

CABEI



Central American
Bank for
Economic
Integration

Terms of Reference

Official Development Aid Documentary
for South Korea Market
(South Korean)

Request for Quotations

049/2023

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CONFIDENCIAL EXTERNO

Contents

Institutional Information	3
Terms of Reference Conditions	3
1. REQUIRED SERVICES	4
1.1 Background	4
1.2 Purpose or Objective	5
1.3 Scope of Work	6
1.4 General and Specific Experience Required from the Contractor	8
1.5 Required Experience for the Work Team	9
1.6 Deliverables	10
1.7 Contract Term	11
1.8 Contract Execution Schedule	12
1.9 Contractor Obligations	12
1.10 Bank Obligations	12
1.11 Fees and Payment Methods	13
1.12 Immunities, Extensions and Privileges	13
1.13 Service Supervision and Coordination	14
2. EVALUATION, CONTENT AND PRESENTATION OF BIDS	14
4.2.2 Bid Evaluation Procedure	14
4.2.3 Technical Evaluation 80%	14
4.2.4 Economic Assessment 20%	14
4.2.5 Technical and Economic Bid Contents	15
3. INQUIRIES, DEADLINES AND PRESENTATION OF BIDS	19
3.1 Inquiries	19
3.2 Deadline for submission of Bids	19
4. GENERAL STANDARDS	19
4.1 Bank Rights	19
4.2 Prohibitions	20
4.3 Protests or Appeals Regarding the Request for Quotations	20
4.4 Confidentiality Clause	20
4.5 Acceptance of the Code of Ethics	20
4.6 Anexes	21

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 Korea

CABEI is headquartered in Tegucigalpa, Honduras with regional offices in Guatemala, El Salvador, Nicaragua, Costa Rica, Panama, Dominican Republic, Argentina, Republic of China (Taiwan), Republic of Korea, and the Kingdom of Spain. 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.

1. REQUIRED SERVICES

1.1 Background

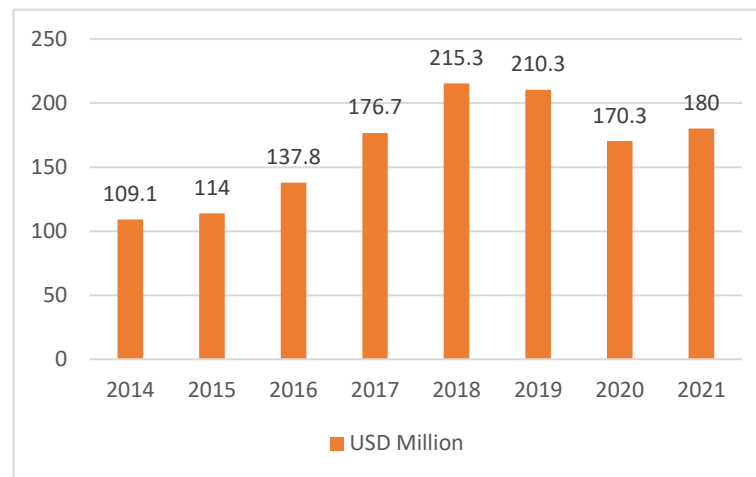
Current Challenges and Background

- 1.1.1 The Republic of Korea (ROK) is often cited as a successful example of how Official Development Aid (ODA) can be utilized to drive economic and social growth. After the Korean War, aid from the international community helped to jumpstart the country's development. Rapid economic growth ensued, and by 1980s the country shifted its efforts to the fostering of mutually beneficial relationships with partner countries through technical assistance and knowledge transfer programs, marking the beginning of ROK's role as an ODA provider.
- 1.1.2 As the country's successful development experience expanded, ROK transitioned from a recipient country to a donor country and established in 1987 the Economic Development Cooperation Fund (EDCF) and the Korea International Cooperation Agency (KOICA) in 1991. Subsequently, in 2010 ROK became a member of the Development Assistance Committee (DAC) of the Organization for Economic Cooperation Development (OECD) and officially established itself as a donor country. Ever since, ROK has been strengthening and increasing its ODA commitments every year, increasing them from US \$1.2 billion in 2010 when Korea joined the DAC, to US \$2.3 billion in 2020. Since its accession to the DAC, Korea's ODA has increased significantly by 76% in real terms.¹
- 1.1.3 In 2005, ROK joined the Inter-American Development Bank (IADB) as its 47th member, strengthening its presence in Latin America and the Caribbean (LAC) and providing a new channel for ODA disbursements. Moreover, when the country joined in 2020 as an extra regional member of CABEL, new development funds for loans and grants became available for countries within the region. In 2021, US \$180 million were allocated for ODA-eligible countries in the Americas.² Korea's ODA to LAC has been provided not only through concessional loan financing given by EDCF, but also through Korean trust funds (KTF) established within multilateral development banks (MDB) that provide technical and financial instruments for cooperation, to complement traditional lending and bilateral aid. These trust funds are seen as an important source of financing for pre-investment studies and knowledge transfer programs in diverse sectors to support with climate change, energy, social and productive infrastructure, transportation, information and communication technologies, water and sanitation amongst others. Ultimately, the aim is to mitigate inequalities, reduce poverty, and promote sustainable economic, social and environmental development in the region.

