

**African Development Bank  
Temporary Relocation Agency**



**Corporate Procurement Division  
Fax Number: + (216) 71 835 249**

**Date: 07 April 2011**

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**REQUEST FOR PROPOSAL FOR ACQUISITION AND IMPLEMENTATION  
OF AN INTEGRATED PLATFORM FOR RISK ASSESSMENT TO IMPROVE THE BANK'S  
CREDIT RISK WORKFLOW PROCESS (RFP)**

**ADB/ICB/CGSP/2011/0041**

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**Letter of Invitation**

Dear Sir/ Madam,

1. The African Development Bank (hereinafter referred to as "AfDB" or the "Bank") requests your proposal for the items and service(s) specified in this request for proposals (RFP). To qualify for award, the bidder must meet the qualification criteria, if any, stated in the RFP Data Sheet, **Annex 1** of this RFP.

2. This RFP includes the following letter of invitation together with its annexes and the appendices to these annexes:

- Annex 1: RFP Data Sheet**
- Annex 2: Terms of Reference**
- Annex 3: The Bank' system to be integrated**
- Annex 4: Functional Requirements**
- Annex 5: Contents of the Proposal to be submitted  
+ Appendix A, B, C, D, E  
Appendix F- Checklist of required documents/  
information**
- Annex 6: Evaluation Criteria**
- Annex 7: List of the Member Countries of the Bank**
- Annex 8: Acronym**

3. Only those bidders that are nationals of member countries of the Bank and whose items and services that are provided originate from the member countries of the Bank are eligible to submit a bid in accordance with the RFP. The list of member countries is given as in **Annex 7**.

4. Your proposal must be received on or before the date and time specified in the RFP data sheet by mail, courier or hand-delivery at the addresses given below:

**Postal Address:**

African Development Bank,  
Corporate Procurement Division (CGSP.2)  
ADB Temporary Relocation Agency (Tunis)  
Angle des trois rues: Avenue du Ghana, Rue Pierre  
de Coubertin, Rue Hedi Nourira  
BP: 323  
1002 - Tunis Belvédère  
Tunisia

**Delivery Address:**

Corporate Procurement Division (CGSP.2)  
EPI Block B Building  
Office 2A2  
African Development Bank  
ADB Temporary Relocation Agency (Tunis)  
Angle des trois rues: Avenue du Ghana, Rue  
Pierre de Coubertin, Rue Hedi Nourira  
BP : 323  
1002 - Tunis Belvédère  
Tunisia

5. Proposals should be enclosed in a sealed envelope (**with both the technical and the financial proposal in separate sealed envelopes**) and addressed to the Bank at the address given below.

Each bidder will submit their proposal in one original and four copies: the original proposal must carry the mention "original" and each of the four copies the mention "copy". The technical proposal (one original + 4 copies) and the financial proposal (one original + 4 copies) will each be placed in two separate sealed envelopes (the "internal envelopes").

The following should appear on each internal envelope:

- a) The purpose of the present bid.
  - b) The "Technical Proposal" or "Financial Proposal" as the case may be.
  - c) The name and address of the bidder.
6. The two internal envelopes should be placed together in a large single sealed envelope called "**external envelope**", which must be anonymous and, **carry the label specified in the RFP data sheet which should be photocopied and placed on the external envelope. Please ensure that you fill out and include the Proposal checklist in the external envelope. ( Refer to Annex 5- Appendix F)**
7. It is the sole responsibility of the bidders to ensure that the sealed envelope containing the proposal reaches the above address before **Thursday 19th May 2011**. When delivered by hand, the proposals must be delivered at the above address during the Bank's working hours from 0800 hrs to 1200 hrs and from 1400 hrs to 1800 hrs, Monday through Friday except for holidays observed by the African Development Bank. Delivery to any other office of the African Development Bank will be at the risk of the bidder and will not constitute timely delivery. **Proposals received after the above-mentioned closing time or deadline shall be rejected.** If the deadline for submission happens to be a holiday, the proposals will be opened at the same time on the next working day. The Bank may extend the deadline for submission of proposals at any time without incurring any liability to the bidders. A Public opening of the technical bids will occur on **Thursday 19th May 2011**.
8. **A prospective bidder requiring any clarification in relation with the bidding documents may notify the Bank in writing to the Bank's mailing address indicated**

in these documents. All requests for clarifications must be received by telefax (at the fax number +216-71 835 249) or by electronic mail: [tender@afdb.org](mailto:tender@afdb.org), no later than May 2<sup>nd</sup> 2011. If a Bidder feels that any important provision in the documents will be unacceptable, such an issue should be raised at this stage. The Bank will respond within a week in writing to all prospective requests for clarification or modification of the bidding documents that it receives before May 2<sup>nd</sup> 2011. Written copies of the Bank's response to questions raised by telefax or electronic mail or (including an explanation of the query but with no indication of its source) will be sent to all prospective bidders that have received the bidding documents.

