

CABEI



Central American
Bank for
Economic
Integration

Terms of Reference

**Leveraging Technologies to Support the
Government of Costa Rica with the
Development of a Climate-Smart Greenhouse
and Commercialization Strategy
(International)**

Request for Quotations

085/2022

August/2022

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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 South 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 South 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 reveal, 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 become part of the annexes to the contract to be signed for the required services.

Procurement Timeline

The following schedule reflects this procurement's estimated dates, however, the Bank reserves the right to modify it at its sole discretion:

- | | |
|---------------------------------------|------------|
| • Request for Proposals release | 08/15/202X |
| • Last day to send questions | 09/01/2022 |
| • Deadline for submitting offers | 09/06/2022 |
| • Expected contract commencement date | 10/01/2022 |

1. REQUIRED CONSULTING SERVICE

1.1 Background

Current Challenges and Background

- 1.1.1. Historically, the agricultural sector in Central America (CA) has played a significant role in job creation, income generation, export promotion, and food security. The sector contributes 7.2% to GDP on average in the region, and accounts for 19% of the total employment on average. In terms of Costa Rica, the agricultural sector contributes 4.6% to the country's GDP and employs 12.5% of its workforce. Furthermore, agriculture is one of the top three sources of export income in Costa Rica, accounting for 22% of the country's total exports.
- 1.1.2. Costa Rica has experienced a steady increase in the intensity of extreme weather events over the recent decades. From 1988 to 2014, the country has experienced 42 extreme floods and droughts, which led to an estimated loss of USD \$461 million. The country also continues to face risks of rising temperature and abnormal weather patterns. In particular, the increasingly erratic and unpredictable patterns of seasonal rainfalls impose considerable damage to the agricultural production. As a result of increases in temperature and humidity, the spread of pests and diseases on coffee and banana products, such as black sigatoka and coffee rust, are of particular concern. Over the past five years, Costa Rica has experienced a reduction in yields on coffee beans by 10%. Such impacts are of grave concern as the country's agricultural sector depends heavily on the exportation of coffee and bananas, among others.
- 1.1.3. Currently, the agricultural sector in Costa Rica claims a share of 68% of water extraction. While Costa Rica is a water-abundant country, the compounded impacts of extreme weather events, land degradation, soil erosion, and water salinization increasingly call for the efficient management of water resources. This is particularly the case for the North Pacific Coast which is located within the Central America Dry Corridor, the region most exposed to drought in CA. Such climate change-induced damage to the agricultural production is projected to lower the contribution of agricultural sector to GDP by between 8% and 12% by 2100. The development of protected cultivation in greenhouses equipped with technologies to perform precision farming can strengthen the country's capacity to curve these climate change-induced negative impacts.
- 1.1.4. The global import value of fruits to South Korea has been rising sharply by an annual rate of 11.9%, with tropical fruits accounting for 63% of the increase. Moreover, South Korea has been boosting its import of tropical fruits from the countries in CA, namely Guatemala and Costa Rica. Agricultural exports to South Korea are expected to continue to increase following its signing of a free trade agreement with five Central American countries (hereinafter referred to as KCAFTA), which became effective from March 1, 2021.
- 1.1.5. The fourth industrial revolution has transformed how every market participant within the agricultural sector, from a family farmer to a global conglomerate, produces food and related products. The adoption of ICTs, including sensors, drones, robotics, geographic information

systems, and automation devices, which allow the performance of innovative functions, such as precision cultivation and vertical farming, has led to increased yields, lower costs, and reduced environmental impact.

- 1.1.6. One of the major applications of these smart farm technologies is for greenhouses, which can take various forms and styles, such as low-cost polyethylene film covered parral greenhouses, plastic-covered industrial-type greenhouses, and glasshouses. The climate-smart greenhouses are the conventional greenhouses equipped with various technology options, such as sensors, actuators, automated irrigation system, and data management platform, among others. This protected environment of climate-smart greenhouses with advanced technologies can protect plants from harsh environmental conditions and increase crop yields up to 12% as compared to the yields from traditional farming.

