

CABEI



Central American
Bank for
Economic
Integration

Terms of Reference

**Support for the Modernization of La Ceiba Port
and the Identification of Opportunities for
Waterfront Redevelopment – South Korean
Consultancy**

Request for Quotations

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Institutional Information

The Central American Bank for Economic Integration (CABEI) is a multilateral financial development institution that aims to promote economic integration and balanced economic and social development in the Central American region, which includes the founding countries and the non-founding regional countries, serving and aligning itself with the interests of all its members.

CABEI was founded in 1960 as the financial arm of Central American integration and development; it is a unique organization, both as a result of the breadth of the fields of competence in which it carries out its operations and for its objective and foundational principles. Since then, CABEI has been led by visionaries, whose leadership has brought to fruition the ends for which CABEI was established.

CABEI has 15 member countries:

- Founding countries: Guatemala, El Salvador, Honduras, Nicaragua and Costa Rica.
- Non-founding regional countries: Panama, Dominican Republic and Belize
- Extra-regional countries: Mexico, Republic of China (Taiwan), Argentina, Colombia, Spain, Cuba and the Republic of Korea.

CABEI is headquartered in Tegucigalpa, Honduras with regional offices in Guatemala, El Salvador, Nicaragua, Costa Rica, Panama, Dominican Republic, the Republic of China (Taiwan) and the Republic of Korea. For further information visit the CABEI website, www.bcie.org

Terms of Reference Conditions

This Terms of Reference document is property of CABEI, and their content may not be reproduced by mechanical or electronic means, nor redistributed without the consent of the Institution.

In a reciprocal fashion, CABEI agrees not to disclose, copy or disclose the information provided by the bidders in response to this Request for Quotations.

These Terms of Reference do not oblige any natural or legal person to submit a proposal. Likewise, the presentation of proposals by the bidders does not oblige CABEI to enter into any contract.

These Terms of Reference, as well as the technical and economic proposal presented by the selected bidder, will form part of the annexes to the contract to be signed for the required services.

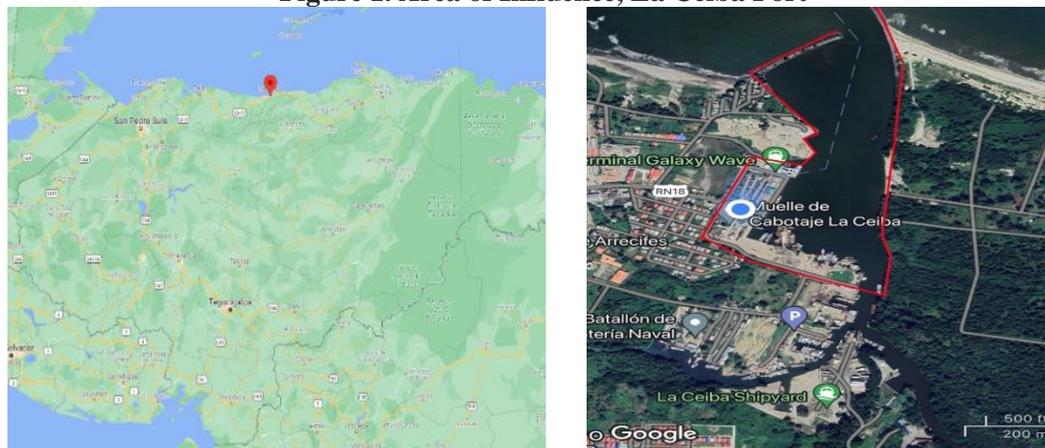
1. REQUIRED SERVICES

1.1 Background

Current Challenges and Background

- 1.1.1. In line with Central America's regional strategy to position itself as a world-class logistics hub by 2030, Honduras has recently expedited its national efforts to become the logistics center of the region. Capitalizing on its strategic geographical location in the Caribbean Sea, Honduras has developed large road, air, and maritime infrastructure projects, prioritizing the construction of nine logistics corridors that connect the national territory with the rest of Central America. According to the World Bank's Logistics Development Index, Honduras has improved its global ranking from 112th in 2016 to 93rd in 2018. Moreover, according to the World Economic Forum (WEF), Honduras is placed among the first three Central American countries with the highest investment in road infrastructure and second in the construction of maritime projects.
- 1.1.2. Maritime infrastructure is essential for the competitiveness of Honduras as it functions as a gateway to international trade and promotes tourism development. The country is home to four major ports, namely, Port Cortés, Port Castilla, Port La Ceiba, and Port San Lorenzo. These ports function as major accelerators of local economic development, constituting important economic activities that create jobs, develop communities, and enhance competitiveness. In consideration of the increasing throughput of goods and passengers in these ports, the country needs to strengthen the capacity and efficiency of its ports by enhancing infrastructure, improving connectivity, and modernizing waterfront and/or hinterland.

