

**Logo of Borrower/ Beneficiary**

**International Public Contest Base Document with Resources from the Central American Bank for Economic Integration**

**Mode: Co-qualification**

***(Indicate Contest process name)***

***Nº ------ (Process number)***

***(Indicate Project or program name under which this Contest is carried out)***

**May, 2018**

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# Introduction for Borrower/ Beneficiary

**(Responsible for Contest Process)**

***(This instruction sheet shall not be part of the Contest Base Document; neither do texts marked in red, whose sole purpose is to guide the Borrower/ Beneficiary on the text that must appear in lieu thereof).***

Based on the Policy for the Procurement of Goods, Works, Services and Consultancies with Resources from the Central American Bank for Economic Integration and the Norms for its Application, this document has been updated in May 2018 including standard guidelines to prepare the Base Documents for International Public Contest to contract consultancy services, under the co-qualification mode; this means that the Bidders will be requested to present in one sole process: i) documents demonstrating their capacity to be legally bound, contract and execute the supply contract, ii) the Technical Offer, and, iii) the Economic Offer.

This document may be used in international public contests described in the aforementioned Norms for the Application of the Policy.

The document is divided into seven sections:

1. Contest Notice,
2. Instructions to Bidders,
3. Contest Data,
4. Evaluation Criteria,
5. Contest Forms
6. Terms of Reference
7. Contract Format.

Information included in Section II Instructions to Bidders is the only one out of the seven sections that is not subject to change. In sections of Contest Notice, Contest Data, Evaluation Criteria, Contest Forms, and Terms of Reference, for each contest process, the specific conditions and requirements must be included and only the forms that are applicable to the case and the contract model shall be used, pursuant to national law.

For Section IV, Evaluation Criteria, the Borrower/Beneficiary must define and establish, in detail, the aspects and criteria that will be evaluated, as well as the scores and ratings to be used so that Bidders may know how the bids will be evaluated and how the most convenient bid will be selected.

Evaluation criteria must be prepared pursuant to requirements set forth by the Terms of Reference.

Section V, Contest Forms, includes formats for document presentation that will allow i) reviewing and analyzing the Bidders’ capacity, to authorize prequalification or otherwise; ii) for the Technical Bid, forms for the presentation of experience, resumes of proposed professional key staff, methodologies, execution schedule among others and, iii) for the Economic Bid, forms including a breakdown of the Economic Bid.

The Borrower/Beneficiary will prepare the Contest Base Document, including only the forms that apply to the particular process and agreeing with CABEI on adjustments to the Base Document that are necessary for the convenience of the operation and specifically for the Contest process to be conducted. The only section that shall not be modified, because it refers to aspects related to CABEI’s procurement norms, is Section II, Instructions to Bidders.

The use of this standard document is mandatory for all international public contest processes for totally or partially funded consultancies with CABEI’s resources, promoted by Borrowers/ Beneficiaries.

This document is being made of public knowledge through the Bank’s web page and it is recommended that, before preparing a Proposal, the user must get familiarized with the Bank’s current Procurement Policies and Norms. All parts of the text in red refer to information or data regarding the process that must be adapted to each case.

# Section I. Contest Notice

***(Indicate Contest process name)***

***Nº ------ (process number)***

**Mode: Co-qualification**

***Date:***

1. **SOURCE OF RESOURCES**

As part of the services the Central American Bank for Economic Integration (CABEI) provides to its beneficiary member countries, it is granting funding *(indicate whether it is total or partial)* for the procurement of *(Indicate the name of the contest process),* in line with the *(name of the Operation for which CABEI has approved the resources)*

1. **CONTEST PROCESS EXECUTING AND CONTRACTING AGENCY** 
   1. Background of executing agency *(brief description).*
   2. *The (indicate name of executing agency),* is responsible for this procurement process for which, the Executive Contest Committee is appointed and calls to submit proposals for the required contract.
   3. The consultant will be selected pursuant to the procedures of the Central American Bank for Economic Integration established in the Policy for Procurement of Goods, Works, Services and Consultancies with resources from CABEI and its Application Norms found in the following web site: <https://www.bcie.org>.
2. **CONTEST PROCESS SUBMISSION**
   1. General objectives of consultancy to be hired *(describe briefly).*
   2. The executing agency makes available to all interested parties all documents related to this Contest, which are necessary to prepare proposals.

Said information will be available at no cost:

1. *For website download:*
2. *Physically in:(Specify place, date, time and cost for interested bidders to get the necessary documents)*

*In case there is a cost to get the documents, it must be expressed that said cost is non-reimbursable*

* 1. Proposals for this Contest will be received by *(indicate date, month and year)*, until *(indicate exact time)* o´clock at the following physical address:

*(Indicate the address clearly and completely)*

Below are Sections II to VII of the base document, in which sections II, III and IV prevail over the rest of sections.