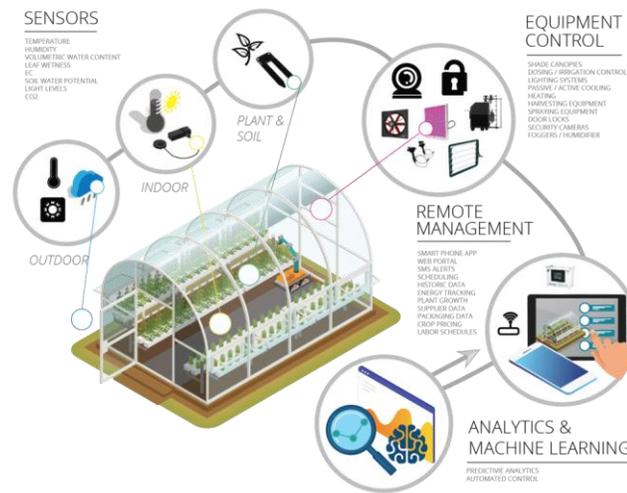


Figure 1. Greenhouse climate control systems

- 1.1.7. Climate-smart greenhouses, by leveraging ICT, allow agricultural producers to monitor the crops and take necessary actions from remote locations without human intervention, such as cooling, heating, lighting, watering, and ventilating. This automated remote control is made possible via sensors, actuators, and cloud computing. The sensors detect, measure or indicate a specific physical quantity such as light, heat, motion, moisture, and pressure, and send the collected data to a cloud computing or data management system. The data platform then triggers actuators to perform tailored actions to address the detected problems. This data processing system also aids the farmers to easily gain knowledge and early warnings about harvest timing, soil quality, leaf conditions, water stress, and the amount of fertilizers or nutrients needed.

Social & Economic Impact

- 1.1.8. The deployment of climate-smart greenhouse technologies is expected to serve two important purposes, climate adaptation and production enhancement. Leveraging such technologies may increase productivity by 40%, quality by 30%, and decrease the labor cost by 60%, hence increasing the total income by 60%. Furthermore, it can help overcome climate-related risks by controlling solar radiation, temperature, humidity, and moisture, which leads to healthy production and diversification of agricultural products.

- 1.1.9. Latin America's commercial greenhouse market was worth USD \$5.02 billion in 2020 and estimated to be growing at a compound annual growth rate of 6.53% to reach USD \$8.15 billion by 2025. With the implementation of climate-smart greenhouses, several agricultural products experienced considerable export growth, including tomatoes, cucumbers, chili peppers, strawberries, mangos, bananas, lemons, and avocados. Moreover, there has been a steady increase in the demand for flowers in international markets. For instance, the United States has doubled its importation of cut flowers in the last 20 years from USD \$800 million to USD \$1.9 billion. In 2017, exports of cut flowers from Costa Rica were equal to USD \$31 million, with the export value of USD \$28 million to the United States. The introduction of climate-smart greenhouses to Costa Rica can allow it to reap the benefits from such export trends in international markets.
- 1.1.10. Given that pests and diseases cause an annual loss of 20 to 40 percent of global crop production, utilization of climate-smart greenhouses can be the most effective and cost-efficient methodology for addressing such concern. Climate-smart greenhouses create an optimal environment for mitigating plant diseases and provide farmers early warnings and solutions to prevent pest infestation and disease transmission. According to the study, climate-smart pest management can increase crop yields by up to 41%, reduce pesticide use by an average of 31%, and increase net returns. With the climate-smart greenhouse technologies, the reduction of costs in the ex-post management of pests and diseases, along with the yield growth, can offer considerable amount of savings for small and medium-sized farms.

