's business and any information whether written or oral identified as confidential by the Bank, is confidential information of the Bank ("Confidential Information"). Under no circumstances, except with the Bank's express written permission, shall the CF and its employees or its agents copy, reproduce, sell, assign, license, market, transfer, give or otherwise disclose to any person or organization, in any manner or form, now or after the expiration of the Contract, such Confidential Information or any part thereof.
- 5.2 Upon request by the Bank or upon completion of the consulting services, the CF will immediately return to the Bank at the CF's expense all Confidential Information of the Bank and any other Bank documents or data and all copies thereof.

⁷ If TORs require traveling, this cost will be included within the global proposal.

Form Tech 1: Litigation and Enforcement History Form

This Form shall be completed by all CFs that presents proposals.

The questions below are intended to identify legal actions that could indicate that the CF – or people closely associated with it – engaged in serious misconduct. This information is relevant to the IDB’s assessment of integrity and reputational risks associated with the proposed project. The questions are relatively complex because they are intended to identify:

- past or ongoing legal actions in which it is alleged that (add details)
- the CF or individuals/entities closely associated with it (add details)
- engaged in serious criminal, civil or regulatory misconduct.

Persons and entities closely associated with a CF include senior managers and key employees (a “key employee” is an employee of the CF responsible for management or implementation of the contract to be entered into with the IDB.)

Not all crimes or civil/regulatory offenses are relevant to an assessment of integrity or reputational risk. Relevant offenses include – but are not limited to – the following:

- Serious criminal misconduct: What constitutes a serious crime may vary according to local law, but should include: corruption and bribery, fraud, terrorist financing or money laundering, robbery or theft; insider trading, market manipulation, and murder among others.
- Serious ethical or financial misconduct: Examples of serious financial or ethical misconduct are bid rigging, money laundering, price fixing, fraud, tax evasion, manufacturing or selling banned products.

In case of doubt regarding whether a crime is “serious”, please disclose.

Considering the above, the CF should answer the following questions and provide a detailed explanation on a separate sheet, if response to any question is affirmative.

<p>1) To the best of your knowledge is the CF, or any senior manager or key employee of the CF, subject to any litigation (whether civil or criminal,) or regulatory proceedings in which the CF or any board member, senior manager or key employee of CF is alleged to have engaged in:</p> <p>a) serious criminal misconduct; or b) serious financial or ethical misconduct?</p>	<p>Confirm: Yes ___ /No ___</p>
<p>2) To the best of your knowledge, is the CF or any senior manager or key employee of the CF, the subject of any investigation assessing whether the CF or any board member, senior manager or key employee of CF may have engaged in:</p> <p>a) serious criminal conduct; or b) serious financial or ethical misconduct?</p>	<p>Confirm: Yes ___ /No ___</p>
<p>3) To the best of your knowledge, has the CF or senior manager or key employee of the CF, been the sanctioned or found by a criminal, civil or regulatory authority to have engaged in:</p> <p>a) serious criminal conduct; or b) serious financial or ethical misconduct?</p>	<p>Confirm: Yes ___ /No ___</p>

I, _____, certify that I am _____ of _____; that by signing this Proposal for and on behalf of _____ I am certifying that all information contained herein is accurate and truthful and that

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the signing of this Proposal is within the scope of my powers.

(Signature) (Seal)

(Printed Name and Title)

(Date)

Form Tech 2: Certificate of Consulting Firm Eligibility and Authority to Sign Proposal

This Form shall be completed by all CFs at the time they submit their proposals.