Figure 1. Area of Influence, La Ceiba Port



- 1.1.3. La Ceiba is the third largest city in Honduras, which can be accessed by paved roads, air, and sea. Strategically located in the Caribbean Sea, it is conducive to commercial and tourism development. The economy of La Ceiba depends largely on the activities that are generated in the port due to the maritime cabotage trade and commercial activities with Islas de la Bahía

and Gracias a Dios. La Ceiba Port built in 1993 has an average arrival of 3,300 vessels annually and an estimated cargo volume of 250,000 metric tons. The port is also recognized as the “Eco-Tourism Capital of Honduras,” due to its proximity to the beach, parks, and recreational areas in and around the city.

Social & Economic Impact

- 1.1.4. Due to the high level of infrastructural deterioration, La Ceiba port faces a possibility of closure, demanding immediate support for rehabilitation and modernization. The redevelopment of ports, however, is a complex task that concerns a wide range of locations, facilities, and stakeholders in different sectors. It must fully consider various elements, such as the economies of scale, the size of port hinterland, potential demand, connection to other transport networks, and accessibility to key locations. As evidenced in many countries, the waterfronts of port cities initially function as critical commerce centers, transportation hubs, or manufacturing centers but often get overlooked and deteriorated over time in the midst of rapid development, driving away local citizens further from the port and leaving behind unused land and infrastructure. Hence, modernization and revitalization of the port not only requires improvement of cargo handling capacity and systems but also waterfront redevelopment efforts that integrate the commercial, industrial, residential, and recreational components of a port city.
- 1.1.5. Waterfront redevelopment provides an integral means for the local government to rehabilitate underused yet valuable land and infrastructure while preserving historic community resources. The waterfront of La Ceiba is located amongst valuable properties in the community that can potentially generate revenues, create jobs, facilitate economic recovery from the post-COVID-19 landscape, and increase citizens’ quality of life. If the infrastructural redevelopment of the waterfront is properly planned and designed, La Ceiba port can offer abundant economic and socio-cultural benefits to Honduras. The redevelopment framework may include any combination of the following components: Improvement or expansion of cargo and passenger terminals, intermodal transportation, commercial hub, social housing, and tourism industry.
- 1.1.6. Waterfront facilities including landings, piers, marinas, and harbors are designed to connect waterborne vessels with terrestrial transportation infrastructure hubs, such as railroad and trucking terminals. The gradual deterioration of port infrastructure, including loading docks and service roads, creates constant delays, inefficiency, and additional costs. Refurbishing and retrofitting such infrastructure shall significantly improve export competitiveness and facilitate integration in global value chains. Moreover, road and transport infrastructure that connects the waterfront with hinterland and urban areas is vital to increasing the economic value of the port. Improvement of connectivity and accessibility via various modes of transportation shall allow residents, visitors, and businesses to easily access commercial, industrial, and recreational services generated from the port.
- 1.1.7. Moreover, due to its strategic location, La Ceiba Port has full potential to attract public and private investments for establishing commercial and residential centers. Various underused facilities and landfills from dredged sediments can be retrofitted and utilized for establishing a waterfront business zone that caters to commercial activities, such as trucking, storage, wholesale, and retail distribution. Revitalization of business and commercial activities in the waterfront can unlock opportunities for urban development and tourism industries through investments in commercial marina, docking facilities, pedway trails, boardwalks,

streetscaping, and cultural heritage. This chain of modernization translates into high commercial, real estate, and historic value, providing new employment and housing markets.

Linkages to Bank Financing

1.1.8. In line with the Strategic Plan of the Government 2018-2022, the Government of Honduras has made port modernization and redevelopment as one of the national priorities. With the strong vision and commitment of the government, the output of this Technical Cooperation (TC) shall generate abundant opportunities for short and long-term investments in modernizing La Ceiba port. In particular, the framework of waterfront redevelopment involves a series of technical solutions across various sectors, including port infrastructure renovation, system digitalization, transportation system development, housing construction, and tourist attraction development, among others. These auxiliary components of the port modernization project shall generate revenues, increase employment, and enhance quality of life in a sustainable manner, ultimately supporting the economic recovery from the COVID-19 pandemic.

Relevance to KTF & South Korean Visibility

1.1.9. Since 2008, South Korea has become one of the leading countries in the field of port modernization, with its successful execution of the country's first waterfront redevelopment project in North Port of Busan. Since then, the country has modernized and redeveloped numerous ports, including Incheon port, Jeju port, Mokpo port, and Ulsan port, among others. These redevelopment projects focused on transforming the port area into an industrial, economic, and cultural hub by retrofitting and utilizing the deteriorated or unused port facilities and infrastructure. Ultimately, South Korea plans to develop the port areas into smart cities with the ICT-based waterfronts.