9. At any time before the submission of proposals, the Bank may, for any reason, whether at its own initiative or in response to a clarification requested by the Bidder, amend the RFP. The amendment shall be sent in writing by telefax or email to all invited Bidders and will be binding on them. The Bank may at its sole discretion extend the deadline for the submission of proposals.
10. Proposals must be submitted in the English or French language in **One Original + Four Copies** (any attachments or appendices and annexes thereto must also be submitted in **One Original + Four Copies**). **The Technical Proposal** must include information in sufficient detail to allow the Bank to consider whether your company has the necessary capability, experience, knowledge, expertise, and the required capacity to perform satisfactorily the services specified along with any other information that may be requested by **Annex 5** of this RFP.
11. It is mandatory for the bidders to submit the Financial Proposal by using the bid submission form, attached as **Annex 5- Appendix B** of this RFP, including a description of the proposed items and services. Any deviation from the requested requirements (see TOR on **Annex 2**) shall be highlighted and explained. Please note that the Bank will only consider those deviations that have an effect of improving the items and services requested.
12. The evaluation method of the proposal is described in detail in **Annex 6** **the Selection will be based on technical quality only. The bidder receiving technical evaluation score (above 75%) will be invited for live demonstration on the functionality of the system. Live demonstration will account for 40% of technical evaluation. The mode of demonstration can be physical or remote. The Financial Proposal of the firm with the highest technical scores will be opened and price negotiation will be carried out. If negotiation with the highest bidder is not successfully concluded the Bank will enter into negotiation with the next bidder who have scored more than 75 points**
13. By submitting the proposal, the bidders confirm that they have taken into account all the documents of this RFP including the addenda (if any), all the annexes and as the case may be, the appendices to annexes. The Bank is not bound by any other terms and conditions unless agreed in writing by the Bank.
14. The prices quoted shall be net free and clear of all applicable taxes including withholding tax duties, fees, levies or indirect taxes including customs duties. Prices must be expressed in any major trading currency (Euros, US Dollar, Pound). Please note that the Bank would convert all financial proposals to UA at the prevailing rate on the day of the bid opening. Surcharges imposed by, or pursuant to the laws, statutes or regulations of any governmental agency or authority as the Bank, its property, other assets, income and its operations and transactions are exempt from any obligation relating to the payment, withholding, or collection of any tax or duty, by virtue of article 57 of the Agreement establishing the Bank.
15. By submitting their bids, each bidder also warrants that they are legally authorized to provide the items and perform the services and that they are not in default with the tax

and social security obligations in their country. The Bank may, at its sole discretion, ask any bidder to provide documentary evidence establishing the same.

16. Proposals should remain valid for a period of not less than ninety (90) days after the deadline date specified for submission.
17. The Bank uses a scoring system that starts with technical evaluation and gets weighted to the financial bids. The Bank will award the contract to the bidder whose technical proposal has been determined to be substantially responsive in accordance with the evaluation criteria given in **Annex 6**. Responsiveness will be judged by conformance to all the terms, conditions and specifications of the RFP.
18. The Contract shall be governed by the Terms of References (attached in **Annex 2** of this RFP). Any such contract will require compliance with all factual statements and representations made in the proposal.
19. Unless otherwise specified in this RFP, the rates quoted should be fixed for the duration of the contract and should not be subject to adjustment on any account.
20. Notwithstanding the above, the Bank reserves the right to amend the content of this RFP and to accept or reject any or all proposals and to cancel the bidding process at any time prior to the award of the contract without incurring any liability to any bidder.
21. Please note that it is the policy of the Bank that bidders, observe the highest standard of ethics during the procurement process and execution of such contracts. In pursuance of this policy, the Bank will reject a bid if it determines that the Bidder has engaged in corrupt or fraudulent practices in competing for the contract in question.
22. We look forward to receiving your proposal and thank you for your interest in the African Development Bank.

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Yvette Glele-AHANHANZO  
Division Manager  
Corporate Procurement Division (CGSP. 2)

African Development Bank  
Temporary Relocation Agency



Corporate Procurement Division  
Fax Number: + (216) 71 835 249

Date: 07 April 2011

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The numbering below refer to the appropriate numbering of the RFP.