<u>CF Eligibility Confirmation and Information</u>	<u>CF's Response</u>
1. What year was your firm/organization established?	
2. In what province/state/country is your firm/organization established?	
3. Has your firm/organization ever filed or petitioned for bankruptcy? (If YES, explain in detail the reasons why, filing date, and current status.)	Yes ___ /No ___
4. Have you ever been terminated for non-performance on a contract? If YES, describe in detail in a separate Annex.	Yes ___ /No ___
5. Has the CF, or to the best of your knowledge, controlling shareholder, senior manager or key employee of the CF ever been suspended or debarred by any government, a UN agency or other international organization, including the IDB Group, the World Bank Group, the African Development Bank Group, the Asian Development Bank or the European Bank for Reconstruction and Development? If YES, provide details, including date of reinstatement, if applicable, in a separate Annex.	Yes ___ /No ___
6. It is the IDB's policy to require that participants in Bank financed activities observe the highest standard of ethics during the selection and execution of contracts. In this context, any action taken by a CF (or any of its sub-contractors, service providers or suppliers participating in the proposal or contract execution) to influence the selection process or contract execution for undue advantage is improper. IDB defines Prohibited Practices as follows: <ul style="list-style-type: none"> a. A <i>"corrupt practice"</i> is the offering, giving, receiving or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party; b. A <i>"fraudulent practice"</i> is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation; c. A <i>"coercive practice"</i> is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party; d. A <i>"collusive practice"</i> is an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party and e. An <i>"obstructive practice"</i> is: <ul style="list-style-type: none"> iv. destroying, falsifying, altering or concealing evidence material to an IDB Group investigation, or making false statements to investigators with the intent to impede and IDB Group investigation; v. threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to an IDB Group investigation or from pursuing the investigation; or vi. acts intended to materially impede the exercise of the an IDB Group's contractual rights of audit rights or inspection provided or access to information; 	Yes ___ /No ___

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<p>f. A “misappropriation” is the use of IDB Group financing or resources for an improper or unauthorized purpose, committed either intentionally or through reckless disregard.</p> <p>Has the CF including their respective officers, employees or agents, or to the best of your knowledge, sub-contractors, service providers or suppliers, engaged in any corrupt, fraudulent, collusive, coercive , obstructive practices or misappropriation in competing for this contract?</p>	
<p>7. Are you, or any of your sub-contractors, to the best of your knowledge, engaged in any activity that would put you or your sub-contractors, service providers or suppliers, if selected for this assignment, in a conflict of interest with the Bank?</p>	<p>Yes ___ /No ___</p>
<p>8. Has the CF including their respective officers, employees or agents, or your sub-contractors, to the best of your knowledge, been associated or involved in any way, directly or indirectly, with the preparation of the Terms of Reference, and / or other documents used as part of this Request for Proposals?</p>	<p>Yes ___ /No ___</p>
<p>9. Bank policy restricts companies from bidding on or receiving a Bank financed contract if a Bank staff member within and including the fourth degree of consanguinity and the second degree of affinity is a relative of an owner, officer, partner or board member of such company; or has a financial interest in such company. The term “relative” includes: spouse, mother, father, brother, sister, child, uncle, aunt, nephew, niece, (son-daughter-brother-sister)-in-law, grandparent, grandchild, first cousin, step-(parent-children-brother-sister), (parent or grandparent)-in-law, spouses of brothers-in-law or sisters-in-law, great (grandchild-uncle-aunt-nephew-niece-grandparent) and great-great (grandparent-grandchildren). Do you confirm that both the consulting firm and its Sub-contractors are not in a situation of conflict of interest situation as the one described above?</p>	<p>Yes ___ /No ___</p>
<p>10. Confirm that CF and your Sub-contractors understand IDB privileges and immunities, including immunity from taxes. By confirming you understand that these privileges and immunities do not apply to the CF or Sub-contractors.</p>	<p>Yes ___ /No ___</p>
<p>11. Confirm that the CF understands its own responsibility for paying any taxes related to income, personnel, etc.</p>	<p>Yes ___ /No ___</p>
<p>12. Confirm that the CF’s price proposal is submitted in the specified currency.</p>	<p>Yes ___ /No ___</p>
<p>13. Please confirm that CF’s Financial Statements for the most recent two (2) years are attached.</p>	<p>Yes ___ /No ___</p>

I, _____, certify that I am _____ of _____; that by signing this Proposal for and on behalf of _____ I am certifying that all information contained herein is accurate and truthful and that

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the signing of this Proposal is within the scope of my powers.

