

**Expressions of Interest Evaluation Report for Consulting Services from Firms**

**using Selection Methods: QCBS, QBS, FBS, LCS and CQS**

**(FE-ER)**

**July 2023**

**How to Use This Report**

1. *This guide is not part of the report. It should not appear in the report submitted to the Caribbean Development Bank (CDB). Similarly, notes to the Recipient*[[1]](#footnote-2) *in italics throughout are also not to be included in the report, termed Firms’[[2]](#footnote-3) – Expression of Interest (EOI) – Evaluation Report – summarized as* ***FE-ER.***
2. *The FE-ER provides guidance in compliance with the Procurement Policy for Projects Financed by CDB* ***(Policy)****, dated November 2019,* *the “Procurement Procedures for Projects Financed by CDB”* ***(Procedures)*** *dated January 2021”, the Guidance Note for Evaluating Expressions of Interest and Proposals for Consulting Services[[3]](#footnote-4) and related Standard Procurement Documents (****SPD****s) of CDB.* *The defined terms and acronyms in the Procedures and aforementioned guidance note are, where applicable, the same as those in the FE-ER. Also, cross-referencing to the Procedures and the SPDs is used in this FE-ER to assist users. Note the terms of Firms and Consultants are used interchangeably here.*
3. *Unless otherwise agreed with CDB, Recipients shall use CDB’s SPDs to Request Expressions of Interest (REOIs) to achieve the objectives set out in point 4 below. Before issuing the REOI, Recipients shall download the “Expression of Interest Submission for Consulting Services for Firms” (FE-S) template[[4]](#footnote-5) and complete it with relevant information as required. The FE-S template is expected to be required by Recipients and used by Firms to submit their EOI. Both the SPD and the FE-S are available at:* [*https://www.caribank.org/work-with-us/procurement/resources*](https://www.caribank.org/work-with-us/procurement/resources)*.*
4. *This report is expected to be used by Recipients to achieve the following objectives[[5]](#footnote-6):*
5. *Identify the best qualified 3-6 consulting Firms, forming a shortlist of Firms, to be invited by the Recipient to submit Proposals under the Selection Methods of* ***QCBS,******QBS, FBS*** *and* ***LCS****(as detailed in Procedures, Paragraphs 8.02 through 8.18) using the information submitted by Firms in the Expression of Interest Submission for Consulting Services for Firms Template – summarised as* ***FE-S****.*
6. *Identify the best qualified consulting Firm that will be invited to submit a combined Technical and Financial Proposal under the* ***CQS*** *Selection Method (as detailed in Procedures, Paragraphs 8.19 – 8.20).*
7. *Seek CDB’s No Objection (NO), where required, of the results.*
8. *The sourcing of EOIs can be open or limited competition, geographically encompassing national, regional, or international Firms.*
9. *Recipients should study the FE-ER, including the guidance during project preparation, to reflect requirements in the REOIs and assess the managerial and administrative conditions needed for the EOI evaluations.*
10. *CDB staff are available to explain any aspects of the FE-ER. When required, the employment of experienced consultants to help with evaluations is permitted, and, where allowed by the Financing Agreement, related fees may be paid from CDB financing.*

**Expressions of Interest**

**Evaluation Report for Consulting Services from Firms**

**using Selection Methods: QCBS, QBS, FBS, LCS and CQS**

**(FE-ER)**

Country of Project:

Name of Project:

Project No., if applicable:

Specific Assignment Name:

REOI Identification Number, if applicable:

Date of Submission:

**Letter of Transmittal**

*Where CDB’s prior review/no objection (NO) is required for the evaluation report[[6]](#footnote-7), the FE-ER should be attached with a Letter of Transmittal from the Recipient ministry, department, or agency responsible for communications with CDB. The letter should highlight conclusions and offer any additional information that would help to expedite review by CDB. In addition, any unresolved or potentially contentious issues should be highlighted. The letter should be sent to the CDB Supervising Officer responsible for the project.*

*Where the results are subject to post review, the FE-ER and all supporting documentation shall be retained in the Recipient’s project files for future review by CDB.*