1. The Items and services to be provided are outlined in *Annex 2*.
2. To be qualified for this tender, the company must meet the following minimum criteria:
  - (a) **Eligibility Criteria:** Interested companies and products must originate from one of the Bank's member countries listed in the request for Proposals (see *Annex 7*).
  - (b) **Financial Criteria:** Audited Financial Statement for the past three years (2007, 2008 and 2009) must be provided.
  - (c) **Manufacturer's authorization** (if applicable).
  - (d) **General and Specific Experience Criteria:** The bidder should have a minimum of Five years experience, and shall have successfully implemented as a principal contractor, three projects of a similar nature and complexity (the Bank reserves the right to check references).
  - (e) **Bidders are required to fill a Functional Requirements Table, (provided in soft copy) and print it out and included in the Technical Proposal.**
  - (f) **Bidders are required to perform a live demonstration of the proposed solution in the of the Bank's premises in Tunis as the second part of the technical evaluation after meeting the minimum technical requirement stipulated in evaluation grid indicated in *Annex 6*. The timing for the presentation expected to be done will be subsequently provided to the bidders.**
3. The deadline for submission of Proposals is 15.00 hrs, Tunis time on Thursday 19th May 2011.
4. Evaluation will be carried out according to the evaluation criteria indicated in *Annex 6*. The bidder who scores above 75% technical of the technical proposal will be required to demonstration the functionality of the INTEGRATED PLATFORM FOR RISK ASSESSMENT. The mode of presentation can be physical or remote.

5. **Bids should be submitted on one original and four copies.**  
The internal envelopes and the checklist (Appendix F) duly filled in should be placed together in a large single sealed envelope called "external envelope",
6. **The time for opening the bid / Proposal is 15.30 hrs, Tunis time Thursday 19th May 2011.**
7. **The validity period of the Proposals is 90 days from the date for submission of Proposals.**
8. **The text to be photocopied and placed on the external envelope is the following:**

Corporate Procurement Division, CGSP.2  
EPI Block B Building  
Office 2A2  
African Development Bank  
ADB Temporary Relocation Agency (Tunis)  
Angle des trois rues: Avenue du Ghana, Rue Pierre de Coubertin, Rue  
Hedi Nouria  
BP : 323  
1002 - Tunis Belvédère  
Tunisia

**REQUEST FOR PROPOSAL FOR ACQUISITION AND  
IMPLEMENTATION OF INTEGRATED PLATFORM FOR RISK  
ASSESSMENT**

– DO NOT OPEN UNTIL ON BID OPENING DAY –  
Reference: ADB/ICB/CGSP/2011/0041

RFP Closing Date and Time: 15.00 HRS, **Thursday 19<sup>th</sup> May 2011**

9. **All requests for clarifications must be received by telefax or by electronic mail no later than May 2<sup>nd</sup> 2011.**

**TERMS OF REFERENCE (TOR)**

**ACQUISITION AND IMPLEMENTATION OF THE INTEGRATED PLATFORM FOR RISK ASSESSMENT FOR THE BANK**

**1. BACKGROUND INFORMATION**

The African Development Bank (ADB or the Bank) is a regional multilateral development finance institution established in 1964 and engaged in mobilizing resources towards the economic and social progress of its Regional Member Countries (RMCs).

The Bank's lending and other investment activities aim to maximize development impact in its regional member countries while preserving its financial integrity. To achieve these dual objectives, the Bank strives to ensure that its interventions are based on sound technical, economic and social considerations and each approved investment contributes towards the development of a portfolio of sound credit quality.

The Financial Management Department of the Bank (FFMA) plays a critical role in assessing country risk and in all facets of project selection and credit risk assessment of non-sovereign operations. To achieve this mandate, FFMA put in place several risk management tools described in annex 3. **These applications despite their interdependences are in silos.**

**2. OBJECTIVES OF THE TOR**

It is against the background described above that the Bank Group seeks to acquire an **integrated platform for risk assessment** for its credit risk management from a reputable vendor/Systems integrator providing a robust and Scalable Architecture. The system should bring order to all of independent processes in a transparent, dynamic, and robust fashion, thereby optimizing the administrative workflow linked to day to day credit assessment.

**3. SCOPE OF THE SERVICES**

The scope will include the following:

- (i) Supply, install, configure, and maintain the **integrated platform for risk assessment** that will meet the functional and technical requirements as specified in this RFP (see **Annex 4-** Functional Requirements).
- (ii) Provide an **integrated platform for risk assessment** with core capabilities of:
  - (a) **Web-based platform :**
  - (b) **Notification system.**

- (c) **Reports and model designer.**
  - (d) **Development Tool-kit.**
  - (e) **Workflow Engine (designer, execution).**
  - (f) **Integration with existing in-house and third party system.**
  - (g) **Office application integration (word, excel, outlook).**
  - (h) **Back-end tools to support system routine tasks.**
- (iii) Develop and propose an implementation methodology with roadmap/schedule with monitoring targets and risks towards the desired target **INTEGRATED PLATFORM FOR RISK ASSESSMENT** from the installation through deployment of the solution.
- (iv) Provide the implementation services of the solution as stated in the proposed roadmap (iii) from installation, customization configuration and final deployment of the solution system. ***Implementation and training should take place in-house and within the Bank premises.***
- (v) Define and state the risk implications of the proposed implementation methodology.
- (vi) Deliver training services of the credit tool and Rating model solution during the implementation for technical staff for knowledge transfer both on the functional and technical aspects.
- (vii) Deliver documentation of the solution from the installation, customization to deployment.
- (viii) Provide maintenance service for the solution including software version upgrade.
- (ix) Provide support and assistance including both remote and local/onsite assistance for resolution of major technical problems or technical issues.