| Section II. Instructions to Bidders | | | | | |
| --- | --- | --- | --- | --- | --- |
| **A. General Data** | | | | | |
| **1. Definitions** | 1.1 | | **Bidder:** A Natural or incorporated entity participating in a prequalification process or Contest process offering their skills and/or providing requested consultancies.  **Borrower/Beneficiary**: Public or private, natural or incorporated entity that has signed a contract or agreement to fund an operation with CABEI and that usually appoints an executing body for its implementation.  **CABEI**: Central American Bank for Economic Integration.  **CABEI Member Countries:** These include founding countries, regional non-founding countries and extra regional countries pursuant to provisions of the Constitutive Agreement of the Central American Bank for Economic Integration.  **Co-qualification:** Procedure under which bidders simultaneously submit their legal, technical and financial background, demonstrating their capacities along with their technical and economic bids. This is done to pre-qualify bidders and afterwards evaluate bids in line with the same process.  **Consortium:** Bidders temporarily joining efforts as one to offer consultancy services.  **Consultancy:** Intellectual services required for studies, assessments, designs, advisory services, supervision and others that require specific intellectual knowledge.  **Consultant:** A public or private natural or incorporated entity, who is appointed to render their intellectual services for a consultancy, related to a matter on which they have specialized knowledge.  **Day:** It shall be understood that time periods expressed in “days” refer to “calendar days,” except when “working days” are specified.  **Executive Contest Committee:** It is appointed and accredited by the Borrower/Beneficiary and which has been notified to CABEI as being the one responsible for the Contest process.  **Operation:** This term will be used indistinctly on projects, cooperation and technical assistance both reimbursable and non-reimbursable, programs, special operations or other modes of funding granted by CABEI  **Policy:** Current Policy for Procurement of Goods, Works, Services and Consultancy with Resources from the Central American Bank for Economic Integration.  **Proposal:** Documentation submitted by bidder for a pre-qualification or Contest process to be considered as a potential consultant.  **Protest:** This involves any claim, objection, challenge, rejection, controversy or any other demonstration of disagreement submitted in writing in a timely manner by a Bidder to the Executive Contest Committee or, subsequently to the competent authority that has been clearly established in the Base Documents, filed at any stage of the procurement process and only regarding the results obtained. In every case involving a bid or Contest, it will be an indispensable requirement that there are no outstanding protests to resolve to proceed with the contract award.  **Public Contest:** Formal and competitive procedure through which technical and economic bids are requested, received and evaluated, through a notice, for the procurement of intellectual services to develop a consultancy.  **Report or Minute (of the process):** Document submitted by the Borrower/ Beneficiary with results and recommendations on the conducted process (prequalification of bidders or evaluation of bids), to obtain the non-objection from CABEI prior to notifying results to the bidders. | |
| 1.2 | | **Scope of Contest**  The Borrower/ Beneficiary, identified in Section III, announces its call for Proposals for the consultancy, described in the same Section, where the name and identification number of the Contest process and the maximum time period for delivery of the consultancy services is specified. | |
| 1. **Legal Relationship between the Parties, rights and Obligations.** | 2.1 | | The legal relationships between the Borrowers/Beneficiaries and the consultants selected carry out the consultancies shall be governed by the respective consultancy contract defined in Section VII.  The rights and obligations related to Bidders in the Contest processes shall be determined by the Contest Base Documents.  No Bidder in the Contest processes or consultant contracted by the Borrower/Beneficiary to provide consultancies in line with the financed operations may not derive rights or demand payments from the Bank since at all times the legal relationship involving rights and responsibilities is between them and the Borrower/Beneficiary. | |
| 1. **Due Process** | 3.1 | | CABEI demands from Borrower/Beneficiaries of the operations to establish, within Contest documents and the resulting contract, arbitration first and foremost and without prejudice of other alternatives contemplated in the national legislation of countries, as a transparent mechanism and method to allow a broad discussion and prompt resolution of protests during the procurement process and of controversies during the execution of the country, therefore providing bidders and consultants the legal possibility to present challenges or defend themselves against challenges they receive until a final resolution is reached.  In every case, prior to recurring to the established authorities and methods, the Executive Contest Committee, as the responsible party for the procurement process, must receive and assist Protests formulated by Bidders, which could only be related with its own bid and the results thereof. | |
| **Funding source** | 4.1 | | The Borrower/Beneficiary has received funding from CABEI, and these resources will be used to defray the total or partial cost of eligible payments by virtue of the contracts that result from these Contest Base Documents. | |
| **5.**  **Prohibited Practices** | 5.1 | | CABEI requires that all Borrowers/Beneficiaries, and all natural or incorporated entities participating or rendering services in projects or operations funded by CABEI, either as bidders, providers, executing agencies, coordinators, project supervisors, consultants, subcontractors, contractors, suppliers, grant beneficiaries (and all sub-officers, employees, representatives and agents), as well as any other kind of analog relationship, the following:   1. Uphold the highest levels of ethical standards in all stages of the procurement process or in the execution of a contract. 2. Refrain from conducting any act or action that would be framed or catalogued as Prohibited Practice. 3. Report to CABEI using the reporting channel or other complaint filing mechanism available for CABEI [[1]](#footnote-1), any suspicious act of being a Prohibited Practice of which you have knowledge or are informed.   Pursuant to the best practices and in order to establish a framework for its operations, Prohibited Practices are understood as: Corrupt practices, coercive practices, fraudulent practices, collusive practices and obstructive practices for the effects of this provision, the terms above, as well as the actions to follow in art. 16 of the Norms for the Application of the Policy for Procurement of Goods, Works, Services and Consultancies with CABEI Resources.  In light of claims received in the reporting channel or other acceptable means to CABEI, related to Prohibited Practices that happened during the procurement processes for Goods, Works, Services and Consultancies, as well as during the execution of a contract resulting from said processes in the operation framework funded with CABEI resources, this will proceed pursuant to its internal policies related to the topic.  Prior to determining the existence of a Prohibited Practice, CABEI reserves the right to execute auditing and investigation procedures[[2]](#footnote-2) required and will grant counterparts and related parties the procedural opportunities to submit their discharge arguments, through the execution of an administrative procedure.  When the existence of a Prohibited Practice is determined, CABEI will issue one or more of the actions and recommendations listed below, without these being limitative:   1. Referral of the corresponding case to the competent local authorities, 2. Issuance of written warning. 3. Adoption of measures to mitigate identified risks. 4. Suspension of disbursements 5. Resource de-allocation. 6. Request advance payment of resources. 7. Cancel the business or contractual relationship. 8. Suspension of the procurement processes, or execution of contracts, regardless of the stage they are at. 9. Request for additional securities. 10. Execution of Securities 11. Request reimbursement of expenses or costs associated with activities and investigations carried out in connection with the commission of Prohibited Practices.   The actions or recommendations issued by CABEI will be of mandatory observance and compliance.  CABEI reserves the right in all cases and without prejudice to any sanctions imposed by the authorities of the Borrower/Beneficiary’s country, to request the suspension of the contracting processes or the execution of the contract(s) resulting there from, regardless of their status. If CABEI shall request the suspension of the contracting procedures or the execution of the contract(s) and this does not occur, it reserves the right not to finance the contract(s) resulting from those procedures.  Resulting from the investigation process, CABEI will be able to introduce natural or legal persons on the Prohibited Counterparts List or any other ineligibility list of CABEI that it has established for that purpose. | |
| **6. Provisions for Bidders** | 6.1 | | A bidder and all parties constituting the bidder, may be citizens of CABEI member or non-member countries. Participation in procurement processes will be limited or restrictive if it is required by the funding sources used by CABEI; the restriction will be clearly defined in section III. | |
| 6.2 | | A preference margin will be applied for bidders from CABEI member countries according art. 15 of the Policy for Procurement of Goods, Works, Services and Consultancies with Resources from the Bank and art 11., of the Norms for Application, except on cases where there is a restriction or imitation related to the origin of bidders, which will be placed in detail in section III. | |
| 6.3 | | Natural or legal persons that have one of the following conditions may not be awardees or subjects to extension of contracts with total or partial funding from CABEI or funds managed by it:   1. They are included in CABEI’s List of Prohibited Counterparts or any other of CABEI’s ineligible list. 2. They have been disabled or declared by an entity as ineligible or penalized for the procurement of resources or awarding of contracts funded by organizations recognized by CABEI for that purpose. 3. They have been declared guilty through a firm sentence of crimes or penalties linked to Prohibited Practices on behalf of the competent authority, while the penalty is still valid. | |
| **7. Conflict of Interest Prohibitions** | 7.1 | | The following people are prohibited from participating, either directly or indirectly, in the supply of goods, execution of works, services or consultancies for operations funded by the CABEI:   1. CABEI’s officers or employees 2. Spouses or family members of said officers or employees to the fourth level of consanguinity or the second level of affinity, inclusive and 3. In public sector financing, individuals with family or business relations with the representatives of the Borrower/Beneficiary or the executing entity to the second level of consanguinity or second level of affinity, inclusive.   The prohibition included in the above sub-headings b) and c) shall be void when the individuals appointed therein demonstrate that they have been permanently dedicated to the business activity involved in the respective contract for at least two years before the date that the prohibition goes into effect; likewise, the costs involved must be according to the market.   1. Those who are or have been directly or indirectly associated with a firm or with any of its members that have been contracted by the Borrower/Beneficiary to render consulting services for the preparation of the design, technical specifications and other documents that shall be used in the procurement process, and their participation is considered to affect the Operation’s interests. 2. All those who submit more than one bid in a bidding or contest process, except when it involves alternative bids that are permitted in the respective process’s base documents. This does not limit the participation of subcontractors in more than one bid. 3. Others mentioned in section III. | |
| **B. Contest Documents** | | | | | |
| **8.**  **Sections of Contest Documents** | 8.1 | | The Contest Base Documents comprises the seven (7) sections indicated in the table of contents of this base document and must be read jointly with clarifications published and any amendment issued in conformity to clause 10 of this Section. | |
| 8.2 | | The Executive Contest Committee is not responsible for the integrity of the Contest documents and their amendments if they were not obtained directly from the source defined by the executing agency in Section I. | |
| 8.3 | | Bidders must study all the instructions, forms, conditions and specifications included in the Contest Base Document.  If a Bidder fails to comply with the provision of all the information or documentation required in the Contest Documents, the consequence could be the rejection of the bid. | |
| **9.**  **Clarifications on Contest Document and communication regime** | 9.1 | | Any Bidder that requires clarification on the Contest Documents must communicate in writing with the Executive Contest Committee to the address provided in Section I or present their concerns at the approval meeting or during the field visit, if this activity is programmed; in any case, the time period to make inquiries and request clarifications shall be indicated in section III.  Likewise, the time for the Borrower/Beneficiary to respond to inquiries and/or issue clarifications shall be indicated in Section III. | |
| 9.2 | | The Executive Contest Committee shall reply in writing to all requests for clarification, sending a copy of the responses to all Bidders, including a description of the inquiry without identifying its source. | |
| 9.3 | | The bidder, and any member of its personnel or its representative, shall have access to the information and the place related to the consultancy required at its own risk and shall be responsible for any loss, damage, cost and expense incurred. | |
| 9.4 | | If a field visit and/or approval meeting has been programmed, the necessary data will be provided in Section III. The purpose of the approval meeting is to clarify doubts and respond to questions raised during this stage. The purpose of the field visit is to enable the bidders to learn about the site conditions. Expenses related to this visit shall be the responsibility of the Bidder. In the event that the approval meeting and the field visit are defined as mandatory, any bidder failing to comply with this requisite will be disqualified. | |
| 9.5 | | The approval meeting minute, including all the inquiries rose without identifying their source and the responses to them, together with any other response prepared as a result of the meeting, shall be communicated to all bidders in writing without delay. | |
| 9.6 | | The official communication channel for this Contest process will adhere to what is established in section III. | |
| **10.**  **Contest Document Modification** | 10.1 | | If, at any point in the process, the Executive Contest Committee considers it necessary to amend the Contest Base Document or any other information about the process, it may amend the documents that are necessary by issuing amendments; these shall be communicated to the Bidders in a timely manner in order to give all possible bidders a reasonable time period for taking the amendment into account for the preparation of their Proposals.  This time period may be no less than fifteen (15) days before the date of the reception of the proposals. | |