*Attachment to Letter of Transmittal:*

*Section I*

*Forms II A through IIE.*

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##### **Section I. Evaluation Report—Text**

|  |  |
| --- | --- |
| **1. Background** | *Include a brief description, context, scope, and objectives of the Consulting Services. For CQS, where TORs were provided[[7]](#footnote-8) with REOI, the key aspects should be summarised here.* |
| **2. The Selection Process** | *Describe briefly the REOI sourcing method open or limited, national, regional, or international and rationale for such; advertising (if required)[[8]](#footnote-9), key points of any changes made to the REOI after initial issue/publication, and the number of EOIs received.* |
| **3. Evaluation** | *Briefly describe: (i) the formation of an evaluation committee (EC) as required in Procedures, Paragraph 6.37 (ii) meetings and actions taken by the EC; (iii) any outside assistance used by the EC; (iv) evaluation approach; (v) details of and justification for criteria/sub-criteria and (vi) associated weightings used; (vii) comments on individual evaluators’ scores (discrepancies); (viii) highlight strengths and weaknesses, especially for CQS selection.*  *Identify any EOIs found nonresponsive at preliminary examination (refer and attach Form IIB) and provide a summary of reason(s) for each and list names of consultants in Table 1.*  Table 1 Summary of Evaluation of non-responsive EOIs.   |  |  | | --- | --- | |  | **NAME OF FIRM** | | 1. |  | | 2. |  | | 3. |  | | 4. |  |   *Summarise the results of the detailed evaluation as follows[[9]](#footnote-10):*   * *Attach to Section I Forms IIA through IIE.* * *Identify any aspects to be considered in (a) the drafting of the RFP to the 3-6 shortlisted Firms or (b) aspects to be included in the request for a proposal or subsequent negotiations with the highest scored Firm under CQS.*   *Present the results of the technical evaluation scores as shown in Table 2:*  Table 2 Summary of Evaluation of responsive EOIs   |  |  |  | | --- | --- | --- | |  | **NAME OF FIRM[[10]](#footnote-11)** | **TECH SCORE** | | 1. |  |  | | 2. |  |  | | 3. |  |  | | 4. |  |  | | 5. |  |  | | 6. |  |  | | 7. | *List all Firms scored* |  | |

## 

**Respectfully Submitted by the Evaluation Committee**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Organisation/Position** | **Date** | **Signature** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| I confirm that the evaluation was conducted in full compliance with the CDB’s Procurement Procedures. All members of the Evaluation Committee have certified no conflicts of interest in accordance with Procedures, Paragraph 6.37.    Chairperson’s Name:  Signature: Date: | | | |

*The target is to have shortlists generally consisting of three (3) to six (6) Firms[[11]](#footnote-12). If only one (1) or two (2) Firms qualify, the Recipient can immediately approach other Firms or CDB for recommendations of possible appropriate Firms to approach. Where changes to the REOI are warranted, describe this or any other steps proposed to increase the number of shortlisted Firms.*

1. *If all the EOIs are found nonresponsive, the Recipient may consider the rejection of all EOIs (CDB concurrence is required before rejecting all EOIs where prior review applies). Recommendations are to be made by the Recipient to address the rejection, which could include the same steps noted in a) above.*