#### **4. TOR OUTPUTS - DELIVERABLES**

Bidders should provide comfort to the African Development Bank that the **INTEGRATED PLATFORM FOR RISK ASSESSMENT** meets the requirements specified in the Terms of Reference.

Upon the completion of the project, the Bank expects to receive from Bidder the following outputs:

- a) A fully installed, well integrated, customized and functioning **INTEGRATED PLATFORM FOR RISK ASSESSMENT** that meets the need of AfDB business requirements as specified in the scope of the services.
- b) A "live" demonstration to Management to confirm and validate that the solution proposed by the Bidder fully meet the requirements of the African Development Bank.

- c) An executive summary report validating the implementation process and the various functionalities specified in the TOR.
- d) A proposal for the implementation of gaps that would have been identified by Management.

## **5. CONTENT OF THE PROPOSAL**

The proposal submitted by bidders should include the following details regarding the Technical and the financial proposals:

### **5.1 Technical Proposal**

The technical proposal should include the following:

#### ***5.1.1 Response to functional requirements***

Bidders are required to respond to the functional, requirements table as indicated in Annex 3

#### ***5.1.2 Response to case study***

A simplified case study on the Bank's requirements is described in ***Annex 5-Appendix C***. The bidder should provide the results of the case study as well as reports requested in this case study.

#### ***5.1.3 Implementation process***

The proposal should describe how the software will be deployed, installed and transitioned into an operational system. The firm is required to provide an overview of the system, a brief description of the major tasks involved in the implementation, the overall resources needed to support the implementation effort (such as hardware, software, facilities, materials, and personnel), any site-specific implementation requirements and the estimated period of implementation.

*Anticipated Start Dates:* July 2011

#### ***5.1.4 Experiences with other Multilateral Development Banks and Institutions***

The bidder should provide references for the implementation of similar system in other institutions. If possible contact names should be provided.

#### ***5.1.5 Technical Assistance and Support***

Technical assistance should be easily reachable (phone, email or client web portal) and provide prompt service. We expect technical assistance able to respond to IT problems (functionality, data downloading etc...) and to provide reliable information on the methodology of calculation and the software features. Assistance should also help to understand some of risk measures or sensitivity analysis.

#### ***5.1.6 Training***

The proposal should also indicate the capacity of the bidder to conduct training sessions for the Bank's staff.

**Additional information on the content of the Technical proposal is provided in Annex 5.**

**5.2. A financial proposal for the services required by the Bank**

Financial proposal should include the information specified in section 2 of **Annex 5**.

**THE FINANCIAL MANAGEMENT DEPARTMENT  
RISK MANAGEMENT TOOLS TO BE IMPLEMENTED**

The Financial Management Department put in place several risk management tools described below:

**In the non-sovereign side:**

**List of Non-Sovereign Credit Risk tools**

	<b>Acronym</b>	<b>Description</b>
Non-Sovereign	<b>PRR</b>	Project Rating System
	- <i>PRR 1</i>	<i>project financing model</i>
	- <i>PRR 2</i>	<i>Financial institution rating model</i>
	- <i>PRR 3</i>	<i>Private Equity funds rating model</i>
	<b>ELS</b>	Exposure Limit Model
	<b>PTS</b>	Project Tracking System
	<b>CMS</b>	Collateral Management System

One of the important credit risk management tools developed and deployed by FFMA in performing its credit risk management function is the internally developed credit risk rating models within a **Project Rating System (PRR)** which comprise of:

- (I) **project** financing model;
- (II) **Financial institution** rating model;
- (III) **Private Equity funds** rating model.

*(PRR is developed in Vb.Net with the database in Oracle)- .*

The optimization and fine-tuning of existing credit risk rating models in line with best practices have been done and new models are in place. *(New versions are currently in Excel-VBA format)*

- **Exposure Limit Model (ELS)**: Assessing the compliance of any Investment proposal in terms Exposure limits is a critical component of credit risk management process. To streamline this process an E.L.S<sup>®</sup> was developed based on a common standardized analytical process in line with the Bank's Exposure limit guidelines. The E.L.S<sup>®</sup> facilitates a more accurate monitoring mechanism. It complies with and ensures audit requirements.