| 10.2 | | Any amendment issued will be part of the Contest Documents and must be communicated to all Bidders that have obtained the Contest Base Document according to what is established in section III clause 9.6. | |
| **11. Contest Participation Cost** | 11.1 | | The Bidder will finance all costs related with the preparation and submission of their Proposal starting with the purchase of the Base Documents. The Borrower/Beneficiary will neither be subject to such costs nor responsible for them, regardless of the results of the Contest process. | |
| **C. Proposal Preparation** | | | | | |
| **12. Language of the Proposal** | 12.1 | | The Proposal, as well as all the correspondence and documents related to it, that is exchanged between the bidder and the Executive Contest Committee must be written in the Spanish language. Support documents and printed material that are part of the Proposal may be in another language, provided that the relevant parts are accompanied by trustworthy translation into Spanish. For the effects of interpreting the Proposal, said translation will prevail. | |
| **13. Documents that are part of the proposal** | 13.1 | | The following are part of the proposal:   1. **Proposal Submission and Pre-qualification Documents** **(Envelope No.1)**:    1. Proposal Presentation Letter**.**    2. With the purpose of identifying bidders with the capacity to provide required consultancy services.   The documentation to be presented will contain as a minimum the Bidder´s organization, financial, legal and administrative capability, demonstrating its capacity to contract.   1. **Technical Bid**: (Envelope No.2)   Specific requirements for this case are put into detail in section III. Generally, it would include the following information:   * 1. Professional key staff proposed by specialty area, position that will be assigned to each team member and tasks (Form TEC-3, section IV).   2. Resumes of professional key staff properly signed by them (Form TEC-4, section IV).   3. A description of the scope of services, approach, methodology and work plan and organization of proposed personnel. A content guide of technical proposals in this section is provided in form TEC-5 of section IV.   The work plan must be consistent with the work schedule, which must show in a bar graph, the proposed time for each activity.  The description of the approach, methodology and work plan may include graphs, diagrams, comments and suggestion is any, on the terms of reference and counterpart staff and facilities.  The maximum number of pages is provided in section III. The technical proposal must not include any information related to prices and/or remunerations, a technical proposal including this information will be rejected.   1. **Economic Bid:** (Envelope No.3) The bidder must use the Economic Bid Submission form provided in section V, where all costs associated with tasks must be listed, including (i) remunerations to staff (expat and national, in the field and in the consultant’s office), (ii) expenses and, (iii) fiscal obligations.   All activities and outputs described in the Terms of Reference and in the technical proposal, must be included in the Economic Bid.  In cases where the Borrower/Beneficiary provides the technical solution, it may only request prequalification and Economic Bid envelopes, taking into account the most convenient to evaluate bids, it would request the bidders to include the technical and economic bid in the same envelope.  The number of envelopes to submit and the content of each one of them are indicated in section III. | |
| 13.2 | | The time for analyzing the contracting background and general and specific experience will be specified in Section III.  The financial situation will be analyzed based on the information for at least the past three years. | |
| 13.3 | | The consultant could be subject to national taxes for the expenditures and amounts paid under the consultant payments for severance pay or social security, section III will establish if the consultant is subject to said payments. | |
| **14. Proposal letters and forms** | 14.1 | | The list of forms and documents to be presented in the Proposal are detailed in sections III and V; these must be completed without conducting any kind of modification to the text or presenting any substitution for the required information. All blank spaces must be filled with the requested information, attaching the requested documents to each one. | |
| **15. Alternative proposals** | 15.1 | | Each Bidder will present only one Proposal, whether individually or as a member of a Consortium, except Section III allows the submission of alternative Proposals.  A bidder presents or participates in more than one Proposal (unless acting as a sub-contractor), will cause all the proposals in which it is involved to be rejected. | |
| **16. Price Adjustments** | 16.1 | | The prices quoted by the bidder will be fixed during contract execution, and will not be subject to change during execution, unless it is otherwise indicated in section III. | |
| 16.2 | | In case that bids may be presented in individual lots or in a combination of lots, it must be indicated in Sections III and IV. | |
| 16.3 | | The Borrower/Beneficiary will not assume any obligation regarding insurance; therefore, the consultant is obligated to contract the corresponding insurance, which must be reflected in the contract.  The consultant must present the insurance policies and required certificates of insurance to the Borrower/Beneficiary for its approval before the start date for execution. These insurance policies must include compensation payable in the currencies and amounts required in order to rectify the loss or damages caused.  The insurance terms may not be modified without the approval of the Borrower/Beneficiary. | |
| **17. Currency of the bid and payment** | 17.1 | | The currency of the Bid is specified in Section III. Likewise, it specifies the exchange rate to be used in evaluating the offers and if the budget will or not be publish. | |
| **18. Sub contracting** | 18.1 | | The Proposal must indicate any intention to carry out sub-contracts, indicating it in TEC-7 taking into account the maximum sub-contracting percentage specified in section III. | |
| **19.**  **Validity period of Proposals** | 19.1 | | Proposals should remain valid for the period determined in section III, starting on the deadline for the submission of proposals established in the Contest Base Document. Any Proposal valid for a time period less than this shall be rejected for non-compliance with established provisions. | |
| 19.2 | | In exceptional cases, before the termination of the Proposal’s validity period, the Executive Contest Committee may request that bidders to extend their Proposal validity periods.  The Borrower/Beneficiary will do everything in its power to complete the negotiations during the proposal validity period. However, the Executive Contest Committee may request that bidders extend their Proposal validity periods, if necessary.  Bidders that agree with said extension must confirm that the personnel indicated in the proposal will be maintained, or when confirming the extension of the validity period, they may submit new replacement personnel, and this will be considered in the final evaluation of the contract.  Bidders who do not agree have the right to refuse to the request without losing Bid Security in cases where it has been requested. | |
| **20.**  **Bid Security** | 20.1 | | Section III will establish the obligation of submitting a Bid Security.  In the event that this is required, the bidder must submit as part of its Proposal, this security with the characteristics of the amount, term and currency stipulated in Section III.  This security may be a bank, bond or any other financial instrument of easy execution. Section III will indicate in favor of whom this security must be issued.  Said security will be returned to the bidders that are not selected as soon as possible. | |
| 20.2 | | In the event that a Bid Security is required, the following conditions must be complied with:   1. When the Contest process requires an extension of the Proposal validity period, the security’s validity period must be extended for the same period. Bidders may reject the extension request without losing the Bid Security. Bidders that accept the request will neither be asked nor are permitted to modify their Proposal. 2. It must be an unconditional and irrevocable on-demand security, or in an electronic format, that is automatically fulfill able, or as a sole requirement of the Borrower/Beneficiary through a simple letter, without the need of a legal requirement or prior guarantee for its payment and without the benefit of exclusion permitting the Borrower/Beneficiary to exercise the guarantee. 3. It must be issued by financial or insurance institution that is acceptable to the Borrower/Beneficiary. 4. It must be substantially in accordance with one of the form options in Section V. 5. The validity time must be at least 30 additional days to the time of the validity of proposals, or the extended period, if any. 6. All Bids not accompanied by this security will be rejected by the Executive Contest Committee for failure to comply with a requisite that is irremediable. | |
| 20.3 | | The Bid Security may be executed if:   * 1. The Bidder withdraws its proposal during its validity period, with the exception of provisions in the clause of these Instructions related to the validity period of the proposals or securities; or   2. The selected Bidder:  1. Does not sign the contract pursuant to the provisions of this Contest Base Document; or 2. Does not provide the Performance Security pursuant to the provisions of Section III. | |
| **D. Proposal Submission and Opening** | | | | | |
| **21. Proposal Format** | | 21.1 | | The Bidder will prepare an original set of the documents comprising the Proposal, as noted in these Instructions to Bidders.  In addition, the Bidder will present the number of copies of the Proposal indicated in Section III. | |
| 21.2 | | The original and each copy of the Proposal must be delivered, in separate envelopes that are sealed in a tamper proof form and duly identified as “ORIGINAL” and “COPY” as follows:   * Envelope 1: Original and copies of pre-qualification information. * Envelope 2: Original and copies of Technical Bid. * Envelope 3: Original and copies of Economic Bid.   Envelopes 1, 2 and 3 must be included in one envelope or package.  In case of discrepancies the original shall prevail over the copies.  Texts between the line, corrections or superimposed words will not be accepted. | |
| **22.**  **Procedure for signing, sealing and marking proposals** | | 22.1 | | The original and all the copies of the Proposal must be foliated and signed by the person authorized to sign on behalf of bidder. | |
| 22.2 | | The envelopes inside and outside must:   1. Bear the name and address of the bidder; 2. Be addressed to the Executive Contest Committee at the address indicated in the Contest Data 3. Display the specific identification of this Contest process, indicating the name of the Contest; 4. Include a warning not to open before the time and date of the proposal opening. | |
| 22.3 | | If the envelopes are not sealed and identified as required, the Executive Contest Committee will bear no responsibility in case that proposal is misplaced or prematurely opened. | |
| **23. Term for submitting proposals** | | 23.1 | | The Executive Contest Committee must receive the proposals at the address and, at the latest, on the hour and date indicated in Section III. Other representatives appointed by the Borrower may be present.  The time for proposal preparation must be no less than 45 calendar days starting on the working day after the date of contest notice or starting on the following working day after the date of publication of the Base Document. | |
| 23.2 | | The Executive Contest Committee may extend the deadline for Proposal submission through an amendment to the Contest Document, in which case all the obligations and rights of the Executive Contest Committee and bidders that were formerly subject to said deadline shall be subject to the new term. | |
| 23.3 | | Bidders shall have the option of submitting their Proposals electronically, when it is so indicated in Section III. In that case, Bidders that submit their Proposals electronically will follow the same procedures indicate in the section to submit thereof. | |
| **24.**  **Late proposals** | | 24.1 | The Executive Contest Committee will not consider any Proposal that arrives after the hour and date established as a deadline for presenting Proposals. No proposal arriving after the deadline will be received. | | |
| **25.**  **Withdrawal, substitution and modification of Proposals** | | 25.1 | As long as the time for submission of Proposals is in force, bidders may withdraw, substitute or modify their Proposal after its submission, presenting for this purpose a written communication duly signed by the representative authorized to present the proposal. This communication must be accompanied by the corresponding proposal substitution or modification (excepting notifications of proposal withdrawal).  All of the communications must be:   1. Accompanied by relevant information, (with the exception of a notification of withdrawal, which does not require copies), and the respective envelopes must be clearly marked “withdrawal”, “substitution” or “modification”; 2. Received by the Executive Contest Committee before the date and hour established for the submission of Proposals. | | |
| **26.**  **Proposal reception and opening** | | 26.1 | | Once the time for the submission of proposals has finished, the Executive Contest Committee will carry out an act of proposal reception and opening.  As long as that the minimum expected number of bids have been received, a public act will be held to open only Envelope No. 1, with the other envelopes remaining sealed, as the case may be. The name of the bidders will be read aloud, in addition to the proposal presentation letter, the term and amount of securities, if any, and any other substantial modification that may have been separately submitted within the time period for Bid submission; at that point, a minute of the proceeding will be drawn up to be signed by the representatives of the Borrower/Beneficiary and by the Bidders present. | |
| 26.2 | | Unless otherwise it is established in Section III, when less than three proposals are submitted to the proposal reception and opening, the process will be declared null. | |
| **E. Proposal Evaluation and Comparison** | | | | | |
| **27.**  **Confidentiality** | | 27.1 | | Bidders or any other person outside the Executive Contest Committee will not be divulged any information related with the evaluation of proposals, nor on recommendations for contract awarding. Only when the notification is issued shall bidders know the results in their own evaluation and afterwards the award will be made public. No person outside the process will request information on the evaluations or results thereof. | |
| 27.2 | | Any attempt by a bidder to influence the Executive Contest Committee with regard to the evaluation and comparison of proposals or the contract award could result in the rejection of the Proposal. | |
| **28. Clarification of proposals** | | 28.1 | | In order to facilitate the evaluation and comparison of Proposals until bidders are rated, the Executive Contest Committee, may, at its discretion, request that any bidder clarify its bid. No clarification to a proposal submitted by a Bidder will be considered when it is not in response to a request by the Executive Contest Committee. The clarification request from the Executive Contest Committee and the response must be in writing. No changes in price or to the essence of the Economic Bid will be requested, offered or permitted, except to confirm corrections to arithmetical errors discovered by the Executive Contest Committee in the evaluation of the Economic Bid.  If a bidder has not submitted the clarification to its Proposal at the date and time established in the clarification request from the Executive Contest Committee, the Proposal will be evaluated with the available information. | |