(Signature) (Seal)

(Printed Name and Title)

(Date)

Form Tech 3: Submission Letter

[Location, Date]

To: [Name and address of Bank contact]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposals dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal in separate documents. We have reviewed the proposed Contract and do not have any comments to it.

[If the CF is a JV, insert the following: We are submitting our Proposal in association/as a consortium/as a JV with: [Insert a list with full name and the legal address of each member, and indicate the lead member.] We have attached a copy [insert: "of our letter of intent to form a JV" or, if a JV is already formed, "of the JV agreement"] signed by every participating member, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said JV.

OR

If the CF's Proposal includes Sub-contractors, insert the following: We are submitting our Proposal with the following firms as Sub-contractors: [Insert a list with full name and address of each Sub-contractor.]

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or may be sanctioned by the Bank.
- (b) Our Organization has:
 1. more than one client and the Bank does not represent more than 25% of total annual revenues;
 2. the financial capacity to carry out the work should we be contracted by the Bank;
 3. can obtain the insurance requested by the Bank as per its standard terms and conditions (Annex C)
- (c) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Section 1 paragraph 4.1.
- (d) We have no conflict of interest in accordance with Section 1 paragraph 5.
- (e) We meet the eligibility requirements as stated in Section 1 paragraph 7, and we confirm our understanding of our obligation to abide by the Bank's policy in regard to prohibited practices as per Section 1 paragraph 6.
- (f) We undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key of experts proposed must be approved in advance by the Bank.
- (g) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.
- (h) We have/do not have any outstanding sanctions from the Bank or any other International Financial Institution.
- (i) We will use our best efforts in assisting the Bank in any investigation.

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We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in Section 1 paragraph 4.1 of the RFP.

We understand that the Bank is not bound to accept any Proposal that the Bank receives.

Authorized Signature *[In full and initials]*: _____

Name and Title of Signatory: _____

Official Name of CF (company's name or JV's name): _____

Commercial Name of CF (Trade Name, etc.): _____

Tax ID Number: _____

Registered Address of Head office

Address: _____

Province/State: _____

Zip Code: _____

Country: _____

Address of Subsidiary presenting this Proposal (if different from above)

Address: _____

Province/State: _____

Zip Code: _____

Country: _____

Contact information

Phone : _____

e-mail: _____

[For a JV, all members shall sign and indicate all the data requested above]

Form Tech 4: Consulting firm’s organization and experience

A brief description of the CF’s organization and an outline of the recent experience of the CF that is most relevant to the assignment. In the case of a JV, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the names of the CF’s Key Experts who participated, the duration of the assignment, the contract amount (total and, if it was done as part of a JV or as a sub-contract, the amount paid to the CF), and the CF’s role/involvement

A – CF’s Organization

[1. Provide here a brief description of the background and organization of your company, and – in case of a JV – of each member for this assignment.]

B – CF’s Experience

1. List only previous similar assignments successfully completed in the last *[insert number of years]* years.

2. List only those assignments for which the CF was legally contracted as a company or was one of the JV partners. Assignments completed by the CF’s individual experts working privately or through other CFs cannot be claimed as the relevant experience of the CF, or that of the CF’s partners or sub-contractors, but can be claimed by the Experts themselves in their CVs. The CF should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by the Bank.

a. Provide any international-global experience and or any experience with other IFIs.

b. Describe your ability to complete expected task

c. Examples of relevant projects that highlight your experience.

d. Provide no more than three (3) recent references of similar projects in the past # of years you have completed with a summary description. Include full contact details (country of assignment, name of referee, title, organization, address, email and phone number).