Linkages to Bank Financing

- 1.1.11. In line with the Climate Smart Agriculture Strategy for the SICA Region 2018-2030, the Government of Costa Rica has made climate change and agro-environmental management a national priority. This is explicitly established in the State Policy for the Agri-Food Sector and Territorial Rural Development (2010-2021) and the Policy Guidelines for the Agricultural, Fishing and Rural Sector (2019-2022), aimed at minimizing climate-induced risks on the production of goods and services by strengthening the capacity of institutions and producers. In particular, the country has prioritized facilitating the commercialization and marketing of agri-food produced by small and medium-sized farms. A vision for developing climate-smart greenhouses in Costa Rica closely resonates with its national strategy to create opportunities for small and medium-sized farms to adopt climate resilience and efficient methodologies.
- 1.1.12. Agricultural credit represents 2.5% of the total loans provided through public or private banks in Costa Rica, and around 14% of farmers receive credit or financial services. Despite the limited credit access, some local institutions such as the National Institute for Rural Development (INDER) and Fundecooperación have been actively providing microfinancing options to farmers of small and medium-sized plots and achieved noticeable progress with their applications and investments. Furthermore, this project would plant the seeds for future financing opportunities for developing large scale climate-smart greenhouses to support agrobusinesses expand their productive capabilities.

Relevance to KTF & South Korean Visibility

- 1.1.13. South Korea has been one of the key players in the smart farming industry. Since 2017, the country has successfully supplied smart farm technologies to 4,500 hectares of local

horticulture land as test beds, and it plans to expand the scale to 7,000 hectares by 2022. South Korea has made major technological advancements in leveraging cloud computing platforms, sensors, and automation devices to remotely control temperature, humidity, solar radiation, and CO₂ levels in greenhouses, based on the collected data on climatic, soil, and plant conditions. Furthermore, the country established an optimal growth model for tomatoes through R&D, and similar research has been underway for strawberries, bell peppers, and cucumbers to allow export of these high-quality seeds, along with smart farm technologies.

- 1.1.14. As part of Korean Digital and Green New Deals, South Korea plans to invest 386.7 billion won (approximately USD \$350 million), on developing smart farms over the next seven years, and also to establish smart-farm innovation valleys by 2022. In addition, the Ministry of Agriculture, Food and Rural Affairs (MAFRA) has allocated a budget of 47.3 billion won for Smart-Farm Package Export Promotion Program in 2021, nearly a sixfold increase from 8 billion won in 2020. This TC would allow for more opportunities for South Korean firms to showcase their technologies and knowhow and play a crucial role in both the consulting and deployment of climate-smart greenhouses.

Alignment with CABI's Strategy

- 1.1.15. 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, ii) Human Development and Social Inclusion Axis, which generates social capacities that lead to achieving the objective of improving the well-being and the quality of life of the Central American region, and iii) 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 Purpose or Objective

- 1.2.1. The objective of this Technical Cooperation (TC) is to support the Government of Costa Rica (GOCR) with the development of climate-smart greenhouses and commercialization strategy by leveraging information and communications technologies (ICT). This TC shall assess the effectiveness and efficiency of climate-smart greenhouse for reducing vulnerability to climate change and increasing productivity and market value of agricultural products, through a feasibility study and pilot deployment. The data on crop production within the pilot climate-smart greenhouses shall be continuously collected, processed, and stored via the deployed software platform, even after the project closure. The evidence obtained from the study and the pilot project shall be utilized to support operation and maintenance of climate-smart greenhouses, improve agricultural sector's adaptive capacity, and provide small, medium- or large-agribusinesses with opportunities to increase the export value of their products for international markets.
- 1.2.2. The consulting firm or the individual consultant (hereinafter referred to as the "Contractor") is to support the Task Team Facilitator (TTF) of the Bank and the KTF Team (TFT) with the implementation, monitoring, and evaluation of the TC activities that entail a feasibility study

and deployment of pilot climate-smart greenhouses in Los Diamantes (EELD) and Carlos Durán (EECD). These two locations currently operate experimental stations for research and development (R&D) on agricultural production (see Figure 2), which provides an optimal environment for pilot-testing climate-smart greenhouse technologies. The Contractor shall engage the selected South Korean firm(s) to ensure timely delivery of expected outputs as well as coordination for the capacity building workshop.