¹ Egan, J. & Persaud, S. 2021. "From Emerging Donor to Global Development Partner." *OCDE*. Retrieved from: <https://www.oecd.org/country/korea/thematic-focus/from-emerging-donor-to-global-development-partner-66044045/>.

² OECD. 2023. "Development Cooperation Profiles: Korea." Retrieved from: <https://www.oecd-ilibrary.org/sites/d919ff1a-en/index.html?itemId=/content/component/d919ff1a-en>.

Figure 1. Net ODA Disbursements from ROK to LAC³



1.1.4 Despite the substantial support that ROK extends to developing nations across the globe, domestically, South Korean citizens' awareness and comprehension of its ODA initiatives is not widely known. In 2021, the public awareness of the ROK's ODA domestically was recorded at 64.3%, with a corresponding public support rate of 76%⁴ with most of the population viewing it as a contribution to international peace and stability and a means to improve the country's image and foreign relations. **However, some segments of the public seem to be largely unaware of the indirect benefits that donor countries can have through ODA, as only 2% of government officials and academics view it as an opportunity to support Korean businesses in entering foreign markets. Furthermore, data also suggests that awareness of the country's ODA efforts in Latin America is low, as only 2% is aware of what the country has been doing in the LAC region in terms of ODA.⁵ Similarly, a significant number of government officials and members of civil society in LAC are uninformed about the potential benefits and opportunities presented by the projects and technologies being developed and transferred to the region through ROK's ODA mechanisms.**

1.2 Purpose or Objective

- 1.2.1 The general objective of this Technical Cooperation (TC) is to increase the awareness and understanding of the impact of the Republic of Korea's Official Development Assistance funds and concessional loan facilities available to LAC, Central American (C.A.) countries, through the creation of an expository documentary for South Korean viewers.
- 1.2.2 The production company (hereinafter referred to as "Contractor") is to: i) produce a comprehensive and informative documentary in Korean with English subtitles that showcases ROK's ODA efforts in SICA (the Central American Integration System) countries and Colombia which consists of: a) elaboration on the background and purpose of providing ROK's ODA program, b) showcase projects that have been successfully

³ OECD. 2022. "Geographical Distribution of Financial Flows to Developing Countries: Disbursements, Commitments, Country Indicators." Retrieved from: https://read.oecd-ilibrary.org/development/geographical-distribution-of-financial-flows-to-developing-countries-2022_6de17bb2-en-fr#page1.

⁴ Office for International Development Cooperation. 2022. "Strategic Plan for Official Development Assistance under the Yoon Administration." Retrieved from: https://www.odakorea.go.kr/fileDownload.xdo?f_id=1669769963232A177GBX8UUWXPW601XV1Z4Y3B0.

⁵ Asan Institute for Policy Studies. 2017. "South Korean Elite attitudes on ODA." Retrieved from: <https://www.jstor.org/stable/pdf/resrep20923.6.pdf>

executed through ROK's concessional loans and grants in C.A., and c) the positive impact and benefits of ROK's ODA on beneficiary countries and South Korean firms.

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, this consultancy is divided into two (2) components where each concludes with the submission or execution of deliverables. The Contractor will be responsible for completing the activities of each component as detailed below.