## Form IIA. Technical Evaluation - Basic Data

|  |  |
| --- | --- |
| 2.1 Name of country  Name of Project  Specific Assignment Name |  |
| 2.2 Client:   1. name 2. address, phone, e-mail |  |
| 2.3 Financing Agreement:  (a) number  (b) date of effectiveness  (c) terminal disbursement date  (i) original  (ii) revised | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Click or tap to enter a date.  Click or tap to enter a date.  Click or tap to enter a date. |
| 2.4 (a) Type of assignment (pre-investment, preparation, or implementation)   1. a brief description of services | Choose an item. |
| 2.5 CDB Prior Review Required/NO[[12]](#footnote-13): | Choose an item. |
| 2.6 (a) General Procurement Notice (GPN) submission to CDB for NO[[13]](#footnote-14) where required[[14]](#footnote-15)  (b) CDB’s no-objection | Click or tap to enter a date.  Click or tap to enter a date. |
| 2.7 GPN:   1. first issue date 2. latest update | Click or tap to enter a date.  Click or tap to enter a date. |
| 2.8 Method of REOI: | Choose an item. |
| 2.9 REOI publication:   1. publication in United Nations Development Business (UNDB) 2. publication in national newspaper(s)   *(If Yes, complete the Table)*   1. publication in a national website(s)   *(If Yes, add date of publication and duration in calendar days)*   1. publication on CDB website | Choose an item.  Choose an item.   |  |  |  | | --- | --- | --- | | **Name(s) of newspaper(s)** | | **Publication date(s)** | |  | Click or tap to enter a date. | | |  | Click or tap to enter a date. | | |  | Click or tap to enter a date. | | |  | Click or tap to enter a date. | |   Click or tap to enter a date. Duration\_\_\_\_\_\_\_\_\_\_\_\_\_  Choose an item.  Click or tap to enter a date. |
| 2.10 Number of EOIs received | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2.11 REOI Closing:   1. Original 2. Extended, if applicable 3. Recorded times of receipt of EOIs[[15]](#footnote-16) | Click or tap to enter a date. Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Click or tap to enter a date. Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  |  | | --- | --- | --- | | **Firm** | **Date** | **Time** | |  | Click or tap to enter a date. |  | |  | Click or tap to enter a date. |  | |  | Click or tap to enter a date. |  | |  | Click or tap to enter a date. |  | |  | Click or tap to enter a date. |  | |
| 2.12 (a) Shortlist (for QCBS, QBS, FBS and LCS) of at least 3-6 Firms confirmed responsive and top scored that will be issued an RFP[[16]](#footnote-17)  (b) Highest scored consultant for CQS that will be requested to submit a combined technical and financial Proposal | |  |  |  | | --- | --- | --- | | **Firms** | **Country of Registration**[[17]](#footnote-18) | **Score** | | 1. |  |  | | 2. |  |  | | 3. |  |  | | 4. |  |  | | 5. |  |  | | 6. |  |  |  |  |  | | --- | --- | | **Firm** | **Country of Registration** | |  |  | |
| 2.13 Submission to CDB for NO where required[[18]](#footnote-19). | Click or tap to enter a date. |

## Form IIB. Preliminary Examination Summary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Consulting Firm’s names[[19]](#footnote-20) | *[Insert name of* *Firm 1]* | *[Insert name of*  *Firm 2]* | *[Insert name of*  *Firm 3]* | *[Insert name of* *Firm4]* |
| 1. Governance[[20]](#footnote-21) | Choose an item. | Choose an item. | Choose an item. | Choose an item. |
| 2. Eligibility[[21]](#footnote-22) | Choose an item. | Choose an item. | Choose an item. | Choose an item. |
| 3. Meets/does not meet Pass/Fail Criteria of the Assignment Specific Qualifications and Experience of Lead Firm or JV Partners*[[22]](#footnote-23)* | Choose an item. | Choose an item. | Choose an item. | Choose an item. |
| 1. *Technical competence* | Choose an item. | Choose an item. | Choose an item. | Choose an item. |
| 1. *Geographical experience* | Choose an item. | Choose an item. | Choose an item. | Choose an item. |
| 1. *Financial capability* | Choose an item. | Choose an item. | Choose an item. | Choose an item. |
| 1. *Management competence* | Choose an item. | Choose an item. | Choose an item. | Choose an item. |
| 1. *General experience (e.g., evidence from project references)* | Choose an item. | Choose an item. | Choose an item. | Choose an item. |
| 1. *Professional human resources availability* |  |  |  |  |
| 1. *Current capacity/existing commitments* | Choose an item. | Choose an item. | Choose an item. | Choose an item. |
| Proceed to detailed evaluation | Choose an item. | Choose an item. | Choose an item. | Choose an item. |

*Add any comments here or on separate sheets that support the decisions above.*

**Form IIC - Technical Scores/Ranking**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Firms’ names |  | *[Insert name of*  *Firm 1]* | *[Insert name of*  *Firm 2]* | *[Insert name of*  *Firm 3]* | *[Insert name of*  *Firm 4]* |
| *Criteria[[23]](#footnote-24)* | Maximum  Score | Scores[[24]](#footnote-25) | Scores | Scores | Scores |
| 1. *Technical competence* |  |  |  |  |  |
| 1. *Geographic experience* |  |  |  |  |  |
| 1. *Financial capability* |  |  |  |  |  |
| 1. *Management competence* |  |  |  |  |  |
| 1. *General experience* |  |  |  |  |  |
| 1. *Professional human resources availability* |  |  |  |  |  |
| 1. *Current capacity/existing commitments* |  |  |  |  |  |
| **Total score** |  |  |  |  |  |
| **Rank[[25]](#footnote-26)** |  |  |  |  |  |
|  |  |  |  |  |  |