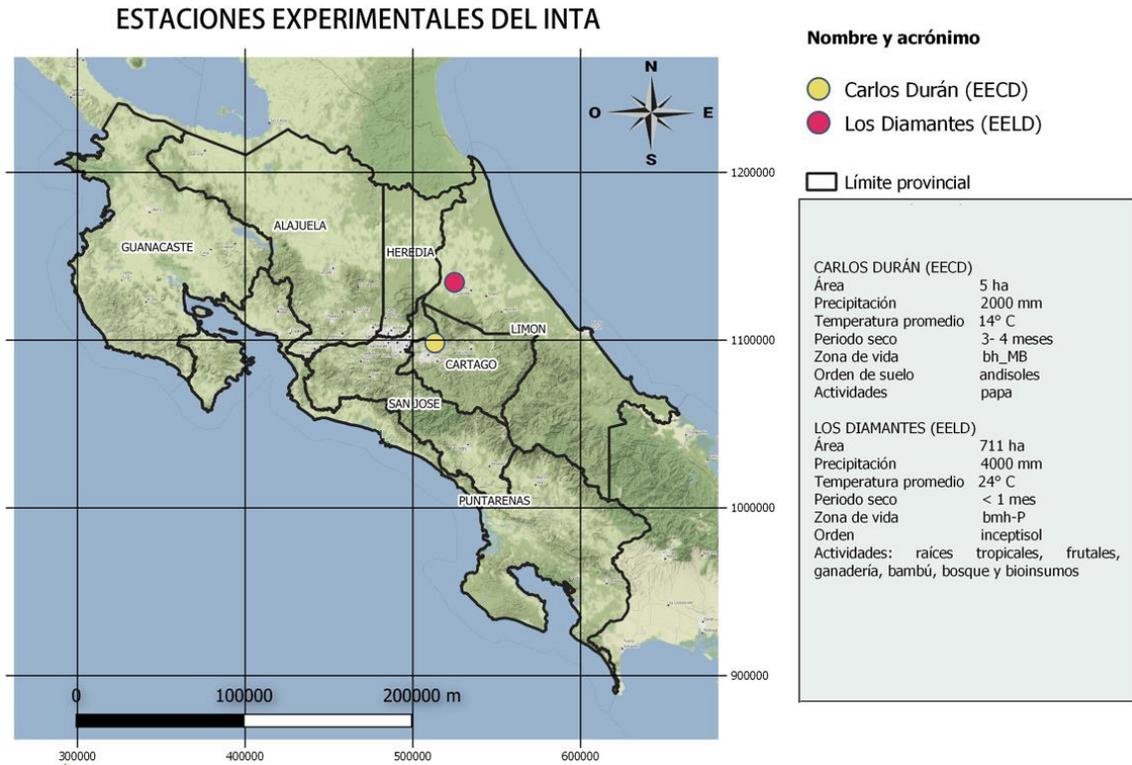


Figure 2. Map of Experimental stations Carlos Duran and Los Diamantes

1.2.3. To achieve this objective, the following tasks shall be undertaken by the Contractor :

- i. Evaluation of the Feasibility Studies on the Development of Climate-Smart Greenhouse
- ii. Monitoring and Evaluation of the Construction and Operation of Pilot Climate-Smart Greenhouses
- iii. Coordination of Capacity Building Activities

1.3 Scope of Work

1.3.1. The Contractor 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 three (3) components where each concludes with the fulfillment of a milestone or intermediate objective. The Contractor will be responsible for completing the activities of each component as detailed below.

1.3.2. **Component 1: Evaluation of the Feasibility Studies on the Development of Climate-Smart Greenhouse.** This component entails support for coordination among stakeholders including GOCR, INTA, ORCR, selected South Korean subject matter experts, and the TFT, as

well as provision of expertise and feedback in reviewing and evaluating the feasibility studies on the development of climate-smart greenhouse. The feasibility studies entail a market and commercial analysis as well as detailed feasibility studies of two (2) pilot climate-smart greenhouses in Los Diamantes and Carlos Durán. Any feedback regarding the deliverables shall be communicated to the TFT immediately to address the issues in a timely manner.

- i. Support the Bank coordinate with key local agencies and the selected South Korean consultants to ensure all necessary, up-to-date data are provided for the feasibility study.
- ii. Support review and evaluate the deliverables from South Korean firm to ensure its compliance with the agreed outputs and reporting requirements.
- iii. Monitor and evaluate the progress of the project in accordance with the agreed work plan and timeframe.
- iv. Support the TFT with validating the South Korean consultants' progress on the ground.
- v. Support South Korean firm with information gathering to execute the assessment of the national market, commercial analysis, etc.
- vi. Provide technical inputs and recommendations for the preparation of deliverables, whenever necessary.
- vii. Share lessons learned from previous experiences and local best practices.