1.3.2 **Component 1: Production of ROK's ODA Documentary for the Korean Market.** This component entails all the researching, planning, filming, editing, and distribution processes required to produce a visually engaging and informative thirty (30) minute documentary. The component shall consist of the following sub-components:

1.3.3 **Sub-Component 1.1: Pre-Production of the Documentary.** This activity focuses on the planning, preparation, and coordination of all necessary elements to establish a solid foundation for the production process. The following tasks shall be carried out as part of this sub-component:

- i. In consultation with the Export-Import Bank of Korea (KEXIM) and CABEL, develop the documentary overall concept, this involves defining the target audience, primary objectives, key messages to be conveyed, and graphic concept.
- ii. Identify and form written agreement with South Korean broadcaster to distribute the documentary.
- iii. Conduct research on ROK's ODA history in LAC and CA in particular, this includes ODA mechanisms such as trust funds and EDCF financing, processes and institutions involved, and projects executed with ROK ODA funds
- iv. Identify experts to interview to explain ROK's ODA comprehension at relevant institutional stakeholders as KEXIM, MOEF, MDBs, amongst others.
- v. Select successful projects in the region executed through EDCF and KTF's mechanisms and elaborate on its impact
- vi. Identify project beneficiaries and South Korean companies to be interviewed
- vii. Develop an outline, narrative script and storyboard
- viii. Develop a comprehensive production schedule and workplan which includes location scouting, shooting days, travel plans, permit management, etc.

1.3.4 **Sub-Component 1.2: Production of the Documentary.** This activity shall cover all aspects of video production, including filming all raw footage, stock footage, and interviews, sound recording, and other elements necessary for the project. The following are the key tasks to be carried out in this sub-component:

- i. Conduct missions to target countries for in-person interviews with the identified participants, in consultation with the Bank.
- ii. Visit selected project sites and interact with local communities and project beneficiaries to cover progress and impact of the projects.

- iii. Ensure all filming is conducted with the highest quality standards, including 4K horizontal video format, high-quality sound gear, and dynamic backgrounds.
- iv. Ensure all necessary translations are done through subtitles in the final product.
- v. The Contractor shall provide
 - All raw and editable files used in the documentary (video files, audio files, subtitles files, graphics and images, project files, etc.)

1.3.5 Sub-Component 1.3: Post-Production of the Documentary. This activity entails all post filming processes as editing, color grading, and visual effects to turn raw footage into the finished documentary. The following are key tasks to be carried out in this sub-component:

- i. Edit all interviews and b-rolls to ensure the story is presented in a coherent and engaging manner, ensuring the chosen pacing, story structure, and the overall flow of the piece.
- ii. Create a soundscape that supports the visual elements and enhances the emotional impact of the story.
- iii. Add VFX and all the necessary motion graphics to enhance the story and to correct any problems with the original footage.
- iv. Incorporate music soundtracks, voiceovers, and translations to the needed language to ensure that the documentary is accessible to a wider audience.
- v. Balance the levels of dialogue, sound effects, and music to create a consistent and dynamic film.
- vi. Adjust the colors in the documentary to align it to the desired mood and tone.
- vii. In consultation with the Bank and KEXIM, identify, select and execute the best campaign strategy for the documentary.
- viii. Provide the final outputs in the most suitable format according to the defined distribution strategy, which consist of identifying the appropriate channels, contacting the media if applicable and setting aside a budget for the dissemination of the documentary, amongst other activities.

1.3.6 Component 2: Site Visits to Film Testimonials During Production Phases. In this component, site visits will be conducted to the CABEI headquarter based in Honduras, as well as to other LAC countries to carry out the interviews and film all necessary footage for the execution of the project. All site surveys must be arranged in coordination with the Bank and KEXIM to ensure that the trip is as efficient and effective as possible. Footage from the site visits will be transferred to the international firm for the production of a content video for the C.A. market.

1.3.7 Engagement Requirements.

- i. All meetings for the purpose of this consultancy are to be conducted in working level Spanish or in working level English with Spanish interpretation, except for those held with CABEI only during which working level English can be used as the main language.

- ii. It is highly recommended to incorporate Spanish-speaking technical specialists to support the execution of the project.
- iii. Only key members of all parties should be included in the email chain for the execution of this service.
 - a. The Contractor shall be provided with the contact details of the key members of the Bank and KEXIM.
 - b. The Contractor is required to select only the core members of the team to include in the email chain.
- iv. For the first dissemination meeting, the Task Team Facilitator (TTF), KTF team, and the KEXIM must be present.
- v. For virtual or physical meetings after the start of the consultancy, the TTF or a CABEI official delegated by the TTF must be present at all times.
- vi. For all email communications and exchange of official printed documentation, the Contractor must copy CABEI, KEXIM and KTF team members.
- vii. For any communications related to administrative or contractual matters, the Contractor should contact CABEI only.
- viii. CABEI will create an MS Teams channel to facilitate communication amongst stakeholders during the execution of this service.
 - 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, the KTF team, KEXIM and the representatives of the Contractor will participate in the channel.