## 

## Form IID - Evaluations for each Firm[[26]](#footnote-27)

Firm’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Evaluators | | | | |  |
| Criteria | Maximum Scores | 1 | 2 | 3 | 4 | 5 | Average Scores |
| 1. *Technical competence* |  |  |  |  |  |  |  |
| 1. *Geographical experience* |  |  |  |  |  |  |  |
| 1. *Financial capability* |  |  |  |  |  |  |  |
| 1. *Management competence* |  |  |  |  |  |  |  |
| 1. *General experience* |  |  |  |  |  |  |  |
| 1. *Professional human resources availability* |  |  |  |  |  |  |  |
| 1. *Current capacity/existing commitments* |  |  |  |  |  |  |  |
| **Total** | **100** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | | | | | | | |

## *NB: generally, variances of 5-10% in score between EC members can be appropriate. However, for more significant variances that cannot be condensed within the EC, there must be a full explanation provided here, including, where applicable, how such is to be addressed in final scoring and, where applicable, in RFPs and for CQS.*

**Form IIE Individual Evaluations**

Firm’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Criteria/Sub-criteria[[27]](#footnote-28) | Maximum Scores | Sub Criteria 1  Points | Sub Criteria 2  Points | Sub Criteria 3  Points | Total Marks  (100) |
| 1. *Technical competence* |  |  |  |  |  |
| 1. *Geographical experience* |  |  |  |  |  |
| 1. *Financial capability* |  |  |  |  |  |
| 1. *Management competence* |  |  |  |  |  |
| 1. *General experience* |  |  |  |  |  |
| 1. *Professional human resources availability* |  |  |  |  |  |
| 1. *Current capacity/existing commitments* |  |  |  |  |  |
| **Total** |  |  |  |  |  |

*Add comments here to support the criteria level score and identify the strengths and weaknesses of the EOI.*