*(ELS is developed in Vb.net with the database in Oracle).*

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- **Project Tracking System (PTS):** The Project Tracking System (PTS) aims to automate the monitoring process of projects. This facilitates the resources allocation to projects and any other supporting information needed for tracking purpose. It was developed to replace the current manual operations to ease the projects monitoring process. The establishment of this system will expect the following results:

- Time Savings for project tracking activities.
- Easy update and tracking of project status.
- Historical background of the successive changes of dates of status.
- Automated publishing of various reports.

*(PTS is developed in Vb.net with the database in Oracle).*

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- **Collateral Management System (CMS)**

The Bank during its lending process endeavor to secure its loan exposures by taking and registering security where applicable and appropriate. While obtaining security does not constitute a guarantee that loans will be fully recovered, it provides priority over other creditors where the Bank has a first ranking, ensures the commitment of the sponsors to the project and provides the ability, when necessary, to gain control of a project.

**Types of collateral:** The Bank normally considers the following by way of collateral:

- Mortgages on immovable property - land and buildings;
- Pledge of movable property - plant and equipment, vehicles, inventory, raw materials;
- Pledge or assignment of receivables and project accounts;
- Pledge or assignment of project documents such as concessions, licenses, permits;
- Pledge of shares.- listed or unlisted;
- Corporate guarantees supported by strong financial statements and possibly a good external rating;
- Letter of Credit/Guarantee form acceptable banks.

The Bank is contemplating to put in place collateral Management System linked to each transaction in line with best practices and to be able to derive Lost Given Default (LGD). A matrix linked to the collateral strength is in place.

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- **Credit risk assessment workflow at a glance**

FFMA internal credit assessment and risk rating assignment process follows five steps, as summarized below:

Steps	Stage	Action	Responsibilities	Clearance	Tools
Step 1	Inception	Project assignment	Division Manager	-	PTS®

Steps	Stage	Action	Responsibilities	Clearance	Tools
Step 2	PCN	Assign a preliminary shadow rating if the information are deemed sufficient	Credit Officer	Division Manager	PRR®
		Preparation of a Summary Credit Note (SCN)	Credit Officer	Lead Officer	ELS® / Risk intelligence services , Reliable sources
Step 3		Due diligence Risk Assessment: desk review and an on-site assessment of a specific project or transaction <sup>1</sup>	Credit Officer	Division Manager	Intelligence Source / Third parties analysis
Step 4	Appraisal	Assignment of a credit rating and its adjustment.	Credit Officer	Internal Risk Committee	PRR®
		Benchmarking whenever applicable	Credit Officer	Internal Risk Committee	Intelligence Source / Third parties analysis
		Finalisation of SCN	Credit Officer	Division Manager	ELS® / sector experts' opinion for Complex Project
Step 5	Board approval	The Board SCN is prepared. Queries and clarifications from the Board are also addressed to prior or during the meeting	Credit Officer	FFMA Director	

There are five decision levels:

Decision level	Responsibilities	Authority
Layer 1	Credit Risk Officer	<b>To perform</b> a throughout due diligence assessment
Layer 2	Chief Credit Officer	<b>To Vet</b> the assessment perform by the credit officer
Layer 3	Lead Credit Officer	<b>To Provide oversight</b> on complex transactions
Layer 4	Manager FFMA.2	<b>To provide guidance</b> for further actions
Layer 5	Internal Risk Committee	<b>To ascertain</b> that the final rating reflects the results of an adequate internal due diligence commensurate with the complexity of the project and to ensure adequate checks and balances mechanism in the rating process.

<sup>1</sup> Participation in the due diligence and appraisal mission will be determined on the basis of a set of criteria. If the project meets those requirements, the credit risk officer will prepare the terms of reference for the mission, which will have to be approved by the division manager.

Decision level	Responsibilities	Authority
Layer 6	Director FFMA	To <b>Approve</b> and <b>Release</b> the response to third parties having significant implications for the Bank

Beyond the Internal credit risk assessment, other external technical organizational units are participating in the review of non-sovereign operations at various stages with specific actions highlighted below:

Step	Stage	Organizational Units	Actions	Description
I	Project Concept Note	OPSM	1	Internal Screening
			2	Elaboration of the "Preliminary Evaluation Note"
			3	Request for a Project Team(PT) FFMA: Credit Officer OPSM: Task Manager OPSM: Modeling Officer OPSM: Portfolio Management Officer GECL: Legal Officer FTRY: Treasury Officer ORPF: Procurement Officer ONEC: Environmentalist EDRE: ADOA evaluation Officer
			4	Send PCN to the Project Team
		Project Team(PT)	5	Perform Technical review(FFMA and EDRE produce 2 separate reports)
		OPSCOM	6	Provide clearance and go ahead for the appraisal mission
II	Appraisal (PAT)	Project Team(PT)	7	Undertake the appraisal mission
		Project Team(PT)	8	Prepare due diligence mission report for the Country Team(CT)
		Country Team(CT)	9	Provide guidance on the Project Country Team (CT) composition: Country Director and Economists
		FFMA	10	Provide Final Rating
		OIVP	11	Provide clearance for project below UA 50 million
		OPSCOM	12	Provide clearance for project above UA 50 million
III	Prior Board Approval	GECL	13	Prepare and perform a thorough review of the documentation
		GECL	14	Appoint a local legal officer for desk review
IV	Board	Board	15	Approve the project
V	Post Board Approval	GECL	16	Provide recommendations to FFCO for disbursement
		FFCO	17	Proceed to the disbursement based on GECL recommendations
		OPSM.5	18	Monitor the project
		OROO	19	Analyze the quality of the Project
		OPEV	20	Perform post evaluation of the Project