1.4 General and Specific Experience Required from the Contractor

- 1.4.1 **General Experience:** The Contractor serving as the prime bidder must be of South Korean nationality and must have a team of professionals with proven experience and expertise in the production of project documentaries, media engagement and audiovisual works. Consultants who work for the Contractor must have the availability to work exclusively and full-time during the required period, and conduct site visits.
- 1.4.2 **Specific Experience:** The Contractor must present **three (3)** most relevant experiences over the past five (5) years, with the following conditions:
- i. Experiences most similar to this project will be highly valued.
 - ii. Experiences beyond 5 years will not be valued.
 - iii. Greater details of the project activities and outputs to illustrate the Contractor's capabilities will be highly valued.
 - iv. Experience working with development institutions such as MDBs will be highly valued.
- 1.4.3 **Consortiums/Joint Ventures (JV):** Forming an association with local, regional, and/or international companies or individual subject matter expert(s) with experience within the sector and local expertise **is recommended for all bidders:**
- i. Contractors may form consortiums with local, regional, and international companies, with a condition that the South Korean Contractor must serve as the prime bidder.

- ii. Contractors may subcontract components to local, regional, and international firms or individual consultants and must highlight their activities and contributions.

1.5 Required Experience for the Work Team

1.5.1 The key members of the team to be offered by the Contractor must be composed of the following expert professionals. In addition, the incorporation of local (residing in the country) experts will be highly valued. **The bidder may offer to incorporate other specialists that are not mentioned below to ensure successful completion of the engagement.**

- i. **Film Director and Project Manager**
 - General Experience: Five (5) years of work experience as a creative director of audiovisual works.
 - Specific Experience: At least three (3) projects in developing overall vision and concept of expository films.
- ii. **Producer**
 - General Experience: Five (5) years of work experience in management, planning and supervision of film production processes.
 - Specific Experience: At least three (3) projects linked directly with concept development, budgeting, pre-production planning, production oversight and postproduction shaping of expository films.
- iii. **Writer**
 - General Experience: Five (5) years of work experience in film narrative structures development
 - Specific Experience: At least three (3) projects in script development and interview planning for expository films
- iv. **Cinematographer**
 - General Experience: Five (5) years of work experience on camera operation and footage recording
 - Specific Experience: At least three (3) projects and experience in footage creation for expository films
- v. **Editor**
 - General Experience: Five (5) years of work experience in audiovisual editing
 - Specific Experience: At least three (3) projects and experience on story structuring, footage selection, and story shaping of expository films
- vi. **Sound Designer**
 - General Experience: Five (5) years of work experience on soundscape creation
 - Specific Experience: At least three (3) projects and experience with audio recording and mixing and sound effects for expository films
- vii. **Graphic Designer**
 - General Experience: Five (5) years of work experience in motion graphics
 - Specific Experience: At least three (3) projects and experience in creating supporting visuals for expository films

- viii. **Marketing Strategy Specialist**
 - General Experience: Five (5) years of work experience in marketing planning
 - Specific Experience: At least three (3) projects and experience with development and execution of awareness and promotion strategies for expository films
- ix. **ROK ODA Policy Researcher**
 - General Experience: Three (3) years of work experience in researching on ROK's ODA policy
 - Specific Experience: At least three (3) projects and experience with overseeing or executing technical assistance or financing programs
- x. **Korean to English and Spanish Interpreter(s)**
 - General Experience: Five (5) years of work experience in interpretation
 - Specific Experience: At least ten (10) projects related to interpretation