| 28.2 | | The term to submit additional information or clarifications to the Executive Contest Committee will be established in section III. | |
| **29. Errors or omissions** | | 29.1 | | For proposal evaluation, the definitions below shall be applied:   1. **Remediable errors or omissions:** This generally involves questions related to the verification of data, historic information, documentation that is scarcely legible, or questions that do not affect the principle that offers must be substantially in conformity with the Contest documents. 2. **Irremediable errors or omissions:** These are basic errors, whose action or omission impedes the offer’s validity or whose remediation could change, improve or alter the Proposal’s substance, causing an advantage to one Bidder over others. Examples are errors or the lack of the signature of the legal representative in the Proposal presentation letter or not submitting said letter, not submitting the power of attorney authorizing the signer to present the proposal, as well as errors in a guarantee or bond or the failure to present such guarantees or bonds in compliance with the conditions established for their submission. 3. **Arithmetical Errors:** This refers to the discovery of a discrepancy between a unit price and the total price that is obtained by multiplying the unit price by the corresponding quantities, error in a total price resulting from adding or subtracting subtotals or discrepancies between words and numbers. 4. **Significant Error or Omission**: Is one that:    * + - 1. If it is accepted: 5. Substantially affects the scope, quality or functioning of the services offered; or 6. Substantially limits, contrary to Contest Documents, the rights of the Borrower/ Beneficiary to the obligations of the bidder in virtue of the contract; or    * + - 1. If rectified, it will unfairly affect the competitive position of other bidders that present Proposals that are substantially in conformity with the Contest Documents. | |
| **30. Consultant selection method** | | 30.1 | | The Borrower/Beneficiary, pursuant to the characteristics of the consultancy, will select one of the following methods for consultant selection:   1. Selection based on quality and cost, 2. Selection based on quality, 3. Selection based on Budget is fixed 4. Selection based on lowest price | |
| **31.**  **Proposal Evaluation** | | 31.1 | | In order to determine whether the Proposal is substantially in conformity with the Contest Documents, the Executive Contest Committee, will base their decision on the contents of the Proposal itself and the requirements established in the Contest Base Document, it will examine and evaluate the different aspects of the proposal in order to confirm that it satisfies the requisites set forth in Section IV, without significant errors or omissions. | |
| 31.2 | | If a Proposal is not substantially in conformity with the Contest Documents, or it is possible to anticipate that the bidder will be unable to comply with its commitment, the Executive Contest Committee could propose its rejection and, subsequent to CABEI’s approval, reject it and it could not be afterwards considered as one that is substantially in conformity with the Contest Documents, through the correction or removal of the errors or omissions. | |
| 31.33 | | Unless a different procedure is set forth in Section III, the procedure to follow for Proposal evaluation will be as follows:   1. For the pre-qualification (Envelope No.1) bidders must comply with the minimum criteria established in Section IV.   The technical evaluation phase will continue only after concluding the pre-qualification of all bidders and having such evaluation consigned in the respective report/ minute properly signed by the Executive Committee. Only bidders that acquired the pre-qualification, will have envelope No. 2 Technical Bid opened.   1. For the evaluation of the Technical Bid (Envelope No. 2) the Technical Bid will be evaluated presented for each bidder, allocating the corresponding scores established in section IV Evaluation and Qualification Criteria.   Once the pre-qualification and evaluation of envelopes 1 and 2 has concluded, and with the Non-objection from CABEI, all Bidders will be informed of the results obtained.  Only bidders that obtain the minimum required points, will have Envelope No. 3 Economic Bid be opened.  The opening of the Economic Bids will always be carried out in a public event once all complaints or protests are resolved in the presence of the representatives of the prequalified bidders who received a technical rating equal to or greater than the minimum rating established, prior to a call.   1. For the evaluation of the Economic Bid (Envelope No. 3)   During the opening of Economic Bids, at least the following will be carried out:  The name of the bidders and technical score obtained will be read aloud.  Economic Bids will be inspected to confirm that envelopes have remained sealed and without opening, they will be opened, and total prices will be read aloud and registered.   1. Afterwards, the Executive Contest Committee will proceed to the evaluation of Economic Bids.   The bidder will indicate in its bid, total prices for all lots described in section III.  To evaluate a bid, the Contest Executive Committee will only use factors, methodologies and criteria defined in section IV. No other criteria or methodology will be allowed.  If, in the opinion of the Executive Contest Committee, the Economic Bid to be evaluated requires more in detail analysis, it could request the bidder to elaborate on the submitted information, in order to show internal coherence of said prices with the requirements and foreseen calendar. Is the Executive Contest Committee, can reasonably anticipate that the bidder will not be able to comply with the commitments of the contract, it can reject the offer.  The Executive Contest Committee will conduct the arithmetic revision and confirm with the bidder corrections, if any. | |
| 31.4 | | The minimum technical rating of a proposal in order to pass to the economic evaluation is indicated in section III. | |
| 31.5 | | The weighing of the rating of the technical and Economic Bid will be established in section III pursuant to the selection method established in clause 30 of that section. | |
| **32. Proposal comparison** | | 32.1 The Executive Contest Committee will analyze, qualify, evaluate and compare all the proposals that substantially comply with the Contest Documents in order to select the bidder to be awarded. | | | |
| **33.**  **Negligible errors** | | 33.1 | | If a Proposal substantially complies with the Contest Documents, the Executive Contest Committee may excuse minor errors that do not constitute a significant error or omission. | |
| 33.2 | | When a Proposal does not substantially comply with the Contest Documents, the Executive Contest Committee may request that the Bidder submit, within a reasonable period of time, the necessary information or documentation to rectify negligible errors in the Proposal, related with requisites referring to the documentation. The request for information or documentation regarding these minor errors may not in any way be related to the Proposal’s price. If the bidder does not comply with the request, its Proposal could be rejected. | |
| **34. Correction of arithmetic errors** | | 34.1 | | In order for the Economic Bid to substantially comply with the Contest Documents, the Executive Contest Committee may correct arithmetical errors as follows:   1. If there is a discrepancy between the unit price and the total price obtained from multiplying the unit price times the corresponding quantities, the unit price will prevail. The total price will be corrected, unless, in the opinion of the Borrower/Beneficiary, there is an obvious error of misplacement of a decimal point in the unit price, in which case the total price quoted will prevail and the unit price will be corrected; 2. If there is an error in a total price as a result of the addition or subtraction of subtotals, the subtotals shall prevail, and the total price will be corrected; and 3. If there is a discrepancy between words and figures, the amount expressed in words will prevail, unless the amount expressed in words is related to an arithmetical error, in which case the amount in figures will prevail, subject to the conditions mentioned in a) and b). | |
| 34.2 | The Executive Contest Committee will adjust the amount specified in the Offer pursuant to the procedure mentioned above for the correction of errors, the new amount will be considered binding for the Bidder. If the Bidder does not accept the correction of errors, its proposal will be rejected. | | |
| **35. Bidder Qualification** | | 35.1 | The Executive Contest Committee, pursuant to the evaluation requisites and criteria specified in Section IV, shall evaluate the Proposals, establishing a ranking for them and the Proposal with the most convenient bid, to recommend a contract award.  In accordance with the above, it will prepare a report or minute detailing the review, analysis, evaluation and comparison of proposals, describing the exact reasons for the selection of the proposal evaluated as the most convenient. The report or minute must include all of the information referring to publications, carried out, communications during the period of proposal preparation and evaluation, amendments, reception and resolution of protests etc.; and it shall be submitted for the Bank’s non-objection before notifying the results to the bidders and awarding the contract. | | |
| **36. Submission of Proposals in the procurement process or controversies in the resulting contracts** | | 36.1 | The Borrower/Beneficiary must notify the Bank about the submission and resolution of protests during the Contest process and about controversies related to the resulting contracts.  The Borrower/Beneficiary must act diligently to resolve protests and controversies. CABEI reserves the right to withhold funding of any consultancy service, whenever an appropriate solution is not reached, or, in the Bank’s judgment, the solution adopted does not respond to the best interests of the operation. | | |
| 36.2 | The term to submit protests regarding pre-qualification or evaluation results once the bidders are notified of a process, will be set forth in section III. The time granted for bidders to present their inquiries or protests shall never be less than five working days as of the next working day after the notice.  In cases where only one proposal is received and in accordance to what is set forth in clause 26.2 of section III, the term for submission of protests will only take place after communicating final results. | | |
| 36.3 | The Executive Contest Committee will suspend activities related to a specific process in the event of receiving a protest until it is resolved.  In case a protest is submitted in line with a process where an award by lot is established, only the lot affected by the protest will be subject to suspension.  In both cases, whenever it is required, all bidders must be requested for an expansion of the validity date of proposals and the Bid Security. | | |
| **37. right of the Executive Contest Committee to accept and reject proposals** | | 37.1 | The Executive Contest Committee reserves the right to accept or reject any proposal and to annul the Contest process and reject all the Proposals at any time prior to the awarding of the contract, without incurring in any responsibility with the Bidders. In the case of process annulment, the proposals and Bid Securities that had been received will be promptly returned to all the Bidders. | | |
| **F. Contest Award** | | | | | |
| **38. Awarding Criteria** | | 38.1 | Once all claims or protests are resolved, the Borrower/Beneficiary, prior to the Bank’s non-objection to the report or minute of the respective process, will award the Contest to the bidder whose proposal has been evaluated as the most convenient by the Executive Contest Committee | | |
| **39. Award Notification** | | 39.1 | Within the validity date of the proposal, the Executive Contest Committee will notify the bidder with the most convenient proposal, in writing, that its bid has been selected. The notification letter will specify the amount that the Borrower/ Beneficiary will pay to the consultant and the term in which the consultancy will be developed and will indicate the date in which the contract negotiation will be carried out.  Upon the successful conclusion of the contract negotiation for the consultancy, the Borrower/ Beneficiary will notify all other firms that were considered at this stage, of the results of the award process. | | |
| 39.2 | In the event the negotiation does not allow the Borrower/ Beneficiary to finalize on the terms that are in the best interests of the operation, it must call the next best qualified firm to negotiate, keeping this negotiation apart from the previously analyzed bid. | | |
| **40. Guarantees** | | 40.1 | The awarded bidder may be requested to submit a Performance security pursuant to the conditions of the contract and specifications included in that regard in sections III and VII.  Failure to comply by the awarded bidder with its obligations of submitting this Bond or Bank Guarantee within the deadline, will constitute enough grounds for the annulment of the award and forfeit of the Bid Security.  In this case, the Borrower/Beneficiary will be able to award the contract to the bidder whose bid has been evaluated as the next most convenient. | | |
| 40.2 | An advance may be provided on the Price of the contract, as per provisions in section III.  Payment must be done upon receipt of a proper use guarantee for 100% of the value of said advance, if applicable.  This guarantee may be bank, bond or any kind of financial instrument of easy execution, issued by financial institutions or acceptable insurance companies for the Borrower/ Beneficiary. | | |
| 40.3 | Other guarantees or bonds considered necessary to guarantee the development and achievement of the consultancy’s objectives may be required, taking into account demanding the guarantees that will prioritize the proper execution of the consultancy and to be strictly necessary, avoiding charging unnecessary costs to the bidders and the future consultant.  These guarantees or bonds, if applicable, will be set forth in detail in section III. | | |
| **41. Contract signing** | | 41.1 | Thereupon the notification, the awardee, must submit to the Borrower/ Beneficiary documents established in section III. | | |
| 41.2 | The Borrower/Beneficiary will establish in section III the terms and procedures to sign the consultancy contract. | | |
| 41.3 | All consultancy contracts with resources from CABEI will be subject to:   * + 1. CABEI’s supervision, pursuant to standing provisions in the area to ensure the attainment of expected objectives.     2. Prior non-objection to any relevant change, e.g., those involving an increase in costs related with CABEI’s funding, delays in the execution Schedule of the operation and changes in the scope of the services rendered.     3. Controversy resolution instances established in section III | | |
| **42. Others** | | 42.1 | In everything not foreseen in this Contest Base Document, actions must be taken according to provisions in the Policy for the Procurement of Goods, Works, Services and Consultancies with CABEI’s resources and its Application Norms, found at the following address: <https://www.bcie.org>. | | |