Figure 2. North Port Redevelopment Project (Busan, South Korea)



1.1.10. As of 2020, South Korea has invested a total of KRW 2.8 trillion (USD 28 billion) in the redevelopment of ports, and generated employment for more than 29,000 people. The country plans to invest additional KRW 6.8 trillion (USD 68 billion) for redeveloping 19 ports

by 2030. Moreover, in 2021, the Ministry of Oceans and Fisheries made a commitment of KRW 670 million (USD 0.6 million) for financing the feasibility studies for port redevelopment overseas. Given the strong commitment and extensive knowledge of South Korea, this TC shall ensure the local government of Honduras to design a concrete roadmap for redeveloping the waterfront of La Ceiba and transforming the port city into a commercial, industrial, residential, and recreational hub.

Alignment with CABI's Strategy

1.1.11. This TC is aligned with the Bank's 2020–2024 Strategic Framework: i) Sustainable Competitiveness Axis which seeks to intervene in strengthening the economic, social and institutional factors that determine regional competitiveness, and ii) Environmental and Social Sustainability Transversal Axis, through the approval of programs and projects in favor of social appropriation and that address the need to preserve the environment.

1.2 Contract Purpose or Objective

1.2.1. The general objective of this TC is to support the modernization and commercialization of La Ceiba Port in Honduras through waterfront redevelopment efforts. To this end, this TC shall assess the current infrastructural gaps and identify local demands and potential investment opportunities. Based on this assessment, the TC aims to provide a viable framework for transforming the waterfront of La Ceiba Port into a commercial, industrial, residential, and recreational hub through infrastructure modernization and development.

1.2.2. The Consulting Firm which will be referred to in this document as the "Firm" is to conduct a market demand analysis. Based on the study, the Firm shall deliver a capacity building workshop to transfer knowledge and best practices to local implementation agencies and key public and private stakeholders.

1.2.3. In this regard, the Firm shall undertake the following tasks:

- i. Market Demand Analysis
- ii. Capacity Building

1.3 Contract Scope

1.3.1. The Firm shall carry out all the tasks to achieve the Objective of the Service described in Section 1.2, and for this purpose, the Project was divided into two (2) components where each concludes with the fulfillment of a milestone or intermediate objective. The Firm will be responsible for completing the activities of each component as detailed below.

1.3.2. **Component 1: Market Demand Study.** This component entails an analysis of the current status of port infrastructure and a demand projection for its modernization through waterfront redevelopment. The study shall consider a wide array of commercial, industrial, residential, and recreational elements, such as transport connectivity, logistics, tax collection, social housing, and touristic attractions. The results of this study shall produce a roadmap for

redeveloping the waterfront of La Ceiba Port. Knowledge transfer meetings, workshops or forums will be held to validate the findings with LIA counterparts.

- i. Review any relevant demand or market studies and surveys previously conducted on the operation of La Ceiba Port in Honduras.
- ii. Conduct site visits and field research to diagnose the current capacity of the port facilities, including anchorages, terminals, berths, and storage space for cargo, among others.
- iii. Identify the infrastructural gaps and challenges that hinder the efficient operation of the port in terms of loading, unloading, and transporting of cargo, customs inspection, and intermodal connections.
- iv. Preliminary analysis of proposed investments and assessment of operation and maintenance costs
- v. Perform and update the market assessment of the port to determine the market size and value related to trade flows, volume of freight handled, number of passengers, and traffic flows between ports, as well as the main products and the volume of cargo by origin / destination.
- vi. Assess the existing commercial, industrial, residential, and recreational infrastructure and its contribution to the modernization of the port and the diversification of its services.
- vii. Projection of demand for 20-25 years, analyzing the demand trends and the future advancement of the capacity of the Port, under three defined scenarios (optimistic, average, and pessimistic) duly justified.
- viii. Preliminary tariffs analysis
- ix. Review the existing legal and regulatory framework that governs the activities of zoning and land use planning for the waterfront redevelopment of the port.
- x. Hold consultations with various stakeholders of public and private sectors for designing the waterfront zones for industrial, commercial, residential, and recreational purposes. In particular, consultation with the National Port Authority on port policies in order to make the potential modernization of the Port more functional and efficient.
- xi. Identify the underused facilities and land areas of the port that can be retrofitted and modernized for alternative types of services that have more commercial value and generate more revenues.
- xii. Forecast potential demand for infrastructure rehabilitation, intermodal transportation between the port waterfront and urban areas, commerce and business hub development, and tourism investment, taking into consideration GDP growth, future population, economic activity, traffic patterns, and other relevant variables.
- xiii. Estimate the demands for the waterfront redevelopment of the port for the next 20 years at 5-year intervals.
- xiv. Recommend a high-level roadmap and layout for the waterfront redevelopment of the port that takes into consideration the requirements for infrastructure, facilities, and equipment as well as the phasing of the future expansion of the port.
- xv. Conduct a SWOT analysis of various scenarios related to expanding the size of the port and terminals, rehabilitating the port infrastructure, equipment, and facilities, and/or redeveloping the waterfront of the port with clearly designed zones for multi-purposes.
- xvi. Perform a strategic assessment of potential for land value capture methods and recommend a course of action.
- xvii. Conduct preliminary assessment of the social and environmental impacts of the