1.6 Deliverables

- 1.6.1 As part of the description of required services, the expected deliverables produced in professional level English are listed below.
- i. **Deliverable #1** to be submitted two (2) weeks after both parties sign the contract line, etc.
 - Report 1: Inception report with detailed workplan and information request list
 - Event 1: Virtual dissemination meeting to present Report 1 and briefing made by CABEL of its operations revolving around EDCF, KTF and other information related to Korean ODA resources.
 - ii. **Deliverable #2** to be submitted one (1) month after both parties sign the contract consisting of **final versions of:**
 - Report 2: Outline, narrative script, storyboard, production schedule and workplan for the ODA documentary for ROK market
 - Event 2: Dissemination meeting of Deliverable 2 report
 - iii. **Deliverable #3** to be submitted two (2) months after both parties sign the contract consisting of **final versions of:**
 - Report 3: Raw live action footage of the interviews and recorded project scenarios
 - Report 4: Campaign Strategy for the ODA documentary and agreement with broadcaster for documentary distribution
 - Event 3: Site Visits to Film Testimonials during Production Phases
 - Event 4: Dissemination meeting of Deliverable 3 reports
 - iv. **Deliverable #4** to be submitted three (3) months after both parties sign the contract consisting **final versions of:**

- Product 1: ROK's ODA 30minute Documentary for ROK Market in Korean language with English subtitles
- Event 5: Airing and distribution of the ODA documentary by the end of November 2023
- Event 6: Dissemination meeting of Deliverable 4.

1.6.2 The Contractor shall ensure that the following requirements are met for all deliverables:

- The Contractor may add (not exchange) activities, reports, or profiles to the team, not specifically stated in the TOR to ensure successful expected outcome of the deliverables and project.
- The Contractor is prohibited from deleting or modifying activities from the TOR without the written consent of the Bank.
- The Contractor shall ensure all deliverables are submitted with professional level of English to the Bank for review and comments.
- The Contractor is prohibited from submitting deliverables to any institution that is not the Bank or to any official that does not work for the Bank.
- The Bank may request changes to the deliverables and will not accept the deliverables unless it meets the expectations of the Bank.
- The Bank shall officially accept the deliverables when they are deemed sufficient for submission.

1.6.3 **Site Visit:** A minimum of one (1) trip is required for the project.

- The Contractor is expected to travel to target countries for site surveys, in consultation with the Bank and KEXIM
- All travel expenses have been included in the budget of this consultancy.
- It is advised that the site visit takes place after the first virtual dissemination meeting with the Bank, as well as after a complete Request for Information (RFI) document has been submitted, and the outline, narrative script, storyboard, production schedule and workplan has been approved.
- Prior the trip, the Contractor must submit a mission plan that specifies the date, location, and the agenda of the mission to ensure interviews and meetings with relevant participants.
- The Bank must provide a non-objection for the trip in advance
- The Contractor will be required to submit a summary report of the mission after the completion of the trip of no more than five (5) pages and in bullet points.

1.6.4 **Biweekly Report:** The Contractor will be required to submit a **bi-weekly progress report** to the Bank in English during the contracted period of consultancy.

- The report should be a maximum of three (3) pages and **in bullet points**.
- The report must consist of a brief description of the progress made and milestones achieved, challenges or bottlenecks encountered in the performance of the work, and suggestions on how they can be resolved or mitigated. It should also include a list of next steps to be carried out during the following weeks and months.

1.6.5 **Meeting Minutes:** The Contractor must provide detailed meeting minutes in English after meetings with Bank during project execution.

1.7 Contract Term

1.7.1 CABEI and the Contractor will subscribe a contract for a period of four (4) months, starting from beginning from the signing of the contract between both parties.

1.7.2 Whenever there are causes of force majeure or fortuitous events that justify it, and there is an agreement between CABEI and the Contractor regarding the causes, the term may be extended for a reasonable time deemed necessary for the Contractor to satisfactorily conclude the contracted services.

1.7.3 The Bank reserves the right to unilaterally conclude in advance the contract without any responsibility on its part, if it is verified that the Contractor, 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

1.8.1 This contract is to be executed by a South Korean Contractor. The timeline for each component of this consultancy is as described below:

Timeline for Project Procurement and Execution										
Component 1: Production of ROK's ODA Documentary for the Korean Market										
Component 2: Site Visits to Film Testimonials during Production Phases										
Month	-	-	-	-	-	1	2	3	4	Duration
Launch RFP										1 week
Bid Deadline										3 weeks
Bid Review										1 week
Bidder Selection										1 week
Contracting										2 weeks
Component 1										4 months
Component 2										1 Trip

1.9 Contractor Obligations

The Contractor/Supplier 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 studies required within the framework of the services requested.

1.11 Fees and Payment Methods

1.11.1 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.

1.11.2 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.