# Section III. Contest Data

Below are the specific details of this process for clauses corresponding to Section II, with the information contained in this Section prevailing

| **Reference from section II** | **Contest Data** |
| --- | --- |
| **A. General Data** | |
| **1.2** | Contest Identification Number:  Name of executing agency:  Contest name and description of consultancy to be conducted:  *(In cases where the award may be done by lots, each one of the lots must be determined and described)*  Estimated contract duration: *(Indicate number of months/years in words and numbers)* |
| **3** | The Executive Contest Committee is responsible for the process, including attention to protests resulting from the notifications to bidders.  Once the protest is answered by the Executive Contest Committee according to due process, the following resolution instance will be established:  *Arbitrage/other alternatives contemplated in national law, trying to establish the most convenient instance to resolve, having to be resorting to said instance in a maximum term of XX days.*  *In case the resolution instance for the protest is arbitrage, the arbitral clause must be developed.* |
| **6.1** | *Choose one of the two options of text:*   * *The Contest is limited to participation of bidders whose country of origin is only (Indicate the names of the countries)* * *Participation in the Contest is not limited to participation of bidders from specific countries; national or international bidders from any country interested in participating will be accepted* |
| **7** | Additionally, to provisions in section II, conflict of interests is considered:  *In case other clauses for conflict of interests established in national law are required, otherwise eliminate this clause.* |
| **B. Contest Document** | |
| **9.1** | If to prepare proposals, it is necessary to make inquiries, communications must be addressed to the same e-mail/ physical address set forth in section I.  ***(Indicate address where inquiries must be addressed to)***  The term to make inquires and requesting clarifications is as follows:  Clarifications may be requested *X days (A minimum of 18 days is recommended)* at the latest before the proposal submission date.  The term for the Borrower/Beneficiary to respond to bidders’ inquiries for the preparation of their proposals will be *X days (A minimum of 15 days is recommended)* before the proposal submission date. |
| **9.4** | 1. A (*mandatory/ non-mandatory)* approval meeting *(will be held/ will not be held)*  for this Contest.   *In the event that an approval meeting will be held, add the following paragraph*  *The place, date and time of the meeting are indicated as follows:*  *Date:*  *Time:*  *Place:*  Activity Coordinator Name:*(Indicate name of executing agency representative)*   1. A visit to the site *(Will be carried out/ will not be carried out)* where the consultancy services will be developed, organized by the Borrower/ Beneficiary *(mandatory or not)*.   *The place, date and time of the meeting are indicated as follows:*  *Date:*  *Time:*  *Place:*  Activity Coordinator Name:*(Indicate name of executing agency representative)* |
| **C. Proposal preparation** | |
| 13.1 | Proposal documents must comprise:   1. **Proposal Submission and Pre-qualification Documents (Envelope 1)**    1. Proposal Presentation Letter pursuant to form CP-1 (Notarized)    2. Certificate of incorporation duly registered in the competent Public Registry. In case of proposals submitted by consortium, the certificate of incorporation duly registered in the competent Public Registry, of each one of the members of the consortium (Notarized).    3. Form PREC-1: Consortium promise *(Applicable in case of proposals submitted by consortiums)*    4. Power of attorney of the person signing the proposal (notarized, and with apostille in case it is notarized abroad).    5. Copy of identity card or similar identification document, valid, of the person signing the proposal.    6. Form PREC-2: Affidavit before a Public Notary   In case of bids submitted by a consortium, an affidavit will be required of each one of the members of the consortium.   * 1. Bid Security (if applicable).   2. Form PREC-4 Financial Situation. In case of proposals submitted by consortium, each one of the members of the consortium must submit the form.   3. Form PREC-5 Contracting Background. In case of proposals submitted by a consortium each one of the members of the consortium must submit the form.   4. Form PREC – 6: Bidder´s identification   5. *Copies of the Bidder’s financial statements (balances, including all notes related to them and income statements) and each consortium member, corresponding to the required fiscal years and complying with the following conditions:*      1. *Historical financial statements must be audited by authorized independent auditing firm.*      2. *Historical financial statements must be complete, including all the notes to them.*      3. *Historical financial statements must correspond to already completed and audited accounting periods (Financial statements for partial periods will neither be requested nor accepted).*   6. *Certificate of Project site visit, in the case of consortiums, certificates of at least one of its members (in case is mandatory)*   7. *Certificate of attendance to approval meeting, in case of consortium, certificate of at least one of its members (In case it is mandatory).*  1. **Technical Bid (Envelope No.2)**    1. Form TEC-1: General Experience, in case of proposals submitted by a consortium, each one of the members of the consortium must present the form.    2. Form TEC-2: Specific Experience, in case of proposals submitted by a consortium, each one of the members of the consortium must present the form.    3. Form TEC-3: Proposed key professionals and assignment of functions    4. Form TEC-4: Resume of the proposed key professional personnel    5. Form TEC-5: Methodology, Plan of Activities and Technical-Administrative Organization    6. *Form TEC-6: Consulting Execution Schedule*    7. *Form TEC-7: Expected subcontractors (When applicable)*    8. *Copy of completion receipts of the consultancy to complete satisfaction, which was issued by the consultant of the experiences presented* 2. **Economic Bid (EnvelopeNo.3)**    1. Form ECO-1: Presentation of the Economic Bid    2. Form ECO-2: Detailed offer   Those that must be presented in (indicate the number of envelopes) separate envelopes, labeled and sealed and then all these in a single envelope or sealed package.  The maximum number of pages of the TEC-5 form will be 50 pages |
| **13.2** | The periods established to analyze the information presented are as follows:   * + - * 1. Financial information (periods from January to December) corresponding to 201x, 201x and 201x (At least the last three years).         2. Information on hiring backgrounds corresponding to 201x, 201x and 201x.         3. Information on general experience corresponding to the years*201x, 201x y 201x.*         4. Information on specific experience corresponding to the years*201x, 201x y 201x.* |
| **13.3** | The Consultant will be/will not be subject to national taxes on the expenditures and amounts payable under the Contract and therefore must/must not include them in the Economic Bid.  The Consultant will be/will not be subject to severance or social security payments under the Contract and therefore must/must not include them in the Economic Bid. |
| **15** | *Presentation of alternative offers will be/will not be permitted* |
| **16.1** | Prices quoted by the Bidder (*will be/will not be)* subject to adjustments.  *(In the event of adjustable prices, specify the adjustment mechanism)* |
| **16.2** | Technical and Economic Bids *(may/may not) be grouped together in a lot.*  *In the event that offers may be grouped together, indicate their number and details, adding the evaluation procedure from Section IV to be used.* |
| **16.3** | *The following types of insurance, minimum coverage and deductibles will be required:*  *Indicate the types of insurance to be requested from the consultant, for example:*   1. *Personal injury or death:*   *(i) of Consultant’s employees: [indicate amounts]*  *(ii) of other persons: [indicate amounts].*   1. *Other:*   *The Beneficiary may include the following paragraph:*  *If the Consultant does not provide the requested policies or certifications, the Borrower/Beneficiary may contract the insurance that should have been provided by the Consultant and may deduct the premiums paid from the payments owed to the Consultant, or if nothing is owed, may consider it the Consultant’s debt.* |
| **17** | The Bidder’s Economic Bid should include estimated costs (in *US$ dollars)* and present their details pursuant to Form ECO-2, for each *(lot, component, and stage).*  The budgeted and available amount is *US$ dollars (indicate the amount);* the Bidder may present a variation of costs among *the (lots, components, stages)*, without exceeding the total budgeted amount. |
| **18** | The maximum percentage of subcontracting is (xx%) (always less than or equal to 49% of the total to be contracted) of the total amount of the Economic Bid and within the Technical Bid the subcontracts must be reflected, using the TEC-7 form. |
| **19.1** | The offer’s validity time period will be *(indicate number of days in words and numbers)* days after the established deadline for receiving proposals has terminated. |
| **20.1** | *A Bid Security (Must/Must not) be presented, which will be returned to the bidders that are not selected and will have the following characteristics:*  Type of Guarantee: Bank / Bond / Any other easy-to-execute financial instrument (Select a type of guarantee, in case of another financial instrument you must specify what is required)  Validity: At least 30 days in addition to the validity of the proposal  *The Guarantee must be in favor of: Indicate*  *Amount and currency of the Bid Security: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| **21.1** | The bidder must submit the original and \_\_\_\_ (indicate the number) copies of the Technical Bid, the original and \_\_\_\_ (indicate the number) copies of the financial offer.  For prequalification documents, submit original and\_\_\_\_\_ (indicate the number) copies that may be original or copies thereof, provided they are identical and legible |
| **D. Proposal Submission and Opening** | |
| **23.1** | The time period for submission and reception of Proposals is (indicate number of days) days, beginning on \_\_\_of \_\_\_\_\_ of 20 ().  Proposals must be received no later than \_\_\_\_\_\_ of \_\_\_, \_\_\_\_\_\_, until \_\_\_\_\_\_\_ hours at the address specified in this section and in the Contest Invitation. |
| **23.3** | The bidders (will have/ will not have) the option of submitting their proposals electronically.  If the bidders have the option of presenting their proposals electronically, the specific procedures must be clearly defined |
| **26.2** | It is required that at least X proposals be presented to the event of reception and opening to continue with the process. |
| **E. Proposal Evaluation and comparison** | |
| **28.2** | The deadline for submitting clarifications or additional information requested by the Executive Contest Committee will be at least (Indicate number of days) working days. |
| **30** | The selection method is*(\_\_\_\_\_)* |
| **31.3** | *In case of using an alternative procedure, indicate it in this numeral, otherwise eliminate this numeral.* |
| **31.4** | The minimum qualification of a Technical Bid must be*(xx%)* |
| **31.5** | *In case of applying the method based on quality and cost add the paragraph:*  *The weighting of the Technical Bid will be of (Place the %) and, the weighting of the Economic Bid will be of (Place the %)*  *In case of applying another of the methods, indicate: "The technical - Economic Bids will not be weighting"* |
| **36.2** | The deadline for submitting protests before the prequalification or evaluation results once these are notified to the bidders will be (Indicate the number of days that must be no less than 5 business days) business days, counted from the next working day after to the notification. |
| **F. Contest Awarding** | |
| **40.1** | The successful bidder (Must) / (Must not) present a Performance security for a value of US $ \_\_\_ and for a period of XXX months additional to the consulting execution period.  This guarantee will be presented within (XXX) days after the agreement for contract signing. |
| **40.2** | *An advance will / will not be paid.*  *In case of establishing advance, add:*  *The advance to be granted will be for a maximum amount of ((indicate the percentage)) percent of the contract price, prior to the presentation of a guarantee of good use of the advance for 100% of the amount granted, with a validity of XX months .*  *The guarantee must be bank / bond / another type of financial instrument of easy execution, issued by financial institutions or insurers, acceptable to the Borrower / Beneficiary.* |
| **40.3** | *Indicate if other guarantees will be required and detail their characteristics.* |
| **41.1** | Document to be presented subsequent to the award:   1. *Notarized act of the consortium formalization (Applies in case of proposals submitted by consortiums)* 2. *Power of attorney duly apostilled (If applicable)* 3. In the event that one or several of the key professionals proposed have obtained a score of zero (0) in the technical evaluation criterion No.3, the resumes of the new professionals proposed should be presented. 4. *Other documents required by national legislation (Place the list)*   The above documents must be submitted at least "X" business days after the award. |
| **41.2** | The contract signing procedure to be followed is: (Specify approvals, deadlines, etc.). The time period for signing the contract is (specify calendar days) |
| **41.3 (c)** | For controversies during the contract execution, arbitration / other alternatives contemplated in the national legislation are established as the resolution instance. |

# Section IV. Evaluation Criteria

This section contains examples of the criteria that must be applied to evaluate the Bidders and their technical and Economic Bids; however, it is the Borrower/Beneficiary’s responsibility to define these criteria in the Contest Base Document.

1. **First Stage of Pre-qualification.**

As part of its proposal, the Bidder will include all the documents accrediting its prequalification to participate in the Contest and its qualifications to provide the required consulting services in case Contest is awarded.

**Pre-qualification Criteria**

*(The basic criteria and evidence recognized by CABEI to comply with pre-qualification are presented below. The Borrower/Beneficiary may make adjustments to the basic criteria. CABEI will be informed of and accept the adjustments recommended and fully justified by the Borrower/Beneficiary).*

**The Bidder that does not comply all criteria will not pass the Technical Bid evaluation stage.**

| **Pre-qualification Criteria 1: Capacity to be bound and contract** | |
| --- | --- |
| **Evaluation** | **Evidence Presented** |
| Complies/ Does not Comply | 1. Participation confirmation letter and presentation of the proposal duly signed by the Bidder’s legal representative. (\*) (CP-1) (Irremediable Mandatory document) |
| Complies/ Does not Comply | 1. Incorporation certificate duly registered in the corresponding Public Registry. (\*) In the case of proposals submitted by a consortium, the incorporation certificate duly registered in the competent Public Registry of each of the consortium members (Irremediable Mandatory document) |
| Complies/ Does not Comply | 1. Form PREC-1: Promise of consortium. In the event of awarding, a prior requisite to contracting is the submission of the formalization of Consortium. (\*) *(Applies in case of proposals submitted by consortia)* |
| Complies/ Does not Comply | 1. Power of attorney of the person signing the proposal through notarized authorization for legal representation of the Bidder *(Irremediable Mandatory document)* \*\* |
| Complies/ Does not Comply | 1. Copy of current identity card or similar identification document of the person signing the proposal. (\*) |
| Complies/ Does not Comply | 1. Form PREC-2: Affidavit before a public notary of:    1. Not to be in call of creditors, bankruptcy or liquidation,    2. Not to be in judicial interdiction,    3. Not having conflict of interest in accordance with what is described in section II    4. Not be included in the List of Prohibited Counterparts of the CABEI or other CABEI ineligibility list.    5. Not having been disqualified or declared by an entity as ineligible or sanctioned for obtaining resources or awarding contracts financed by organizations recognized by the CABEI for such purpose    6. Not having been found guilty by a final judgment of crimes or sanctions linked to Prohibited Practices by the competent authority, while the sanction is still in force.   In case of offers submitted by a consortium, the affidavit of each one of the consortium members will be required. |
| Complies/ Does not Comply | 1. Bid Security*. (Irremediable Mandatory document) (If applicable)* |
| Complies/ Does not Comply | 1. Form PREC-6: Bidder’s Identification |
| Complies/ Does not Comply | 1. *Certificate of Project site visit. In the case of consortiums, certificates of at least one of its members (if mandatory)* |
| Complies/ Does not Comply | 1. *Certificate of attendance to approval meeting. In the case of consortiums, certificate of at least one of its members (if mandatory).* |

(\*) This documentation must be duly authenticated by a public notary

(\*\*) This documentation must be duly authenticated by a public notary and apostille in case of notarization abroad.

| **Pre-qualification Criteria 2: Ability to contract with financing from the CABEI** | | | |
| --- | --- | --- | --- |
| **Requisite** | **Evaluation** | | **Required Documentation** |
| **Sole entity** | **Consortium (\*)** |
| The bidder is not included in the list of Prohibited Counterparts of the CABEI or other CABEI ineligibility list | Complies / Does not Comply | Complies / Does not Comply | Form PREC-6 and search in the disabled, sanctioned or declared ineligible lists in the CABEI and in the organizations recognized by the CABEI |
| The bidder is not disqualified or declared ineligible or sanctioned for obtaining resources or awarding contracts financed by organizations recognized by the CABEI for that purpose | Complies / Does not Comply | Complies / Does not Comply |