proposed intervention.

1.3.3. **Component 2: Capacity Building.** This component shall strengthen the institutional capacity of the local implementation agency and support the dissemination of knowledge and South Korean best practices through meetings and workshops in La Ceiba.

- i. Assess the capacity and training needs of the implementing institution and other key stakeholders.
- ii. Disseminate information and knowledge on a roadmap for port modernization based on the final results and recommendations developed through the previous study.
- iii. Share South Korea's best practices and lessons learned with respect to the modernization and redevelopment of the port.
- iv. Execute public consultations with key stakeholders, such as government agencies and private companies.
- v. Transfer knowledge to the Bank personnel regarding the port modernization project.

1.3.4. **Engagement Requirements.**

- i. Ensure that all meetings for the purpose of this consultancy are conducted in Spanish language or in English with Spanish interpretation.
- ii. Ensure all deliverables are submitted and must be submitted with professional level of English to the Bank for review and comments.
- iii. Once the Final Reports submitted in English are approved by the Bank, the consultant is responsible for professional translation of the Final report into Spanish.
- iv. The Capacity Building must be conducted in Spanish or have English to Spanish interpretation.
- v. It is highly recommended to incorporate a Spanish speaking specialist to support the execution of the project.

1.4 Work Experience Required from the Consultancy

1.4.1. The Firm serving as the prime bidder must be of South Korean nationality and must have a team of professionals with proven experience and expertise. Consultants who work for the Firm must have availability to work exclusively and full-time during the required period, and conduct site visits, provided that the visit will be feasible without any COVID-19 related restriction.

1.4.2. **Work Experience.** The Firm must present **three (3)** most relevant experiences in consultancy over the past 10 years, with the following conditions:

- i. Experiences most similar to this project will be highly valued.
- ii. Experiences in LAC region will be highly valued.
- iii. Experiences beyond 10 years will not be valued.
- iv. Greater details of the project activities and outputs to illustrate the firm's capabilities will be highly valued.

- 1.4.3. **Consortiums/Joint Ventures (JV):** Forming an association with local, regional, and/or international consulting firms or individual subject matter expert(s) with experience within the sector, local expertise, and native Spanish language skills, will be highly valued:
- i. Firms may form consortiums with local, regional, and international firms, with a condition that the Korean Firm must serve as the prime bidder.
 - ii. Firms may subcontract components to local, regional, and international firms or individual consultants and must highlight their activities and contributions.

1.5 Required Experience from the Work Team

- 1.5.1. The key members of the team to be offered by the Firm must be composed of the following expert professionals, including at least one expert who possesses Spanish language skills:
- i. **Project Manager**
 - General Experience: 10 years of work experience as a project leader or project manager within the port sector
 - Specific Experience: At least three (3) consultancies on port modernization
 - ii. **Port Engineer**
 - General Experience: 10 years of work experience within the port sector
 - Specific Experience: At least three (3) consultancies on port infrastructure engineering
 - iii. **Transport Specialist**
 - General Experience: 10 years of work experience within the port sector
 - Specific Experience: At least three (3) consultancies on transport demand modeling
 - iv. **Urban Planning Specialist**
 - General Experience: 10 years of work experience within the port sector
 - Specific Experience: At least three (3) consultancies on port and waterfront redevelopment
 - v. **Marketing and Business Development Specialist**
 - General Experience: 10 years of work experience within the port sector
 - Specific Experience: At least three (3) consultancies on port and waterfront redevelopment
 - vi. **Economic and Financial Analyst**
 - General Experience: 10 years of work experience within the economic and/or financial sector
 - Specific Experience: At least three (3) consultancies on economic and financial analysis for port development or modernization
- 1.5.2. The bidder may incorporate other specialists that are not previously mentioned to ensure successful completion of the project.