1.3.3. **Component 2. Monitoring and Evaluation of the Construction and Operation of Pilot Climate-Smart Greenhouses.** This component entails the monitoring and evaluation of pilot climate-smart greenhouses in Los Diamantes and Carlos Durán throughout all phases of the deployment cycle. The smart greenhouse structure, equipment, and HW/SW to be utilized for cultivating the selected crops shall be regularly inspected, tested, and evaluated. Any challenge regarding the construction and operation of pilot climate-smart greenhouses shall be communicated to the TFT immediately for addressing the issues in a timely manner.

- i. Assist in coordination with local authorities for timely delivery of materials and equipment to the project site, if necessary.
- ii. Report on any challenges and issues that may prevent the South Korean consultants from successfully executing the project component in a timely matter.
- iii. Support supervision on site in all phases of project execution, including design, engineering, procurement, construction, commissioning, testing, operator training, and handover processes for the pilot climate-smart greenhouses.
- iv. Periodically monitor the construction of pilot climate-smart greenhouses through physical presence at the project site to ensure the South Korean consultants' compliance with the action plan, blueprint, and environmental and social management plan developed through the feasibility study.
- v. Conduct a detailed assessment of greenhouse structure, equipment, and HW/SW via regular inspection and testing.
- vi. Review and evaluate all documents produced by the South Korean consultants, such as initial, interim, and final progress reports on the deployment of pilot greenhouses and operations and maintenance manual.
- vii. Provide testing and commissioning services to ensure successful deployment of pilot climate-smart greenhouses.
- viii. Assess the operation of pilot greenhouses through monitoring and evaluation of the agricultural production activities for at least one (1) identified crop for each pilot site for a period of one (1) production cycle.

- ix. Support the South Korean consultants with the preparation of final report on the pilot climate-smart greenhouses and agricultural production results, based on monitoring and evaluation.

1.3.4. **Component 3: Coordination of Capacity Building Activities.** This component shall entail support for close coordination with key public and private stakeholders to ensure successful implementation and administration of capacity building workshops. The capacity building activities entail on-the-job training for local agricultural producers to acquire skills and knowledge on the operation and maintenance of climate-smart agriculture technologies.

- i. Assist in coordinating with key public and private stakeholders to ensure successful execution of capacity building workshops.
- ii. Report to the TTF regarding the delivery of on-the-job training.
- iii. Provide feedback on technical inputs for capacity building workshops, whenever necessary.

1.3.5. **Engagement Requirements**

- i. All meetings for the purpose of this consultancy are to be conducted in Spanish or in English with Spanish interpretation.
- ii. The Contractor must be fluent in both Spanish and English.
- iii. Only key members of all parties should be included in the email chain for the execution of this consultancy.
 - a. The Contractor shall be provided with the contact details of the key members of the Bank and the LIA.
 - b. The Contractor is required to select only the core members of the team to include in the email chain.
- iv. The Contractor is required to be present in all virtual or physical meetings related to the consultancies of the selected South Korean firm at the request of the TTF, TFT, and the LIA.
- v. For all email communications and exchange of official printed documentation with the LIA, the Contractor must copy CABEI members, in particular the representative country office and the TTF members.
- vi. For any communications related to administrative or contractual matters, the Contractor should contact CABEI only.
- vii. CABEI will invite the Contractor to the MS Teams channel to facilitate communication amongst stakeholders during the execution of consultancy.
 - a. The MS Teams channel is to complement emails, which are the official means of communication.
 - b. The Contractor can send reminders on follow up actions described in emails or receive real time responses.
 - c. The TTF, TTF, LIA, the representatives of the South Korean firm, and the Contractor will participate in the channel.

1.4 Deliverables

1.4.1 The Contractor shall ensure that all of the following deliverables are submitted in accordance with the scheduled work plan.