Organizational Units	Stage	Step	Actions	Description
OPSM	Project Concept Note(PCN)	I	1	Internal Screening
OPSM	Project Concept Note(PCN)	I	2	Elaboration of the "Preliminary Evaluation Note"
OPSM	Project Concept Note(PCN)	I	3	Request for a Project Team(PT) FFMA: Credit Officer OPSM: Task Manager GECL: Legal Officer ORPF: Procurement Officer EDRE: ADOA evaluation officer
OPSM	Project Concept Note(PCN)	I	4	Send PCN to the Project Team
Project Team(PT)	Project Concept Note(PCN)	I	5	Perform Technical Review(FFMA and EDRE produce 2 separate reports)
OPSCOM	Project Concept Note(PCN)	II	6	Provide clearance and go ahead for the appraisal mission
Project Team	Appraisal(PAT)	III	7	Undertake the appraisal mission
Project Team	Appraisal(PAT)	III	8	Prepare due diligence mission report for the Country Team(CT)
Country Team(CT)	Appraisal(PAT)		9	Provide guidance on the project Country Team(CT) composition: Country Director and Economists
FFMA	Appraisal(PAT)		10	Provide Final Rating
OIVP	Appraisal(PAT)		11	Provide clearance for project below UA 50 million
OPSCOM	Appraisal(PAT)		12	Provide clearance for project above UA 50 million
GECL	Prior-Board Approval		13	Prepare and perform a thorough review of the documentation
GECL	Prior-Board Approval		14	Appoint a local legal officer for desk review
Board	Board		15	Approve the project
GECL	Post-Board Approval		16	Provide recommendations to FFCO for disbursement

## For the sovereign

### List of Sovereign Credit Risk tools

	Acronym	Description
Sovereign	CRR	Country Risk Rating System
	SLL	Sustainable Lending Limits
	SLT	Sustainable Lending Monitoring Tools
	PRM	Prudential Ratio Monitoring
	EMT	Exposure Management Tools

- **Country Risk Rating System ( CRR)**

The country risk rating is critical in the management of the risks related to the Bank's lending activities to the public sector. For the Bank's sovereign operations, where the guarantor is a member country, country risk assessment provides a perspective on the ability and willingness of a regional member state to repay its obligations to the Bank. The Country Risk Rating

System provides a tool to generate a composite country risk index that measures the overall country creditworthiness. The Bank is the only institution that performs comprehensive country rating assessment on all the 53 African countries. Country ratings serve as reliable inputs and a solid foundation on which to continue to base other key activities of the Bank. The process is accomplished through Country **Risk Rating (CRR) software** developed by The Financial Management Department (FFMA).

The annual Country Risk Rating Survey also follows a process with Bank-wide participation: Country Economist, Operation Management Team (OMT), FFMA, Country Risk Working Group (COWG) and the Asset and Liability Committee (ALCO) are involved in process of rating.

The methodology and a performance review of the country risk rating model have been done by a reputable firm. The revised template is in MS-Excel –VBA.

- **Sustainable Lending Limits (SLL)**

SLLs are dynamic annual commitment volumes, function of:

- Lending instruments expected to be used
- Portfolio history and outstanding balance
- Changes in risk profile of the portfolio

The level of commitment is generated through a model (*currently in Ms Excel format*)

- **Sustainable lending Monitoring Tools (SLT)**

The annual sustainable lending program monitor is divided into 3 parts and information are mainly stemming from the APPS (**Project Processing Schedule**) circulates by the Operations department and the SLL:

**Part 1:**

Anticipated Projects in Year x					
Approval Date	Project Name	Lending window	Loan Type	Amount	Cumulative Amount

All the anticipated projects in 200X for each eligible country are documented as above. The lending window item shows whether the project is a sovereign or non-sovereign loan. Loan types are a Project, a Line of Credit or Equity.

**Part 2:**

Approved Projects in Year x					
Approval Date	Project Name	Lending window	Loan Type	Amount	Cumulative Amount

As soon as the project is approved it is mentioned here.