1.6 Deliverables

- 1.6.1. The expected outcome of this TC is a market demand study on the modernization and commercialization of La Ceiba Port in Honduras. Based on the identification of local demands and investment opportunities, this TC shall inform the Municipality of La Ceiba of a viable framework for transforming the waterfront of La Ceiba port into a commercial, industrial, residential, and recreational hub through infrastructure modernization and development
- 1.6.2. The execution of this TC shall also contribute to the greater capacity and competitiveness of the port to support international trade and economic development in the post-COVID-19 landscape. Ultimately, its deliverables can be utilized for numerous long-term development projects that can generate revenues, create jobs, facilitate economic recovery, and increase citizens' quality of life.
- 1.6.3. As part of the description of required services, the deliverables are listed below:
- i. Inception report detailing methodology, workplan, timeline, etc.
 - ii. Report #1: Market demand analysis
 - iii. Event #1: Capacity building workshop
- 1.6.4. Travel: a minimum of two (2) trips is required for the project. In particular, the team may be required to have extended presence on the ground while conducting the study to deliver the report.

1.7 Contract Term

- 1.7.1. The term of the contract will be for a period of six (6) months counted from the last signature date of the Contract..
- 1.7.2. Whenever there are causes of force majeure or fortuitous events that justify it, and there is an agreement between CABEL and the Consulting Firm regarding the causes, the term may be extended for a reasonable time deemed necessary for it to satisfactorily conclude the contracted services.
- 1.7.3. The Bank reserves the right to unilaterally conclude the service contract without any responsibility on its part, if it is verified that the Consulting Firm, is not adequately executing any of the tasks set forth in the Technical Proposal and Terms of Reference or when the contracted services do not conform to or comply with them.

1.8 Contract Execution Schedule

Components 1 and 2 are to be executed by the South Korean consulting firm. These activities are described in the timeline below:

Timeline for Project Execution for a South Korean Firm

Component 1: Market Demand Study Component 2: Capacity Building							
Month	1	2	3	4	5	6	Duration
	Jul	Aug	Sep	Oct	Nov	Dec	
Component 1							5 months
Component 2							1-3 days

1.9 Consultancy Obligations

The Firm will be responsible for:

- 1.9.1. Complying with the Terms of Reference, technical offer, economic bid, and other conditions that are expressed in the corresponding contract.
- 1.9.2. Accepting CABEI supervision and vigilance as appropriate and addressing CABEI's observations and/or recommendations.
- 1.9.3. Agreeing to adopt the necessary security and biosecurity measures to guarantee access to the facilities only to authorized personnel.

1.10 Bank Obligations

CABEI will be responsible for:

- 1.9.4. Providing the information (verbal or written) and documentation necessary for the preparation of the analyses and studies required within the framework of the services requested.
- 1.9.5. Specify and/or provide a location to carry out the activities necessary for the fulfillment of the contracted services.

1.11 Fees and Payment Methods

- 1.11.1 The available budget for the project is **One Hundred Thousand United States Dollars (\$100,000)**.
- 1.11.2 The Bank will pay for the services pursuant to the provisions of the signed contract in United States Dollars or in the currency that is deemed most convenient.
- 1.11.3 The economic bid must include all expenses related to the trips to be made.
- 1.11.4 The prices presented by the bidders are their sole responsibility; any omission will be interpreted as voluntary and tending to obtain prices that allow it to present a more advantageous offer.
- 1.11.5 The payment indicated in numeral 1.11.1 will be effective by CABEI as below detail:

- i. **Payment No. 1:** Thirty percent (30%) of the total amount, upon the delivery and approval of the Inception Report for the engagement within two (2) weeks of signing the contract.
- ii. **Payment No. 2:** Thirty percent (30%) of the total amount, upon the delivery and approval of interim Report #1 in section 1.6.3. of the Deliverables within three (3) months of signing the contract.
- iii. **Payment No. 3:** Forty percent (40%) of the total amount, upon the delivery and approval of final Report #1 and Event #1 in section 1.6.3. of the Deliverables within six (6) months of signing the contract.

1.11.6 CABEL payments are performed by Bank transfers; the bidder must provide the name of the institution and account number, and the authorization will be made pursuant to the provisions of Annex 2.

1.12 Immunities, Extensions and Privileges

Pursuant to its constitutive agreement, CABEL, its income, and all assets, as well as the operations and transactions that it carries out in accordance with said agreement, will be exempt from all kinds of tax and customs duties or others analogous in nature. It is also exempt from all responsibility related to the payment, withholding or collection of any tax, contribution or right; consequently, the taxes and other contributions that correspond to the Consulting Firm derived from the fees caused will be its own responsibility.

1.13 Service Supervision Coordination

The coordination and supervision of the services will be carried out by Bank's Public Sector Department/Division.