- a. Report on the evaluation of the feasibility studies on the development of climate-smart greenhouse
- b. M&E report on the validation of previous studies conducted by Korean consultants, as well as development and operation of pilot climate-smart greenhouses
- c. Evaluation of the results of capacity building activities
- d. Final report on the agricultural production results compared against baseline data after the completion of the first agricultural cycle
- e. Biweekly progress report (a maximum of three pages in bullet points) that consists of a brief description of the progress made and milestones achieved and a list of next steps to be carried out for the following weeks and months
- f. Summary report of each mission (a maximum of five pages in bullet points) after the completion of the trip for site visit
- g. Detailed meeting minutes in English after each meeting with the Bank, the LIA, and the South Korean firm during project execution

1.4.2 The Contractor shall ensure that the following requirements are met for all deliverables.

- a. The Contractor may add (not exchange) activities or profiles to the team, not specifically stated in the TOR to ensure the expected outcome of the deliverables and the project.
- b. The Contractor is prohibited from deleting or modifying activities from the TORs without the written consent of the Bank.
- c. The Contractor shall ensure all deliverables are submitted with professional level of English and Spanish to the Bank for review and comments.
- d. The Contractor is prohibited from submitting deliverables directly to the LIA, the South Korean firm, or to any institution that is not the Bank or to any official that does not work for the Bank.
- e. The Bank may request changes to the deliverables and will not disseminate the deliverables to the South Korean firm for necessary improvements unless they are deemed valid.

1.4.3. The Contractor is required to conduct multiple site visits for the project.

- a. Certain activities may require the Contractor to have extended presence on the ground while conducting the monitoring and evaluation (M&E) of the deliverables of the South Korean firm.
- b. Prior to each trip, the Contractor must submit a mission plan that specifies the date, location, and the agenda of the mission to ensure meetings with relevant members of the LIA and relevant stakeholders.

1.5 Contract Term

- 1.1.16. The term of the contract will be for a period of eighteen (18) months from the last signature date of this Contract by the Parties.
- 1.5.1 Whenever there are causes of force majeure or fortuitous events that justify it, and there is an agreement between CABEI and the Consultant regarding the causes, the term may be extended for a reasonable time deemed necessary for the Consultant to satisfactorily conclude the contracted services.
- 1.5.2 The Bank reserves the right to unilaterally conclude in advance the contract without any responsibility on its part, if it is verified that the Consultant, 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, budget cuts, disintegration of the Bank, etc.

1.6 General and Specific Experience Required from the Consultant

- 1.6.1 **General Experience:** The Contractor must present three (3) most relevant experiences in consultancy over the past ten (10) years, with the following conditions:
- i. Experiences most similar to this project will be highly valued.
 - ii. Experiences beyond ten (10) years will not be valued.
- 1.6.2 **Specific Experience:** The Contractor must incorporate an agriculture specialist, with the following conditions:
- i. Experiences in Costa Rica within the agriculture sector over the past 10 years.
 - ii. At least three (3) consultancies on climate-smart greenhouse deployment, agricultural export, and or agribusiness development, utilization of agriculture technologies.
 - iii. Greater details of the project activities and outputs to illustrate the specialist's capabilities will be highly valued.
- 1.6.3 **Consortiums/Joint Ventures (JV):** If the prime bidder is not an individual consultant and or not based in Costa Rica or the LAC region, forming an association with a local consulting firm or individual subject matter expert(s) with experience within the sector, local expertise, and native Spanish language skills, will be highly valued:
- i. The Contractor may form consortiums with local firms.
 - ii. The Contractor may subcontract components to a local firm or individual consultants and must highlight their activities and contributions.

1.7 Fees and Payment Method

- 1.7.1 The available budget for the project is up to **Fifty Thousand United States Dollars (\$50,000.00)**.
- 1.7.2 The payment described in section 1.12.1 will be made effective by CABEI as shown below:
- i. **Payment No. 1:** Thirty percent (30%) of the total amount, upon the delivery and approval of Report (a) in section 1.4.1. of the Deliverables within six (6) months of signing the contract.
 - ii. **Payment No. 2:** Thirty percent (30%) of the total amount, upon the delivery and approval of Reports (b) and (c) in section 1.4.1 of the Deliverables within twelve (12) months of signing the contract.
 - iii. **Payment No. 3:** Forty percent (40%) of the total amount, upon the delivery and approval of Report (d) in 1.4.1 of the Deliverables within eighteen (18) months of signing the contract.