Name of Evaluator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

1. *“Recipient” refers here to the entity which signed the Financing Agreement with CDB who may be represented by an implementing or Executing Agency, and which may also be called the “Client”.*  [↑](#footnote-ref-2)
2. *A Firm is defined in “Procurement Procedures for Projects Financed by CDB”* ***(Procedures),*** *January 2021.* [↑](#footnote-ref-3)
3. [*https://www.caribank.org/sites/default/files/publication-resources/220411%20Guidance%20Note%20for%20Evaluation%20of%20Consulting%20Services%20.pdf*](https://www.caribank.org/sites/default/files/publication-resources/220411%20Guidance%20Note%20for%20Evaluation%20of%20Consulting%20Services%20.pdf)*.* [↑](#footnote-ref-4)
4. <https://www.caribank.org/sites/default/files/publication-resources/20230626_CDB%20EOI_Consulting%20Firms-template%20v1.docx>. [↑](#footnote-ref-5)
5. *The FE-ER is not used for Direct Selection – refer Procedures, Paragraphs 8.21 and 8.22.*  [↑](#footnote-ref-6)
6. *See Procedures, Paragraphs 5.04 -5.07 and 8.02-8.09.* [↑](#footnote-ref-7)
7. *Refer Procedures, Paragraph 8.19.* [↑](#footnote-ref-8)
8. *Open REOIs shall be published in accordance with Procedures, Paragraphs 6.16-6.17.* [↑](#footnote-ref-9)
9. *The scores of each Firm to be shown here for all Selection Methods. For all but CQS, the 3-6 Firms with highest scores will be shortlisted for issue of RFP, notwithstanding the requirements of Paragraph 8.04 of the Procedures, requiring representation from at least two different member countries, and at least one Firm from a BMC, unless no qualified Firms fulfilling these criteria can be identified. For CQS only: only the highest scored Firm will be requested to provide a combined technical and financial proposal.*  [↑](#footnote-ref-10)
10. Name and composition of any Associations (Joint Venture (JV) partner(s) or Sub-consultancy firm(s) in association with the Lead Firm) shall be stated in full. *The name of Firm shall be the full legal name of the firm which would be used under any subsequent contract for this assignment. In case of JVs established or to be established for this assignment, identify the legal name of the Lead consulting firm. A Firm is defined in “Procurement Procedures for Projects Financed by CDB” (Procedures),**January 2021.* [↑](#footnote-ref-11)
11. *Procedures, Paragraph 8.04 and refer footnote # 7. For CQS the target is to evaluate EOIs from at least three Firms. Procedures, Paragraph 8.19.*  [↑](#footnote-ref-12)
12. Where the answer is "no" the response to points below referring to CDB's NO should be "not applicable. [↑](#footnote-ref-13)
13. *NO refers to No-Objection by CDB.* [↑](#footnote-ref-14)
14. *A GPN is not required where geographic range of openly advertised REOIs is limited to the national market. REOIs openly advertised regionally or internationally should be captured in the GPN.* [↑](#footnote-ref-15)
15. *Refer Procedures, Paragraphs 8.03 and 8.04. Late EOIs can be accepted unless the evaluation is complete.* [↑](#footnote-ref-16)
16. *Notwithstanding the requirements of Paragraph 8.04 of the Procedures.* [↑](#footnote-ref-17)
17. In case of JVs, it is expected that the JV specify the country of registration of the Lead consultant. The lead consultancy firm must submit a copy of the Certificate of Registration / Incorporation of itself and of each JV member and SC through section VI. EOI Attachments. [↑](#footnote-ref-18)
18. *Refer, for when CDB prior NO is required, Procedures, Paragraphs 8.04 to 8.07 and 8.19 (for CQS).* [↑](#footnote-ref-19)
19. Add or delete number of columns on the right as necessary. [↑](#footnote-ref-20)
20. *Refer Procedures Section 5 particularly Paragraphs 5.17 Conflict of Interest, 5.18 – 5.20 Unfair Competition. 5.25-5.27 Prohibited Practices and Eligibility Declaration submitted.* [↑](#footnote-ref-21)
21. *Refer Procedures Section 4 or former versions of the Procedures and any such waivers by CDB, as relevant, and Eligibility Declaration submitted. To be eligible, firms shall also have provided in their submission 1) documentation on their corporate structure, including beneficial ownership; 2) documentation regarding their Board of Directors or equivalent; 3) confirmation that the lead consulting firm and JV partners are not sole proprietorship and in general shows compliance with eligibility requirements as reflected in the EOI Submission Template.* [↑](#footnote-ref-22)
22. *These are examples only and criteria and sub-criteria applicable to the Consulting Services must be developed by the Recipient. Relevant information can be extracted from the respective sections of the completed EOI Submission Templates submitted by firms. Preliminary examination of EOIs determines if the Firms meet the Recipient’s thresholds for each criterion. Those EOIs that qualify go to the evaluation stage [Form IIC] where the applicable criteria are scored. Those Firms where EOIs failed are advised of failure when RFPs are issued and the names of the Firms who form the shortlist; for CQS Firms are advised when the contract is awarded.*  [↑](#footnote-ref-23)
23. *Examples only for criteria – Recipients to develop criteria and sub criteria (generally limit to three) suitable to the specific consultancy and reflect in the REOI.* [↑](#footnote-ref-24)
24. *Take Average Scores from Form IID* [↑](#footnote-ref-25)
25. *See Procedures, Paragraphs 8.02 to 8.09 that further defines the EOI evaluation process.* [↑](#footnote-ref-26)
26. *Examples only for criteria – Recipients to develop criteria and sub criteria (generally limit to three) suitable to the specific consultancy and reflect in the REOI and in the EOI Submission Template.* [↑](#footnote-ref-27)
27. *Criteria and sub criteria (a maximum of three); those shown here are examples only. Recipients shall develop such that are appropriate to the specific consultancy assignment and reflect in the REOI to ensure that Firm’s address in their EOI submission.* [↑](#footnote-ref-28)