2. EVALUATION, CONTENT AND PRESENTATION OF BIDS

2.1 Bid Evaluation Form

The bids will be evaluated using a rating system, where there will be two types of qualification: technical and economic, totaling 100%.

2.2 Technical Evaluation 80%

- 2.2.1. The technical evaluation aims to evaluate CABEI's satisfaction with the compliance of the characteristics of the services to be contracted and the relevant aspects to be met by Consulting Firm.
- 2.2.2. Although the technical evaluation has a total value of 80%, to obtain the technical qualification, according to the evaluation criteria, the total value of 100% will be used. This result will then be weighted on the value of the technical evaluation (80% of 100%).
- 2.2.3. The criteria and weights to be used to carry out the technical assessment are as follows:

Evaluation Criteria	Percentage
General Experience	10
Specific Experience	15
Key Staff qualifications and competence for assignment	25
Subject matter expertise in the region and language	10
Technical approach, methodology and work plan	40
Total Technical Evaluation Score	100

- 2.2.4. For the offer submitted to be technically acceptable, it must obtain a minimum rating of 80%; i.e. 80%/100% of the total technical assessment; or 64%/80% of the weighted technical rating. A bid that does not meet that score will be disqualified from the process.

2.3 Economic Assessment 20%

- 2.3.1. The economic assessment shall assign the maximum weight of 20% to the lower-cost economic bid.
- 2.3.2. The rest of the proposals will be given the weight as follows:

$P_i = (E_m * [20]) / E_i$	P_i = Economic Proposal Score i. i = Bidder. E_i = Economic Proposal i. E_m = Economic Proposal of lower amount or price.
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- 2.3.3. The sum of the technical and economic evaluation will result in the final qualification that will serve as the basis for the award.

2.4 Bid Submission Form

- 2.4.1. The offer must consist of three (3) duly identified sections:
- a. Technical bid
 - b. Compliance documentation

c. Economic bid

2.5 Technical Bid Contents

The technical offer must contain the following documents, which must be presented in the following order:

2.5.1. Letter of Presentation (Annex 1) duly sealed and signed by the legal representative. **If the Bank's format is not used, the offer shall be disqualified.**

2.5.2. Payment Instructions Template (Annex 2) duly completed.

2.5.3. Technical Offer: **Length of proposal must not exceed a maximum of 80 pages**

a. Overview of Consulting Firm

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

b. Experience of Consulting Firm

- i. List only **three (3)** relevant projects that highlight your capabilities to execute this project. References must be relevant to this engagement and successfully completed within the previous 10 years. **Experiences beyond 10 years will not be valued. Experiences in Latin America are highly valued.**
- ii. List only those assignments for which the organization was legally contracted as a company or was one of the JV partners. Assignments completed by the Consulting Firm's individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Firm that is a primary bidder. Experiences of Consortium member or JV partners may be claimed. The Firm should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by the Bank.
- iii. Include full contact details (country of assignment, name of the referee, title, organization, address, email, and phone number).
- iv. Provide a detailed description of the performed activities, main deliverables and outputs for the three (3) references to be presented in the proposal.

Name of the project: [e.g., Improvement of ...]		Reference No. 1/3
Sector	Country	
Name of funding organization		
Full contact details	name/title/email/ phone #/address	
Name of the client/ beneficiary		

Full contact details	name/title/email/ phone #/address		
Role in the assignment	[e.g., Lead partner in a JV A&B&C]	Total contract value (USD)	Ie. 100,000
Name of consortium partner	(e.g, firm B	Firm's share of contract value	Ie. 75000
Detailed description of the performed activities:			
Description of the deliverables (outputs):			
Other relevant information: E.g., end results, detailed description of consultancies for pilot project, workshops, training, conferences, etc. (if any)			

c. Work Plan

- i. Project Understanding, Technical Approach, and Methodology. [Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s); the degree of detail of such output; and describe the structure and composition of your team. Please do not repeat/copy the TORs in here.]
- ii. Implementation Plan. [Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Bank), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan and work schedule showing the assigned tasks for each expert. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Project Timeline and Deliverables Form.]
 - Provide a timeline for this project with milestone-deliverables end dates with the breakdown for activities, delivery of reports, and benchmarks and other requirements, such as the Bank's approvals. Advice if any areas of the project timeline are critical path and/or require Bank commitment to a deadline.
 - For phased assignments, indicate the activities.
 - Include a legend, if necessary, to help read the chart
- iii. Staffing & Personnel.
 - Team composition, assignment, and key experts' inputs: Identify the project manager/team leader for this effort, and provide the composition of the proposed team.
 - Provide each team member's name, position, nationality, duration of relevant work experience in the field assigned for this assignment, specific activities undertaken for each relevant project completed in the past, etc.