The bidder may propose an alternative payment arrangement in a separate document within the economic bid, which will be reviewed by CABEI who will then determine whether to accept or propose different alternatives.

- 1.7.3 The prices provided by the bidders are their sole responsibility; any omission will be interpreted as voluntary and tending to obtain prices that will allow the bidder to submit a more advantageous offer.
- 1.7.4 CABEI fulfills its payments by means of wire transfers; the bidder must provide the name of the banking institution and account number. The authorization will be carried out pursuant to the instructions contained in Annex 2.

1.8 Immunities, Extensions and Privileges

- 1.8.1 Pursuant to its constitutive agreement, CABEI, 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 Consultant derived from the fees caused will be its own responsibility.

1.9 Consultant Obligations

The Consultant will be accountable 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's supervision and oversight as applicable and addressing CABEI's observations and/or recommendations.
- 1.9.3 Committing to apply the necessary security and biosecurity measures to ensure access to the facilities only to authorized personnel. (If necessary)

1.10 Bank Obligations

CABEI will be responsible for:

- 1.10.1 Providing the information (verbal or written) and documentation necessary for the preparation of the analyses and research required within the framework of the services requested.
- 1.10.2 Specify and/or provide a location when available, to carry out meetings with Bank Personnel when necessary for the fulfillment of the contracted services.

1.11 Evaluation Criteria

Evaluation Criteria	Percentage
General experience of the contractor or consortium	10
Specific experience of the contractor or consortium	15
Team and key staff qualifications and competence for the assignment	25
Team's subject matter expertise in Costa Rica and language skill	10
Technical approach of the contractor's methodology, work plan and overall quality of proposal.	40
Total Technical Evaluation	100.0%

1.12 Service Supervision and Coordination

The supervision and coordination of the services shall be carried out by CABEI's Public Sector Division, or the person designated by it, and the Regional Country Office of Costa Rica in cooperation with the Korea-CABEI Trust Fund Team, in charge of coordinating the different activities on behalf of CABEI and of receiving to satisfaction the products under the Consultant's responsibility, in addition to maintaining contact during the execution of the activities under its responsibility

2 INQUIRIES, DEADLINES AND PRESENTATION OF BIDS

2.1 Inquiries

- 2.1.1 In case of doubts and/or questions regarding the Terms of Reference and/or the RfQ, they shall be addressed through CABEI's Vendor Portal "Request for Quotations No. 085/2022 **"Leveraging Technologies to Support the Government of Costa Rica with the Development of a Climate-Smart Greenhouse and Commercialization Strategy (International)"**" in the "*Gestionar Preguntas del Negocio*" tab (As it appears on the website).
- 2.1.2 Questions submitted regarding the Terms of Reference will be accepted no later than **September 1st, 2022**.
- 2.1.3 All questions will be answered to all Bidders in order to maintain equality in the information provided, these will be uploaded to CABEI's Institutional Procurement Portal.

2.2 Deadline for submission of Bids

- 2.2.1. The deadline for submission of bids is the **September 6th, 2022**.
- 2.2.2. Bids must be uploaded electronically in CABEI's Vendor Portal, which is available in this [LINK](#), and all documentation shall be uploaded in in the **Request for Quotations No. 085/2022 "Leveraging Technologies to Support the Government of Costa Rica with the Development of a Climate-Smart Greenhouse and Commercialization Strategy (International)"** following the instructions below:
- a. Proposals must be uploaded as indicated in the "**Crear Respuesta**" tab (As it appears on the website).
 - b. Once the documents have been uploaded to the Portal in full, hit the Submit ("Enviar" as it appears on the website) button.

3 Bid Contents

3.1.1. Technical – Economic Offer

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

- a. Presentation Letter duly completed in CABEI's format (Annex 1).
- b. Payment Instructions Template (Annex 2) duly filled out.

- c. Technical Offer: Length of proposal must not exceed a maximum of **80 pages**
- a. Overview of Consulting Firm (if applicable)
 - 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 (if applicable)
 - 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. Advise 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		
<p>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.]</p>			
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]		
<p>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.</p>			
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.