Duration	Assignment name/& brief description of main deliverables/outputs	Full Contact Details	Approx. Contract value (in US\$)/ Amount paid to your firm	Role in the Assignment
<i>[e.g., Jan.2009– Apr.2010]</i>	<i>[e.g., “Improvement quality of.....”:]</i>	<i>[e.g., Ministry of, country]</i>	<i>[e.g., US\$1 mill/US\$0.5 mill]</i>	<i>[e.g., Lead partner in a JV A&B&C]</i>
<i>[e.g., Jan-May 2008]</i>	<i>[e.g., “Support to sub-national government.....”]</i>	<i>[e.g., municipality of....., country]</i>	<i>[e.g., US\$0.2 mil/US\$0.2 mil]</i>	<i>[e.g., sole Consultant]</i>

Form Tech 5: Methodology

A description of the approach, methodology, and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

[Suggested structure of your Technical Proposal]

- a) **Technical Approach, Methodology, and Organization of the Consultant's team.** *[Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s); the degree of detail of such output; and describe the structure and composition of your team. Please do not repeat/copy the TORs in here.]*
- b) **Work Plan and Staffing.** *[Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Bank), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan and work schedule showing the assigned tasks for each expert. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Project Timeline and Deliverables Form.]*
- c) **Comments (on the TOR and on counterpart staff and facilities)** *Present and justify here any modifications or improvement to the terms of reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary or adding another, or proposing a different phasing of the activities. Suggestions should be concise and to the point. Please also include comments, if any, on counterpart staff and facilities to be provided by the Bank. For example, administrative support, office space, local transportation, equipment, data, background reports, etc.)*

Form Tech 6: Project Timeline and Deliverables



N°	Deliverables ¹ (D-..)	Months/Weeks												
		1	2	3	4	5	6	7	8	9	n	TOTAL	
D-1	[e.g., Deliverable #1: Report A													
	1) data collection													
	2) drafting													
	3) inception report													
	4) incorporating comments													
	5)													
	6) delivery of final report to the Bank]													
D-2	[e.g., Deliverable #2:.....]													
n														

- a. Provide a timeline for this project with milestone-deliverables end dates with the breakdown for activities, delivery of reports, and benchmarks and other requirements, such as the Bank’s approvals. Advice if any areas of the project timeline are critical path and/or require Bank commitment to a deadline
- b. For phased assignments, indicate the activities.
- c. Include a legend, if necessary, to help read the chart.

Form Tech 7: Personnel

Team composition, assignment, and key experts' inputs: Identify the project manager/team leader for this effort, and provide the composition of the proposed team.

N°	Name		Expert's input (in person/month) per each Deliverable (listed in xxx order)											Total time-input (in Months)			
			Position			D-2	D-3	...	D-					Home	Field	Total	
	KEY EXPERTS		Citizenship/ Nationality														
K-1	{e.g., Mr. Abb}	[Team Leader]		[Home]	[2 month]	[1.0]	[1.0]										
				[Field]	[0.5 m]	[2.5]	[0]										
K-2																	
n																	
											Total						

-  Full time input
-  Part time input

Months are counted from the start of the assignment/mobilization. One (1) month equals twenty two (22) working (billable) days. One working (billable) day shall be not less than eight (8) working (billable) hours
 "Home" means work in the office in the expert's country of residence. "Field" work means work carried out in any other country outside the expert's country of residence.

Form Tech 8: Curriculum Vitae (CV)

Include the signed CVs of key staff. The CVs submitted must be of those experts who will be assigned to this Contract, if the CF is selected. Any substitution in the team of experts proposed must be approved in advance by the Bank.

Position Title and No.	<i>[e.g., K-1, TEAM LEADER]</i>
Name of Expert:	<i>[Insert full name]</i>
Country of Citizenship/Residence	

Education: *[List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained]*

Employment record relevant to the assignment: *[Starting with present position, list in reverse order the experience in the past 15 years. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.]*

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
<i>[e.g., May 2005-present]</i>	<i>[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. Bbbbbb, deputy minister]</i>		

Language Skills (indicate only languages in which you can work): *[add language]*

Experts contact information: *[e-mail....., phone.....]*

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Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available and willing to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal, and/or sanctions by the Bank.