- iv. Comments (on the TOR and on counterpart staff and facilities). Present and justify here any modifications or improvement to the terms of reference you are proposing to improve performance in carrying out the assignment such as deleting some activity you consider unnecessary or adding another or proposing a different phasing of the activities. Suggestions should be concise and to the point. Please also include comments, if any, on counterpart staff and facilities to be provided by the Bank. For example, administrative support, office space, local transportation, equipment, data, background reports, etc.
- d. Curriculum Vitae: Resume of the professionals or specialists who will be in charge of the service.

Position Title	[e.g., TEAM LEADER]		
Name of Expert:	[Insert full name]		
Country of Citizenship/ Residence			
Education	List university or other specialized education, dates attended, degree obtained		
Employment record relevant to the assignment: [Starting with present position, list in reverse order your past experience. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.]			
Period	Employing organization and your title/position. Contact information for references.	Country	Summary of activities performed relevant to the assignment.
[e.g., May 2005-present]	[e.g., Ministry of Economy and Finance, advisor / consultant to... For references: Tel. 010-xxx-xxxx/e-mail. xxx@xxx.com; Mr.Bbbbb, deputy minister]		
Summary of specific projects undertaken that best illustrate capabilities to conduct this assignment. List in reverse order the most relevant assignments that the expert has undertaken that will showcase their ability to successfully execute this project. All relevant previous experiences can be listed and experiences beyond 10 years will be valued. Please provide the project period, location, sector, client, and position held, as well as a detailed description of activities performed to complete the assignment which best illustrates the expert's capability to successfully handle this assignment.			
Assignment 1: [Name of the assignment]			
Sector: ICT	Description of activities performed:	Description of outputs:	
Period/ Duration: Jan'19- Feb '21			
Location:			

Client:		
Assignment 2: [Name of the assignment]		
Sector: ICT	Description of activities performed:	Description of outputs:
Period/ Duration: Jan'19- Feb '21		
Location:		
Client:		
Language Skills		
Contact information		

Note: The detailed information in this section must be submitted in its totality. In the event the information is not submitted, the offeror will lose the assigned score for that specific criterion.

2.6 Compliance Documentation

2.6.1. The compliance documents to be sent in this section shall include the following information:

- a. Copy of the company's deed, articles of incorporation or constitutive act, duly registered in the Commercial Registry or its equivalent, in which the stakeholder composition of the company can be found.
- b. Power of Attorney or Certification Copy issued by the Secretary of the Council. In which the appointment of the legal representative of the company can be found.
- c. TAX ID Copy (RUC, RTN, NIT or its equivalent in the country).
- d. At least one original bank reference no older than 30 days after it has been issued
- e. Affidavit Form for the Prevention of Money Laundering and Terrorism Financing, (Annex 3) completed and signed by the legal representative.
- f. Copy of Legal Representative identification document.

2.6.2. The Bank reserves the right to request additional information or update of documents as it deems appropriate.

2.7 Economic Bid Contents

2.7.1. The financial bid shall contain the following documents placed in the following order:

- a. Properly sealed and signed economic bid format (Annex 4).

- b. Detailed document of the sealed and signed economic bid, in which the detail of fees and related expenses to provide the services must be included.

2.7.2. The economic bid shall be subject to the following guidelines:

- a. The economic bid must include the direct and indirect costs related to the quoted service and clearly indicate the currency in which it is expressed.
- b. If the payment is made in United States dollars, the official exchange rate in effect at the date of its execution will be used.

2.7.3. The economic bid must be submitted tax-free. CABEI will be submitting the waiver document of this tax to the winning bidder.

2.8 Bid Language

All documentation required to participate in this contest will be in English.

2.9 Bid Submission Form

Bids must be uploaded electronically in CABEI's Vendor Portal, which is available in this LINK and all documentation shall be upload in the Request for Quotations **No. 082/2022 "Support for the Modernization of La Ceiba Port and the Identification of Waterfront Redevelopment"** following the instructions below:

- a. Proposals must be uploaded as indicated in the "**Create Response**" tab
- b. In the "**Create Response**" area, the available "**Lines**" section must be completed".
- c. Once the documents have been uploaded to the Portal in full, click the "**Submit**" button.
- d. The offers must only be submitted through CABEI's Vendor Portal, **do not send a copy to an email address.**

2.10 Deadline for Submission of Bids

2.10.1. The deadline for receiving bids is **September 6th, 2022.**

2.10.2. The bids presented after this date shall be deemed extemporaneous and will not be taken into consideration.

2.10.3. Once the bid is presented, it cannot be withdrawn, replaced nor modified.

2.11 Inquiries, Deadlines and Coordination

- 2.11.1. If there are doubts or questions regarding the Terms of Reference or the bidding process, they can be addressed at the CABEI Institutional Procurement Portal “Public Procurement Process No. 082/2022 **“Support for the Modernization of La Ceiba Port and the Identification of Waterfront Redevelopment”**” in the “Gestionar Preguntas del Negocio” tab.
- 2.11.2. Questions will be accepted regarding doubts about the Terms of Reference up to **September 1st, 2022**.
- 2.11.3. All questions will be answered to all Bidders in order to maintain equality in the information provided, these will be uploaded to the CABEI Institutional Procurement Portal.