(\*) Each member of a consortium must meet the requirements.

| **Pre-qualification Criteria 3: Soundness of the current financial situation** | | | |
| --- | --- | --- | --- |
| **Requisite** | **Evaluation** | | **Required Documentation** |
| **Sole entity** | **Consortium (\*)** |
| Average Liquidity rate  *Equal or greater than \_\_\_\_\_\_*:  Where: CL = AC/ PC  CL= Average Liquidity rate  AC = Average short-term Assets  PC = Average short-term Liabilities | Complies / Does not Comply | Complies / Does not Comply | Form PREC-4  with its respective annexes |
| Average Indebtedness rate  Equal or less than \_\_\_\_\_\_:  Where: CE = TP/ TA  CE = Average Indebtedness rate  TP = Average total liabilities  TA = Average total assets | Complies / Does not Comply | Complies / Does not Comply |

*(\*) Each member of a consortium must meet the requirements.*

| **Pre-qualification Criteria 4: Contracting background** | | | |
| --- | --- | --- | --- |
| **Requisite** | **Evaluation** | | **Required Documentation** |
| **Sole entity** | **Consortium (\*)** |
| *Average annual billing (\*\*)*  *Equal or greater than \_\_\_\_\_\_\_\_\_\_*  *(indicate amount in to US $ in words and numbers)*,  Annual average of certified payments received for consulting contracts | Complies/ Does not Comply | Complies/ Does not Comply | Form PREC-4 with its respective annexes |

(\*) Select one of the options:

* *The figures corresponding to each one of the members of a consortium will be added in order to determine if the bidder meets the minimum qualification requirements; and the leading company of the consortium must meet at least fifty-one percent (51%) of them.*
* *The figures corresponding to each one of the members of a consortium will be added in order to determine if the bidder meets the minimum qualification requirements.*
* *The leading company of the consortium must comply with the entire evaluation criteria*

(\*\*) An amount equal to or greater than the estimated annual flow of payments is recommended, considering a linear distribution.

| **Pre-qualification Criteria 5: *Other criteria that could be added if they are required by the Borrower/Beneficiary provided that they are compatible with CABEI Procurement Policies and Norms.*** | | | |
| --- | --- | --- | --- |
| **Requisite** | **Evaluation** | | **Required Documentation** |
| **Sole entity** | **Consortium** |
| *To be defined by the Borrower/Beneficiary* | Complies/ Does not Comply | Complies/Does not Comply | *Other Documents that do not contravene the CABEI’s Procurement Policy and Application Norms.* |

1. **Second Evaluation Stage of the Technical Bid.**

For the evaluation of the Technical Bid and to know if it meets the requirements, the executing body must define the evaluation criteria necessary to evaluate and know if the bidders adequately meet the established requirements and the term for completing the consultancy. The following are the general aspects that should be considered when defining the evaluation criteria that will be established in the Contest Base Document.

The evaluation criteria for the technical proposals shall be:

|  |  |
| --- | --- |
| **Evaluation Criterion** | **Top Score** |
| 1. General Experience related to the Contest process (TEC-1) | *Place %* |
| 1. Specific experience related to the Contest process (TEC-2) | *Place %* |
| 1. Training Experience of proposed key personnel (TEC-3 and TEC-4) | *Place %* |
| 1. Technical approach and proposed work methodology (TEC-5) | *Place %* |
| 1. Work Plan and Execution Schedule (TEC-4, TEC-5 and TEC-6) | *Place %* |
| 1. Technical - Administrative Organization (TEC-3 and TEC-5) | *Place %* |
| 1. *Others (when applicable)* | *Place %* |
| 1. **Total** | **100 %** |

*Each of the criteria that are established must be assigned a weight within the scale of 1 to 100, these criteria may be subdivided by the executing body, in order to facilitate a more objective qualification, without this meaning that such subdivision be excessive and make evaluation a more mechanical than professional process.*

**The bidder who does not reach the minimum score established in section 31.4 of section III Contest Data will not pass to the evaluation stage of the Economic Bid.**

| **Criterion 1: *General Experience related to the Contest process (define the related activities to be considered as experience)*** | | | |
| --- | --- | --- | --- |
| **Requisite** | **Evaluation** | | **Documentation required** |
| **Sole entity** | **Consortium** |
| Minimum General experience in: *(Specify the quantity and characteristics of the consultancies carried out that will be considered as general experience)* | *Place %* | *Place %* | Form  TEC-1 with its respective annexes |

| **Criterion 2: *Specific Experience related to the Contest process (define related activity)*** | | | |
| --- | --- | --- | --- |
| **Requisite** | **Evaluation** | | **Documentation required** |
| **Sole entity** | **Consortium** |
| Minimum Specific experience in: *(Specify the quantity and characteristics of the consultancies carried out that will be considered as specific experience)* | *Place %* | *Place %* | Form  TEC-2 with its respective annexes |

*Select one of the following options*

* *For criterion 1 and 2 the figures corresponding to each of the members of a consortium will be added in order to determine if the bidder meets the minimum qualification requirements; and the leading company of the consortium must meet at least fifty-one percent (51%) of them.*
* *For criterion 1 and 2 the figures corresponding to each of the members of a consortium will be added in order to determine if the bidder meets the minimum qualification requirements.*
* *For criterion 1 and 2, the leading company of the consortium must comply with the entire evaluation criteria.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Criterion 3: Training Experience of proposed key personnel**  *The Contest requirements for the proposed professional personnel must be clearly defined, so that the bidders provide the information that is required.* | | | | | |
| **No.** | **Position (\*)** | **Criteria to evaluate** | **Requirement** | **% Assigned** | **Required documentation** |
| 1 | *Indicate the position of the professional* | *Education* | *Minimum Degree* | *Complies/ Does not Comply* | Form TEC-3 and TEC-4 with its corresponding support |
| *General Experience* | *Years or number of projects and / or amounts* | *Place %* |
| *Specific Experience* | *Years or number of projects and / or amounts* | *Place %* |

(\*) In the event of a bidder being awarded and the circumstance that one or more of the proposed professionals have obtained a score of zero (0) in this evaluation criterion presents itself, the professionals must be replaced, prior to signing the contract; with others who must comply with the mandatory requirements.

*The number of professionals defined as key personnel to be evaluated will be placed.*

**Work methodology**

*The proposal must include the methodology to achieve the general and specific objectives proposed for this consultancy, pursuant to what was set forth in the ToR, detailing all the activities that must be developed to obtain the expected deliverables.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Criterion 4: Technical approach and proposed work methodology** | | | |
| **No** | **Requirement** | **% Assigned** | **Required documentation** |
|  | Presents the activities to be carried out, those that are oriented to obtain the objectives, have technical coherence | *Place %* | Form  TEC-5 with its corresponding support |
|  | The methodology should indicate   1. How the required activities will be carried out, 2. The methods and techniques to be used, 3. Products to obtain in each phase | *Place %* |
|  | The methodology should indicate   1. Responsible for the activities, 2. Requirements for participation of the Borrower / Beneficiary | *Place %* |
|  | The proposal is feasible to perform according to the conditions, resources and availability of time | *Place %* |
|  | Consistency with the work plan | *Place %* |
|  | 1. **Total** | **%** |  |

| **Criterion 5: Work Plan and Execution Schedule** | | | |
| --- | --- | --- | --- |
| **No** | **Requirement** | **% Assigned** | **Required documentation** |
|  | The Work Plan must indicate:   1. The activities contained in the ToR, 2. Duration of each activity (term) 3. Relations between activities 4. Logical sequence of the execution of activities. | *Place %* | Form  TEC-5 and TEC-6 |
|  | The Work Plan must indicate   1. Delivery dates of reports. 2. Consistency with the technical approach and methodology. | *Place %* |
|  | 1. **Total** | **%** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Criterion 6: Technical - Administrative Organization** | | | |
| **No** | **Requirement** | **% Assigned** | **Required documentation** |
| 1 | Submit organizational chart indicating levels of authority of the consultancy | Place % | Form  TEC-3 and TEC-5 |
| 2 | Submit organizational chart indicating administrative levels | Place % |
| 3 | The proposed key professionals are in the proposed organizational charts | Place % |
|  | 1. **Total** | 1. **%** |  |

1. **Evaluation of the Economic Bid**

*In the event that separate prices for different lots (contracts) are quoted, and that multiple lots (contracts) can be awarded to a single Bidder, the methodology for determining the best price evaluated must be clearly defined in this section.*

Based on the Economic Bid forms ECO-1 and ECO-2, the Executive Contest Committee will only evaluate the Economic Bids of those pre-qualified proposals and that their technical evaluation is equal to or greater than the minimum established

When evaluating the Economic Bids, the Executive Contest Committee will determine the reasonableness of the price and the price evaluated of each offer, making arithmetical corrections in accordance with the provisions of Section II. Once the Economic Bid has been reviewed and the arithmetic corrections confirmed if they exist, a score equal to the weighted score of the Economic Bid will be assigned to the lowest Economic Bid (Pm).

The formula to determine the economic scores of the rest of the offers is the following:

*Economic Score = PPE x Pm / Pi,*

*Where*

*Pm = Lowest price*

*Pi = Price of the proposal in consideration*

*PPE = Weighted score of the Economic Bid*

1. **Technical- Economic Combined Evaluation**

The combined evaluation will be according to the selection method stipulated in numeral 30 of section III and the technical-economic weight stipulated in section 31.5 of section III (when applicable), as follows:

*Combined score = Technical score x T + Economic Score.*

*Where = T + P = 1 y,*

*T*= weighting assigned to the technical proposal

*P*= weighting assigned to the economic proposal;

After the previous calculation the proposals will be classified according to the merit order of their combined scores.

1. **Most convenient proposal**

The Executive Contest Committee will recommend awarding the contract to the most convenient proposal, if it meets the following conditions:

1. Complies with all Pre-qualification requisites,
2. *The Technical Bid obtains at least the minimum technical score established*
3. *Obtain the highest technical-economic evaluation score*
4. Complies with provisions of point 6.2 of Section II.
5. It is not included in the list of CABEI’s Prohibited Counterparts or other CABEI’s ineligibility list
6. It is not disqualified or declared ineligible or sanctioned for the obtaining of resources or the awarding of contracts financed by organizations recognized by the CABEI

# Section V Standard Contest Forms

**Pre-qualification**

**CP - 1** Proposal Presentation Letter

**PREC – 1** Promise of Consortium *(Applies in case of proposals submitted by consortiums)*

**PREC - 2** Affidavit

**PREC - 3** Bid Security

**PREC - 4** Financial Situation

**PREC – 5** Contracting background

**PREC – 6** Bidder identification

**Technical Bid**

**TEC – 1** General Experience

**TEC - 2** Specific Experience

**TEC - 3** Proposed Professionals and Assignment of Functions

**TEC - 4** Resume of the Proposed Key Professional Personnel

**TEC - 5** Methodology, Activities Plan and Technical - Administrative Organization

**TEC - 6** Execution Schedule

**TEC - 7** Expected Sub-Consultants

**Economic Bid**

**ECO-1** Presentation of Economic Bid

**ECO-2** Economic Bid and payment schedule

**CP-1 Participation Confirmation Letter and Presentation of Proposal**

Date:

International Public Contest No.:

Sirs

Executive Contest Committee

Dear Sirs:

By means of this letter we confirm our decision to participate in the Contest *“(title of Contest in which he/she wishes to participate in).”*

Thus, we are sending our attached Proposal; it is valid for a period of \_\_ (days) \_\_ after the established deadline for receiving proposals. At the same time, we confirm our commitment to comply with our proposal in the event that our company (*complete name of Bidder*) receives the award and is contracted.