[day/month/year]

Name of Expert

Signature

Date

[day/month/year]

Name of authorized

Signature

Date

Representative of the CF

[the same who signs the Proposal]

(i) This CV correctly describes my qualifications and experience

(iii) I was part of the team who wrote the terms of reference for this consulting services assignment

(iv) I am not currently debarred by any of the International Financial Institutions (If yes, identify who) _____

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

I certify that I have been informed by the CF that it is including my CV in the Proposal for the [name of assignment and contract]. I confirm that I will be available and willing to carry out the assignment for which my CV has been submitted in accordance with the implementation arrangements and schedule set out in the Proposal.

Form Price 1: Price Proposal Submission

[Location, Date]

To: [Name and address of Bank]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the amount of [Indicate the corresponding to the amount(s) currency (ies)] [Insert amount(s) in words and figures], [Insert "including" of all applicable taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Section 1 - Clause 4.1.

Commissions, gratuities or fees paid or to be paid by us to an agent or any other party relating to preparation or submission of this Proposal and Contract execution, paid if we are awarded the Contract, are listed below:

Name and Address of Agent(s)/Other party	Amount and Currency	Purpose
_____	_____	_____
_____	_____	_____
_____	_____	_____

[If no payments are made or promised, add the following statement: "No commissions, gratuities or fees have been or are to be paid by us to agents or any other party relating to this Proposal and, in the case of award, Contract execution."]

We understand you are not bound to accept any Proposal you receive.

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

In the capacity of: _____

Address: _____

E-mail: _____

[For a JV, either all members shall sign or only the lead member/consultant, in which case the power of attorney to sign on behalf of all members shall be attached]

Form Price 2: Costs Breakdown

SUMMARY OF COSTS AND DELIVERABLES		
Deliverable	Time input in Person/Month	Total Amount
D-1		
D-2		
.....		
Total Remuneration		
Other expenditures (a)		
TOTAL		

DETAIL OF COSTS AND DELIVERABLES					
Name Key Experts	Position	Nationality	Person-hourly Remuneration Rate	Time Input in Person/Month	Amount
Deliverable 1:.....					
Total D1					
Deliverable 2:.....					
Total D2					
Total Remuneration					
			Unit	Quantity	Price
TOTAL					
Reimbursable expenses					
Other expenditures (a)					
TOTAL COSTS					

(a) Note: Bank policy does not allow the procurement of goods and related services, except when such goods and related services are necessary to achieve the objectives of the Bank executed operational work. If the Terms of Reference require the acquisition of goods, these must meet the minimum requirements established in the Terms of Reference and the total cost must be less than ten percent (10%) of the consulting services contract value. Proposals exceeding this limit will be disqualified.

ANNEX A - List of Member Countries

Argentina* ^	Ecuador* ^	Nicaragua* ^
Austria*	El Salvador* ^	Norway*
Bahamas* ^	Finland*	Panama* ^
Barbados* ^	France*^	Paraguay* ^
Belgium*	Germany*	Peru* ^
Belize* ^	Guatemala* ^	Portugal*^
Bolivia* ^	Guyana* ^	Slovenia
Brazil* ^	Haiti*^	Spain* ^
Canada^	Honduras* ^	Suriname*^
Chile* ^	Israel*	Sweden*^
China, People's Republic of* ^	Italy* ^	Switzerland*^
Colombia* ^	Jamaica* ^	Trinidad and Tobago* ^
Costa Rica* ^	Japan* ^	United Kingdom ^
Croatia	Korea, Republic of* ^	United States* ^
Denmark*	Mexico* ^	Uruguay* ^
Dominican Republic* ^	Netherlands* ^	Venezuela* ^

* Member of the Inter-American Investment Corporation		
^ Member of the Multilateral Investment Fund		

ANNEX B Terms of Reference

Please refer to the Terms of Reference in the separate attached document.

ANNEX C: Standard Contract

Please refer to separate attached document for Contract Template.

ANNEX D: Technical Proposals Evaluation - Evaluation Criteria

Please refer to the attached document for the technical evaluation criteria.

See Evaluation and Award section of the RFP for technical and price weights.