- d. Economic Proposal duly completed in CABEL's format (Annex 5)

Side notes:

- **The Information described in this section must be submitted in its entirety. If the required Information is not submitted, the bidder will lose the score for the specific evaluation criteria taking into consideration that this information is not rectifiable.**
- **If necessary, CABEL can request additional information or/and clarifications regarding the submitted offers.**

3.1.2. Compliance Documentation

Documents that must be included in this section are described below:

- 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. (for Companies or Corporations)
- 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. (for Companies or Corporations)
- c. TAX ID Copy (RUC, RTN, NIT or its equivalent in the country of origin).
- d. At least one original bank reference, no older than 30 days after it has been issued.
- e. Affidavit for the Prevention of Money Laundering and Financing of Terrorism, (Annex 3 for Companies or Corporations) (Annex 4 for Individuals) completed and signed by the legal representative.
- f. Copy of Legal Representative's passport or identification document.

3.1.3. Offer validity

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

4 Bid Evaluation Procedure

The main objective of "the technical evaluation" is to assess the Consultant's compliance with the characteristics of the services to be contracted and the relevant aspects that the Consultant must

comply with. The offer will be evaluated through a qualification system, where two types of qualification will be granted: technical and economic, which will add up to 100%.

4.1 Technical Evaluation 80%

- 4.1.1 Although the technical evaluation has a total weight of 80%, to obtain the technical qualification, according to the evaluation criteria, the total value of 100% will be used. Then, this result will be weighted on the value of the technical evaluation (80% of 100%).
- 4.1.2 For the submitted offer to be technically acceptable, it must obtain a minimum score of 80%; that is, 80% / 100% of the total technical evaluation; or, 64% / 80% of the weighted technical rating. The offer that does not reach that point will be disqualified.

4.2 Economic Offer 20%

- 4.2.1 In the economic evaluation, the maximum weight of 20% will be assigned to the lowest cost economic offer, the rest of the proposals will be assigned the weight as follows:

$P_i = (E_m * [20]) / E_i$	P_i = Score of the economic proposal i . i = Offeror. E_i = Economic Proposal i . E_m = Economic Proposal for the lowest amount price.
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- 4.2.2 The sum of the technical and economic evaluation will result in the final grade that will serve as the basis for the award.

5 GENERAL STANDARDS

5.1 Bank Rights

- 5.1.1 CABEL reserves the right to declare the process void, if it is considered that none of the proposals received fully satisfies the requirements included in these Terms of Reference. Likewise, CABEL reserves the right to reject any proposal, cancel or declare the process unsuccessful, decide to extend it, cancel it or postpone it partially or totally, decide to grant it totally or partially to one or more consultants.
- 5.1.2 CABEL reserves the right to supervise the activities carried out by the Consultant 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.

5.2 Prohibitions

To guarantee transparency in its procurements, the following persons may not participate, directly or indirectly, in the supply of consulting services for CABEL.

- 5.2.1 Active functionaries 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.
- 5.2.2 Juridical persons involving anyone 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.

5.3 Protests or Appeals Regarding the Request for Quotations

Any bidder who has participated in this RfQ and has a complaint regarding its outcome can access the Reporting Channel available on the CABEI's website, www.bcie.org

5.4 Confidentiality Clause

- 5.4.1 The Consultant 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.
- 5.4.2 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 Consultant denouncing such events.

5.5 Acceptance of the Code of Ethics

The bidder declares, that it is aware of the principles, norms and corporate ethical values as well as individual 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.

5.6 Annexes

- a. Annex 1 - Presentation letter.
 - b. Annex 2 - Payment Instructions Template.
 - c. Annex 3 - ML-TF Affidavit Form. (for Companies or Corporations)
 - d. Annex 4 - ML-TF Affidavit Form (for Individuals)
 - e. Annex 5 - Economic offer Template.
 - f. Annex 6 - CABEI's Policies (Code of Ethics, Integrity Provisions, CABEI Information Security Policy, Risk Management Policy for Money Laundering, Terrorism, Proliferation of Weapons of Mass Destruction, Integrity and Sanctions).
 - g. Annex 7 - CABEI Contract Template.
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