It is understood that the Pre-qualification documents, Technical Bid, Economic Bid and all the information that is attached to this proposal will be used by the Executive Contest Committee to determine, at its judgment and discretion, the capacity to develop the consultancy required by the Contest process.

We present our proposal in consortium with :( *insert a list with the complete names and addresses of each consortium member, indicating the consortium’s leading company or firm. If this does not apply, please erase these lines.*

We accept that any false information or omission in this application and/or its annexes may be grounds for disqualification of the proposal.

In the event that we are chosen to carry out the consultancy, we are committed to carrying out the proposed Execution Timetable and complying with everything requested in the Contract Clauses, in accordance to the reference terms, Contest instructions and any clarification or modification issued for this project.

The Signatory of this document’s is duly authorized to sign for and on behalf of (complete name of Bidder) and guarantees the truth and accuracy of all the statements and documents included.

Dated on\_\_\_\_\_\_\_\_\_\_ Day\_\_\_\_\_ of Month of \_\_\_\_\_\_\_\_\_\_\_ of Year \_\_\_\_\_\_.

Name of Company or Consortium \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position of Signer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and signature of legal representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FORM PREC-1**

*(Applies in case of proposals submitted by consortium)*

**Promise of Consortium**

Sirs: Executive Contest Committee of Process Nº *(indicate process name and number)*:

Of our consideration:

We hereby declare the promise of consortium under the following conditions:

Name of Consortium: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Leading Company of Consortium\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of proposed legal representative of the Consortium: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Identified with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the companies that make up the consortium and their percentage share in this International Public Contest.

Company Participation (%)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total 100 %

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Legal Representative (Company 1) Legal Representative (Company 2)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Legal Representative Appointed

*(Signatures of the legal representatives of the companies in consortium and Legal Representative appointed)*

**FORM PREC-2**

International Public Contest No: (place the name and identification number of the Contest)

I,*(Name of the person accredited in the Legal Representation)* \_­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, with identification document \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in my capacity as legal representative of (Name of the bidder according to PREC-6)\_\_\_\_\_\_\_,

I certify and declare the following:

1. That my client, its agents, its personnel, contractors, consultants, directors, officers or shareholders have no relationship, nor have been involved in activities related to money laundering and financing of terrorism;
2. It is not in call for creditors, bankruptcy or liquidation;
3. It is not in judicial interdiction;
4. No conflict of interest according to what was described in the Bidders Instructions and Contest Data;
5. That my client, its agents, its personnel, contractors, consultants, directors, officers or shareholders are not included in the CABEI Prohibited Counterpart List or other CABEI ineligibility list;
6. That my client, its agents, its personnel, contractors, consultants, directors, officers or shareholders have not been disqualified or declared by an entity or authority as ineligible to obtain resources or award of Contests financed by any other entity, while the sanction is in force;
7. That my client, its agents, its personnel, contractors, consultants, directors, officers or shareholders have not been found guilty of crimes or sanctions linked to Prohibited Practices by the competent authority.

I also authorize the corresponding Borrower/Beneficiary and the Central American Bank for Economic Integration (CABEI), to carry out the verifications it deems pertinent in order to corroborate the above mentioned with any search system or database from which the Borrower/Beneficiary or the CABEI disposes for such purposes, as well as with any competent authority deemed necessary.

Likewise, I certify and declare to know the origin of the funds of my client and I state that they do not come from any illicit activity.

Finally, and if applicable, I declare that the funds provided will be administered in accordance with best practices, transparency and integrity and will not be used for illicit activities at any time.

We further declare that immediate notice will be given to the Borrower/Beneficiary and the CABEI in case a change in the aforementioned conditions occurs at a later time.

We accept that the Borrower/Beneficiary will have the right to exclude us from this bidding process if the information provided in this Sworn Statement is false or if the change of condition occurs at a later time after the delivery of this Sworn Statement.

**Bidder:** *(Full name of the bidder)*

**Name:** *(Full name of the person signing)*

**Position:** *(of the signatory)*

**Signature***: (signature of the person whose name and title appear above).*

**Date***: (day, month and year in which the offer is signed)*

**FORM PREC-3**

**Bid Security**

**(Bank Security)**

*(Name of bank and address of issuing branch or office)*

Beneficiary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(name and address*)*,*

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

No. of BID Security: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(indicate guarantee number)*

We have been informed that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[name of Bidder*] *(hereinafter called "the Bidder")* has presented his/her proposal on *\_\_\_\_\_\_\_\_\_\_\_ [indicate date of Proposal presentation]* (*hereinafter called* “Proposal”) for the execution of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[contract name]*under Contest call number\_\_\_\_\_\_\_\_\_\_\_.

We also understand that, in accordance with your conditions, a Bid Security must support the Proposal.

At the request of the Bidder, we \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[name of bank]* through this Guarantee irrevocably bind ourselves to pay you a sum or sums not exceeding a total amount of \_\_\_\_\_\_\_\_\_\_\_ *[amount in numbers]* (\_\_\_\_\_\_\_\_\_\_\_\_) *[amount in words]*upon receipt by our office of your first request in writing accompanied by a written communication stating that the Bidder is in breach of its obligations contracted under the terms of the proposal, because the Bidder

1. Has withdrawn the proposal during the period of validity specified by the Bidder in the Form of Participation Commitment Letter and presentation of the Proposal; or

b) After notifying about the Contest awarding, it does not sign or refuses to sign the Contract within the term established for signing or does not provide or refuses to provide the Execution Guarantee, pursuant to the Instructions for Bidders.

This guarantee will expire upon receipt in our office of copies of the Contract signed by the Bidder and the Performance security issued to you by instructions of the Bidder; or in the event of not being the selected Bidder, when the first of the following events occurs: i) we receive a copy of your communication to the Bidder stating that it was not selected; or ii) thirty days have passed after the expiration of the Proposal.

Furthermore, any request of payment under this guarantee must be received by this institution on or before the established deadline.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature (s))

**FORM PREC-3**

**Bid Security**

**(Security)**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of BID SECURITY: \_\_\_ *(indicate bond identification number)*

For this bond, (name of the bidder) hereinafter referred to as "The Bidder" and (name, legal denomination and address of the bonding company), authorized to conduct business in (country of the contracting party), in the capacity of Guarantor, hereinafter "The Guarantor" bind themselves and firmly commit themselves with (indicate the name of the Consultant) as the Claimant (hereinafter "the Consultant").

The amount of (*indicate the amount in figures*), (*indicate the amount in words*), to whose payment in legal form, in the types and proportions of currencies in which the price of the Guarantee must be paid, we, the Consultant and the Guarantor aforementioned undertake and bind collectively and severally to our heirs, executors, administrators, successors and assigns to these terms. This bond will have a validity of "x" calendar days counted from the date (*place the presentation date of proposals*) until (*place the expiration date of the bond*)

WHEREAS the Consultant has submitted to the Employer a Proposal on \_\_\_\_\_\_\_\_\_\_\_ (indicate the date of presentation of the proposal) (hereinafter referred to as "the Proposal") for the execution of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the contract) under the Call to Bid number \_\_\_\_\_\_\_\_\_\_\_.

THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Consultant:

1. Has withdrawn the proposal during the period of validity specified by the Bidder in the Form of Participation Commitment Letter and presentation of the Proposal; or

b) After notifying about the Contest awarding, it does not sign or refuses to sign the Contract within the term established for signing or does not provide or refuses to provide the Execution Bond, pursuant to the Instructions for Bidders.

This bond will expire upon receipt in our office of copies of the Contract signed by the bidder; or in the event of not being the selected bidder, when the first of the following events occurs: i) we receive a copy of your communication to the bidder stating that it was not selected; or ii) the validity date has expired.

Furthermore, any request of payment under this guarantee must be received by this institution on or before the established deadline.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature(s)

**FORM PREC-4**

**Financial Situation**

Information to be completed by each Bidder; in the event of a consortium, each member must fill out the information.

Legal name of Bidder: *(indicate full name)* Date: *(day, month, and year)*

Legal name of consortium member: *([indicate full name*)

Call to Contest No. :*(indicate Contest number)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Financial information in *US$*** | **Historical Financial Information (in *US$*)** | | | | | |
| **Year 1** | **Year 2** | **Year 3** | **Year...** | **Year n** | **Average** |
| **Information about the General Balance** | | | | | | |
| Total Assets (TA) |  |  |  |  |  |  |
| Total Liabilities (TL) |  |  |  |  |  |  |
| Net Equity (NE) |  |  |  |  |  |  |
| Short term Assets (SA) |  |  |  |  |  |  |
| Short term liabilities (SL) |  |  |  |  |  |  |

Copies of financial statements (balance sheets, including all related notes, and income statements) of the Bidder and each consortium member corresponding to exercises required must be attached; these must comply with the following conditions:

1. Historical financial statements must be audited by authorized independent auditors.
2. Historical financial statements must be complete, including all the financial statement notes.
3. Historical financial statements must correspond to already completed and audited accounting periods (we will not request or accept financial statements from partial periods).

**FORM PREC-5**

**Contracting background**

**Information to be completed by the bidder and each consortium member**

Legal name of the bidder*: (indicate full name)* Date: *(indicate day, month and year)*

Legal name of the consortium member: *(indicate full name)*

|  |  |  |
| --- | --- | --- |
| **Annual billing data for Consulting Services** | | |
| **Year** | **Amount and Currency** | **Equivalent in *US $*** |
| *(indicate year)* | *(indicate amount and currency)* | *(indicate equivalent amount in US $)* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| \* **Average annual billing** | |  |

\* Average annual billing is obtained by calculating the total of certified payments received by consultancies divided by the number of years.

**Bidder:** *(indicate full name of the bidder)*

**Name:** *(indicate the full name of the person signing the offer)*

**Position:** *(of the signatory)*

**Signature***: (signature of the person whose name and title appear above)*

**Date***: (day, month and year in which the offer is signed)*

**FORMPREC-5**

**Bidder Identification**

International Public Contest No.:

Name of Bidder*: (enter full name)*

Date: *(indicate day, month and year)*

*The information contained in this form will be used during the evaluation process for the identification of the bidder, for which the information presented here should be consistent among others with the financial statements, contracting background, general and specific experience presented.*

*One of the options must be chosen according to the type of bidder,*

1. ***For Bidders presenting proposal on an individual basis:***

The proposal is presented as a bidder in an Individual way, with the following description:

Legal name of Bidder:*(indicate the legal name)*

Country where bidder is registered: *(Country where bidder is registered)*

1. ***For bidders presenting their proposal in Consortium:***

The proposal is presented as an bidder in a consortium, with the following description:

|  |  |
| --- | --- |
| **Legal name of each member of the Consortium** | **Country where registered** |
|  |  |
|  |  |
|  |  |

**FORM TEC-1**

**General Experience**

Describe the detailed information of each of the contracts individually or as a member of a consortium.