2.12 Validity of Bids

- 2.12.1. The bids must have a validity period of at least ninety (90) calendar days, starting on their presentation deadline.

3. GENERAL NORMS

3.1 Performance Standards

- 3.1.1. Consulting Firm is committed to providing its professional services and execute the tasks indicated in the Contract Documents, certifying that it meets the highest standards of integrity and professional competence, taking in consideration the nature and purpose of the Bank as an international organization of public law and guaranteeing that it will carry out the services indicated in the Contract to be signed in a manner consistent with the aforementioned.
- 3.1.2. The Bank will have the right at all times to verify the quality of the work carried out by the Consulting Firm and to request the modifications and revisions that it deems pertinent within the approach contained in these Terms of Reference.

3.2 Bank Rights

- 3.2.1. If none of the proposals received is considered to fully satisfy the requirements included in these Terms of Reference, CABEI reserves the right to declare the process void. Likewise, CABEI reserves the right to reject any proposal, annul or declare the process failed, decide to extend it, cancel it or partially or totally postpone it, decide to grant it totally or partially to

one or more suppliers, as well as determine whether it is convenient to Institutional interests, without incurring any liability to the supplier.

- 3.2.2. CABEI will publish the winning bid for the process of the consultancy on its website, as well as the amount and date of the award in accordance with the provisions of the current Information Security Policy.
- 3.2.3. CABEI reserves the right to supervise the activities carried out by the Consulting Firm and determine whether said activities contravene the provisions related to information security; the Bank may take the actions it deems necessary to safeguard its information, reputation and image.

3.3 Prohibitions

To guarantee transparency in the procurement processes, the following persons may not participate, directly or indirectly, in the supply of goods, services and consultancies for CABEI.

- 3.4.1 Active officials or employees, ex-officials or ex-employees and retirees of CABEI for a period of two (2) years from their separation, in addition to spouses or housemates, nor relatives by blood or affinity up to the second degree, inclusive, of officials or active CABEI employees.
- 3.4.2 That juridical persons involving any of the persons indicated in the previous paragraph, considered individually or jointly, be holders of more than twenty-five percent (25%) of the share capital or hold a position of management or representation, for major purchases amounting ten thousand dollars (US\$10,000), currency of the United States of America, or its equivalent in any other currency.

3.4 Protests or Appeals in the Bidding Process

Any bidder who has participated in this Request for Quotations and has a complaint regarding the result of the process can access the Reporting Channel available on the CABEI website to issue such complaint. www.bcie.org

3.5 Confidentiality Clause

- 3.6.1 The Consulting Firm and, where appropriate, the personnel in charge of offering the services described in this document, must exercise the greatest secrecy and confidentiality in relation to conversations, data, documents and general information of the Bank that by any means comes to be of their knowledge, and in general, of any prior event or element, whether material or conceptual.
- 3.6.2 Any serious breach of the foregoing, defined as serious and which negatively affects the Bank's official relations with national authorities at any level, or which results in public or commercial dissemination that in any way damages the confidentiality of the Bank's information, may give rise to terminate the contract; the latter will be done by written communication to the Consulting Firm denouncing such events.

3.6 Acceptance of the Code of Ethics

The bidder declares, that it knows the principles, norms and institutional and individual ethical values that prevail at CABEI within the framework of the Code of Ethics, which is attached to these Terms of Reference, and that in case of being selected, it must follow observance and compliance without any restrictions; any breach of said norm will give the Bank the right to terminate the procurement and/or contracting in advance without any responsibility on its part and without prejudice to the pertinent criminal and civil actions.

3.7 Annexes

- a. Annex 1 - Presentation letter.
 - b. Annex 2 - Authorization of payment via bank transfer.
 - c. Annex 3 - ML-TF Affidavit Form.
 - d. Annex 4 - Economic offer format.
 - e. Annex 5 - CABEI Policies (Code of Ethics, Integrity Provisions, CABEI Information Security Policy, Money Laundering Prevention Policy).
 - f. Annex 6 - CABEI Contract Format.
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