1.11.3 The payment indicated in numeral 1.12.1 will be effective by CABEI as shown below:

- i. **Payment No. 1:** Twenty percent (20%) of the total amount, upon the delivery and acceptance of a Report that includes the document(s) in subparagraph (i) of section 1.6.1. of the Deliverables.
- ii. **Payment No. 2:** Twenty percent (20%) of the total amount, upon the delivery and acceptance of deliverables that include the document(s) and the corresponding event in subparagraph (ii) of section 1.6.1. of the Deliverables.
- iii. **Payment No. 3:** Thirty percent (30%) of the total amount, upon the delivery and acceptance of deliverables that include the document(s) and the corresponding event in subparagraph (iii) of section 1.6.1. of the Deliverables.
- iv. **Payment No. 4:** Thirty percent (30%) of the total amount, against the delivery and acceptance of deliverables that include the document(s) and the corresponding event in subparagraph (iv) of section 1.6.1. of the Deliverables.

1.11.4 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.

1.11.5 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.

1.12 Immunities, Extensions and Privileges

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 Contractor derived from the fees caused will be its own responsibility.

1.13 Service Supervision and Coordination

The coordination and supervision of the services will be carried out by the Bank, with Korea EXIM Bank's support.

2. EVALUATION, CONTENT AND PRESENTATION OF BIDS

2.1 Bid Evaluation Procedure

The bids will be evaluated using a rating system, where there will be two types of scores: technical and economic, the sum of which is 100%.

2.2 Technical Evaluation 80%

2.2.1 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%.

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 weighed 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 (As required)	Percentage
Overall Presentation Quality	10%
Specific Experience	15%
Key Staff Qualifications and Competence for Assignment	25%
Technical Approach, Methodology and Work Plan	50%
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 lowest cost economic bid.

2.3.2 The rest of the proposals will be assigned a score as follows:

$P_i = (E_m \cdot [20]) / E_i$	<p>P_i = Economic Proposal Score i.</p> <p>i = Bidder.</p> <p>E_i = Economic Proposal i.</p> <p>E_m = Economic Proposal of lower amount or price.</p>
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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 Technical and Economic Bid Contents

4.1.2 Technical Offer

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

- a. Letter of Presentation (Annex 1) duly signed by the legal representative using the provided template.
- 3.1.2. Payment Instructions Template (Annex 2) duly completed.
- 3.1.3. Technical Offer: **Length of proposal must not exceed a maximum of 80 pages**
- a. Overview of the Consultant
 - 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 the Consultant
 - 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 Consultant’s individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Consultant that is a primary bidder. Experiences of Consortium member or JV partners may be claimed. The Consultant 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. Consultant B	Consultant '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 not 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		

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, CABEI can request additional information or/and clarifications regarding the submitted offers.**

4.1.3 Compliance Documentation

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 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) completed and signed by the legal representative.
- f. Copy of Legal Representative's passport or identification document.

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

4.1.4 Economic Bid

- a. Properly signed economic bid template (Annex 4).
- b. Detailed document of the stamped and signed economic bid, in which the detail of fees and related expenses required for the provision of the services must be included (Annex 5).

- c. 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.

The economic bid must be submitted tax-free.

3. INQUIRIES, DEADLINES AND PRESENTATION OF BIDS

3.1 Inquiries

- 3.1.1. In case of doubts and/or questions regarding the Terms of Reference and/or the RfQ, they shall be addressed through CABEL's Vendor Portal "Request for Quotations **No. 049/2023 "Official Development Aid Documentary for South Korea Market (South Korean)"** in the "*Gestionar Preguntas del Negocio*" tab (As it appears on the website).
- 3.1.2. Questions submitted regarding the Terms of Reference will be accepted no later than **July 7th, 2023**.
- 3.1.3. All questions will be answered to all Bidders in order to maintain equality in the information provided, these will be uploaded to CABEL's Institutional Procurement Portal.

3.2 Deadline for submission of Bids

- 3.2.1 The deadline for submission of bids is the **July 11th, 2023**.
- 3.2.2 Bids must be uploaded electronically in CABEL's Vendor Portal, which is available in this [LINK](#), and all documentation shall be uploaded in in the **Request for Quotations No. 049/2023 "Official Development Aid Documentary for South Korea Market (South Korean)"** 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.

4. GENERAL STANDARDS

4.1 Bank Rights

- 4.1.2 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.

4.1.3 CABEI 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.

4.2 Prohibitions

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

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.

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.

4.3 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

4.4 Confidentiality Clause

The Contractor 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.

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.

4.5 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.

4.6 Anexes

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