**Part 3:**

Sustainable Lending Programs			
Base	Weighted Average	Lending Gap	% Gap <sup>2</sup>

Because the Bank offers a variety of lending instruments, which have markedly different disbursement profiles, some assumptions on the mix of instruments are required to compute the average annual sustainable lending programs. The base is a case of disbursement (standard mix of fast and slow).

*The SLT is currently in Ms Excel-VBA format.*

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- **Prudential Ratio monitoring (PRM)**

Task managers have ability to simulate the exposure generated by any scenario of lending program through the Prudential Ratio management tool available in the Outlook public folders. *The PRM is currently in Ms Excel - VBA format.*

The impact of any transaction is assessed through the following ratios:

**Gearing Ratio:** it caps the total volume of cumulative outstanding commitment of all countries to the sum of reserves, paid-ins and callable capital. It is not currently a constraint;

**RCUR:** it limits the maximum volume of new commitments to the Total Unused Risk Capital of the Bank, which is the Total Risk Capital minus the Used Risk Capital.

**Leverage:** it caps the total amount of borrowing to meet disbursements on loan commitments to the Usable capital. Usable capital is the result of Paid-in added to Reserves and Callable Capital from A- or better rated countries

Country departments have enough flexibility to tailor their lending programs through (front-loading, reallocations, choice of lending instruments mix, etc..) as long as they remain within limit over the planning horizon.

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- **Exposure Management Tools (EMT)**

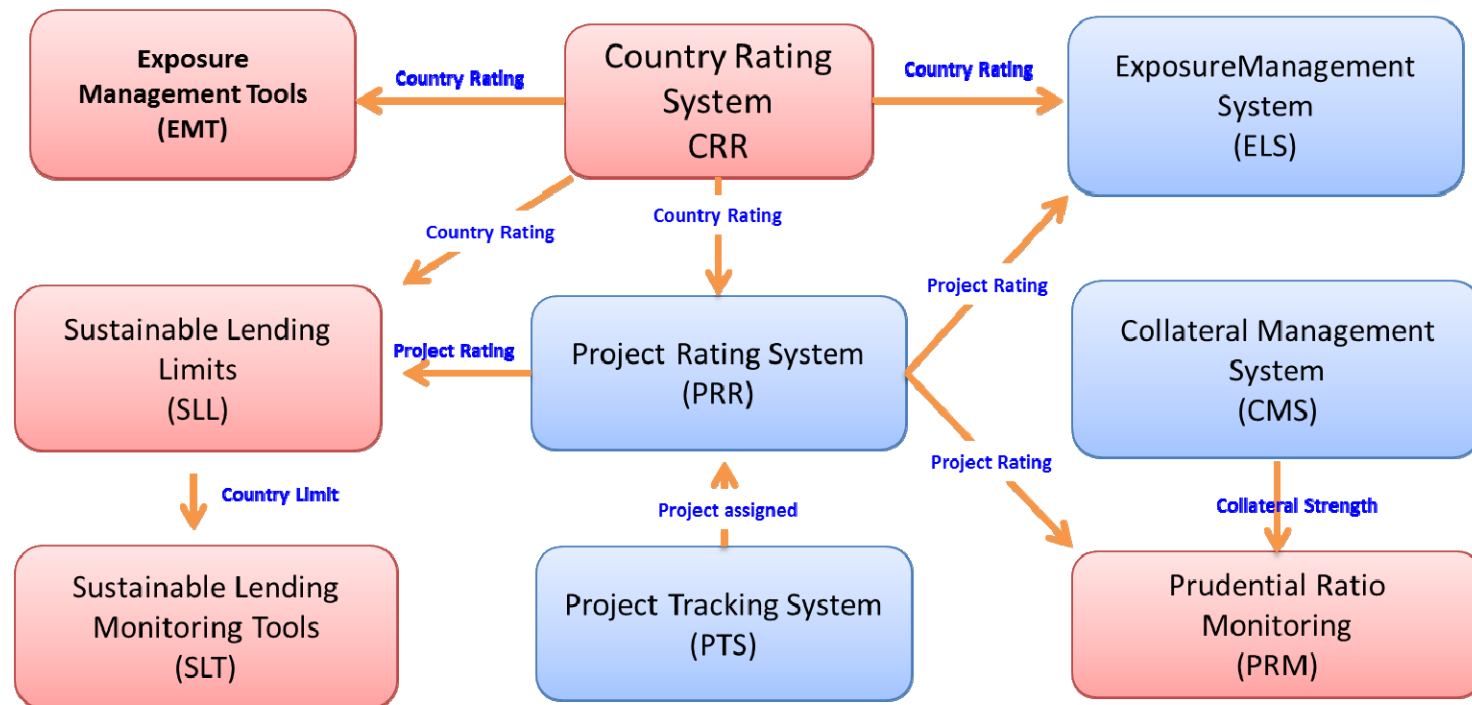
The EMT aims at providing an overview of the Sovereign and non-sovereign portfolios like a dashboard. Portfolio concentrations, trend of weighted average rating along with risk capital utilization are closely monitored.