Legal Name of Bidder: *(indicate full name)* Date*: (indicate day, month and year)*

Legal Name of Consortium member: *(indicate full name)*

(Identify contracts that demonstrate continuous operation)

| **Start**  **Month/year** | **End**  **Month/year** | **Years\*** | **Contract Identification** | **Bidder’s Function** |
| --- | --- | --- | --- | --- |
| *[indicate month/ year]* | *[indicate month/ year]* | *[indicate number of years]* | Name of the Contract: *(indicate full name*)  Brief description of scope: *(briefly describe the contract’s objective)*  Name of Consultant/buyer:(indicate full name)  Address: (*indicate street/number/city/country)* | *(indicate Bidder’s function)* |
|  |  |  |  |  |
|  |  |  |  |  |

\* Indicate calendar years in the years with contracting activities, beginning with the year when activities began.

\*\* The information provided herein must be completed for each of the experiences presented and must be supported by a copy of proof of the completion of the consulting to complete satisfaction, which was issued by the consultant.

**FORM TEC-2**

**Specific Experience**

Describe the detailed information of each contract, either individually or as a member of a consortium.

|  |  |
| --- | --- |
| Description of the studies carried out by the bidder: | |
| Name of the Consultant: | |
| Address:  Telephone  Fax  E-mail | |
| Country where the study was conducted:  Place within the Country: | |
|  | |
| Study execution time: | |
| Start date (month / year): | Termination date (month / year): |
| Total amount executed*: (in US $)* | |
| If the contract was made in consortium, supply the value of the contract that corresponded to the bidder that presents the specific experience: | |
| If the contract was made in a consortium, provide the name of the other persons / firms / entities that were part of the consortium. | |

The information provided herein must be completed for each of the experiences presented and must be supported by the copy of the vouchers for the completion of the consultancy to full satisfaction, which was issued by the consultant.

Bidder**:** *(indicate full name of the bidder)*

Name: *(indicate the full name of the person signing the proposal)*

Position: *(of the signatory)*

**FORM TEC-3**

**Proposed Professionals and Assignment of Functions**

Required information on the proposed personnel

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Name** | **Profession** | **Position to play** | **% of Dedication to the project** |
|  |  |  |  |  |
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**Bidder:** *(indicate full name of the bidder***)**

**Name:** *(indicate the full name of the person signing the proposal)*

**Position:** *(of the signatory)*

**Signature***: (bidder’s signature)*

**Date:** *(day, month and year in which the offer is signed)*

**FORM TEC-4**

**Resume of the Proposed Key Professional Personnel**

|  |  |
| --- | --- |
| 1. Proposed position: *(only one candidate must be nominated for each position):* | |
| 1. Name of the bidder: *(insert the name of the bidder that proposes the candidate):* | |
| 1. Name of the individual*: (insert the full name):* | |
| 1. Date of birth: | Nationality: |
| 1. Education: *(Indicate the names of the universities and other specialized studies of the individual, giving the names of the institutions, degrees obtained and the dates on which they were obtained.)* | |
| 1. Professional associations to which he/she belongs: | |
| 1. Other specialties (Indicate other significant studies after having obtained the degrees indicated in number 5 - Where did you get the education): | |
| 1. Countries where you have work experience: *(List the countries where the individual has worked in the last ten years):* | |
| 1. Languages *(For each language indicate the degree of competence: good, regular, poor, in speaking it, reading it and writing it):* | |
| 1. Work History (*Starting with the current position, list chronologically the positions you have held since the candidate graduated, indicating for each job the activities carried out in the framework of that hiring,* dates of employment, name of the organization and positions held):   From *(Year and month):* \_\_\_\_\_\_\_\_\_\_\_\_ Until *(Year and month)* \_\_\_\_\_\_\_\_\_\_\_\_  Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Positions and functions performed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

Certification:

I, the undersigned, certify that, to the best of my knowledge and belief, this curriculum correctly describes my person, my qualifications and my experience.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Signature of the proposed professional)*  Day / month / Year

Full name of the bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FORM TEC- 5**

**Methodology, Activities Plan and Technical - Administrative Organization**

*The methodology and the work plan are key components of the technical proposal. It is suggested that you submit your technical proposal (50 pages including graphics and diagrams) divided into the following three parts:*

1. *Technical approach and methodology*
2. *Work plan and timetable*
3. *Technical - administrative organization*
   1. ***Technical approach and methodology****. The following must be explained:*

* *Understanding of the work objectives.*
* *Problems that are being addressed and their importance, a technical approach that will be adopted to deal with them.*
* *Services Approach, logic of the proposed activities.*
* *Methods and techniques to be used to obtain the expected product, highlighting the consistency with the proposed approach and work plan.*
* *Responsible for the activities by the consultant and requirements of the Borrower / Beneficiary*
* *Detail products to be delivered in each phase.*
  1. ***Work Plan and Schedule****. The main activities of the work, its content and duration, phases and relationships with each other, stages (including the provisional approvals of the Borrower / Beneficiary), and the delivery dates of the reports should be proposed. The proposed work plan should be consistent with the technical approach and the methodology, demonstrating an understanding of the TDR and the ability to translate them into a feasible work plan. Here you should include a list of the final documents, including reports, drawings and tables that should be presented as final product. The work plan should be consistent with the work program in the formTEC-6.*
  2. ***Technical - Administrative Organization*** It should describe the administrative and technical organization that it intends to implement during the development of the project, taking into account the main functions and tasks to be carried out with the proposed personnel, technical team and supported by clear and precise organization schedules.
* ***Technical Organization****: You must present an organization chart indicating the levels of command in the team and the relationship with the executing body, in which the key technical and field personnel that will be directly assigned to the project must be clearly defined, as well as the support personnel of the same. The description of the functions and / or main tasks of the personnel must be attached.*
* ***Administrative Organization****: You must present an organization chart indicating the levels of command to coordinate the administrative work and your relationship with the executing body, as well as your support to the group of specialists and technicians who will be directly in the construction work, you must describe the activities and / or tasks to be performed in each of the levels.*

*The information described here should be directly related to the information provided in the formTEC-3.*

**FORM TEC- 6**

**Consulting Execution Schedule**

*It should show the main activities to be carried out for the development of the consultancy, the chronological order of the same and the proposed times for each of them*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **N°** | **Activity** | **Months** | | | | | | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **n** |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| N |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. Indicate all the main activities of the work, including delivery of reports (for example, initial, provisional, final reports), and other stages such as required approvals.
2. For tasks in several phases, indicate the activities, delivery of reports and stages for each phase separately.
3. The duration of the activities should be indicated in a bar chart.

**Bidder***: (indicate full name of the bidder)*

**Name:** *(indicate the full name of the person signing the proposal)*

**Position***: (of the signatory)*

**Signature***: (signature of the person whose name and title appear above)*

**Date:** *(day, month and year in which the proposal is signed)*

**FORM TEC-7**

**Expected Sub-Consultants**

In the event of sub-contracts, the bidder must fill out the following form and attach the following information for each sub-consultant:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of**  **Sub-Consultant** | **Sections of the work to be sub-contracted** | **Physical, phone and email address of the sub-consultant** | **Percentage to be Sub-contracted** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Sub-Consultant**

**Name:** *(indicate full name of the sub-consultant representative)*

**Signature***: (signature of person whose name and position are indicated above)*

**Bidder***:*

**Name:** *(indicate full name of the person signing the proposal)*

**Position***: (of the Signatory)*

**Signature:** *(signature of the person signing the proposal)*

**Date:** *(day, month and year of proposal signing)*

**FORM ECO-1**

**Presentation of Economic Bid**

Date: \_\_\_\_\_\_of \_\_\_\_\_\_\_\_\_\_\_\_\_of \_\_\_\_\_\_\_\_\_

Sirs *(name of Executing Body and/or Borrower/Beneficiary)*

*Project Name and Contest Number*

In accordance with the documents received to present the offer for the Project *(indicate Contest number),* we (company / consortium):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ offer to carry out the execution of the consultancy through a contract type *(indicate contract mode),* for a closed total sum of *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Write amount in letters and numbers)*US Dollars.

Our offer will remain in effect for *(indicate number of days)* calendar days from the date of presentation of the proposal.

In the event of being selected as a consultant for the development of the consultancy *(name of the Contest process),* we commit ourselves to develop the proposed Execution Schedule and comply with all the scopes requested in the clauses of the contract, according to the technical requirements established in the Terms of Reference.

We commit ourselves to presenting the guarantees established in the Base Contest Document within the time period and under the terms required.

We understand and accept that the Borrower / Beneficiary is not obligated to accept the lowest offer or any offer they may receive.

Sincerely,

**Bidder***: (indicate full name of the bidder)*

**Name:** (indicate full name of the person signing the proposal)

**Position***: (of the Signatory)*

**Signature***: (signature of person whose name and position are indicated above)*

**Date:** *(day, month and year of proposal signing)*

**FORM ECO- 2**

**Economic Bid and Payment Schedule**

*The Economic Bid must reflect the total budget estimated by the bidder. If the execution of the consultancy is carried out in a single stage and / or lot or describing by stage and / or lot the costs incurred in each one, in this case the total cost is the total sum of the costs of each stage and / or lot. (In each case describe the detail).*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Description** | **Total Value**  **(Indicate currency)** | **Milestone**  ***(Delivery time from the signing of the contract)*** |
| **A** |  |  |  |
| **B** |  |  |  |
| **C** |  |  |  |
| **D** |  |  |  |
| **E** |  |  |  |
| **TOTAL** | |  |  |

# Section VI Terms of Reference

The Borrower / Beneficiary will be responsible for preparing the Terms of Reference for the work to be performed, which are recommended to have the following characteristics

1. Scope of the services required,
2. Clearly defined objectives, goals and scope of work entrusted
3. Include basic information (including a list of studies and relevant basic data that already exists) in order to facilitate the preparation of proposals by consultants.
4. List the services and studies necessary to carry out the work and the expected results (for example, reports, data, maps, surveys).
5. They should not be too detailed or inflexible, so that the competing consultants can propose their own methodology and the assigned personnel.
6. Clearly defined the respective responsibilities of the Borrower / Beneficiary and the consultants.

# Section VII. Contract Format

*The contract will be defined by the Borrower/Beneficiary pursuant to National Law, and include at least the following:*

1. *General conditions*
2. *Definitions*
3. *Order of precedence of documents*
4. *Resolution of controversies through arbitration primarily and without prejudice to other alternatives contemplated in the national laws of the countries*
5. *Fortuitous event or force majeure*
6. *Modification and rescission of the contract*
7. *Modifications, changes, extra jobs and particular situations*
8. *Termination of contracts*
9. *Termination of contracts for prohibited practices*
10. *Obligations*
11. *Obligations of the consultant and the employer*
12. *Insurance, guarantees or bonds*
13. *Payments*
14. *Contract price (Sum raised or with possibility of increase)*
15. *Advance payment, bonuses, indemnities and fines*
16. *Currency, method of payment and applicable withholdings*
17. *Integrity Clause*

*With content related to prohibited practices, declarations and obligations of consultants (counterparts), etc.*

1. *Annexes*
2. *Consultant proposal*
3. *Technical specifications*

1. Mechanisms to file complaints available at: www.bcie.org. [↑](#footnote-ref-1)
2. It refers to the access without restriction of CABEI or its properly authorized representatives to visit or inspect physical offices or facilities, used in regards to procurement processes or projects funded with CABEI’s own funds or managed the bank. Likewise, conducting interviews and Access to physical or digital files related to said procurement processes, projects or operations, to render all collaboration and assistance deemed necessary, in order to appropriately execute foreseen activities, at CABEI’s discretion. [↑](#footnote-ref-2)