*(EMT is developed in Vb.Net with the database in Oracle).*

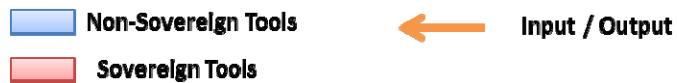
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<sup>2</sup> The % gap expresses the lending gap as a percentage of the weighted average sustainable lending program

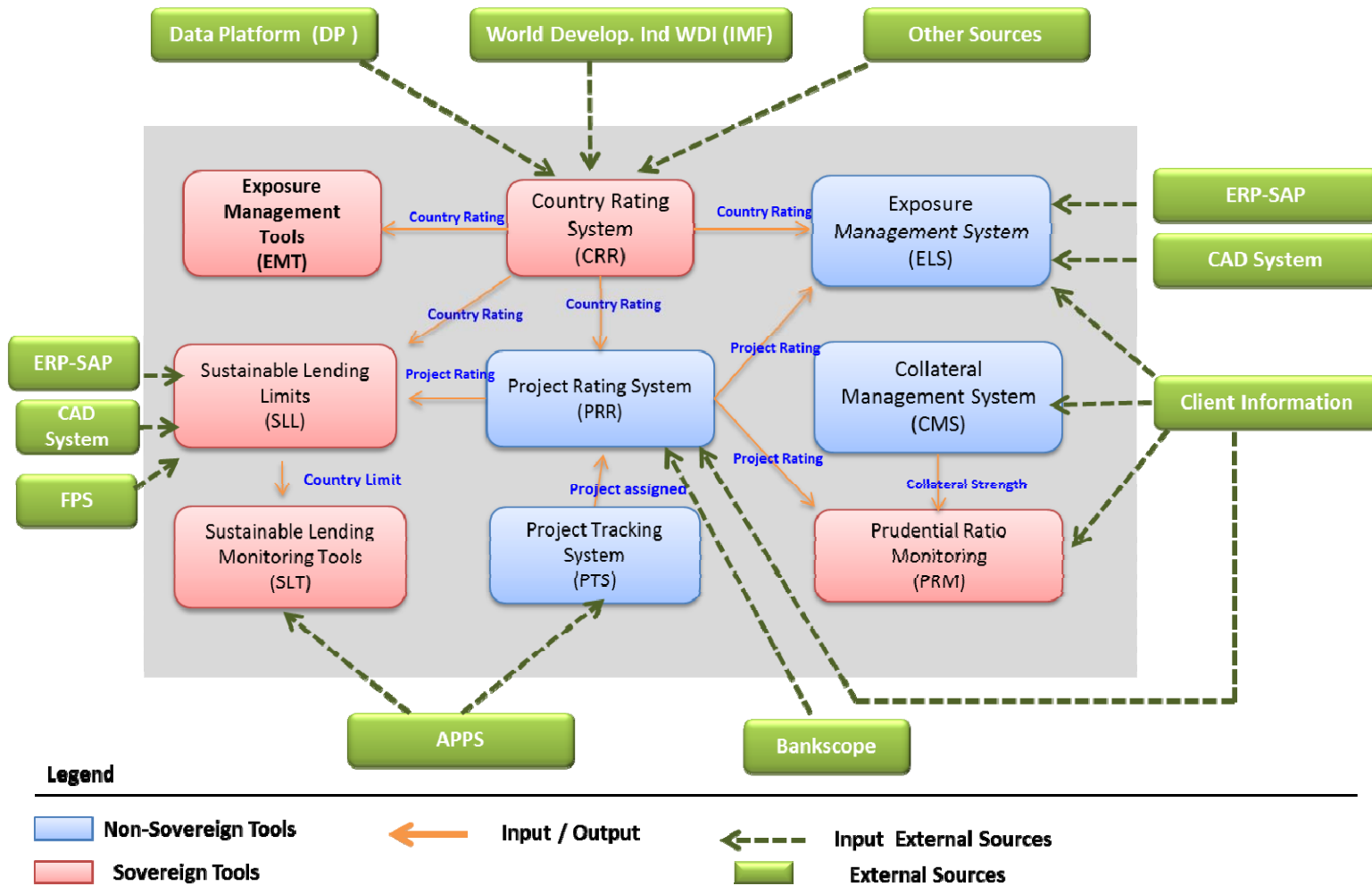
## Application Map – Linkage of Credit risk tools



### Legend



## Application Map – Linkage with external sources



## THE FINANCIAL MANAGEMENT DEPARTMENT IT ENVIRONMENT

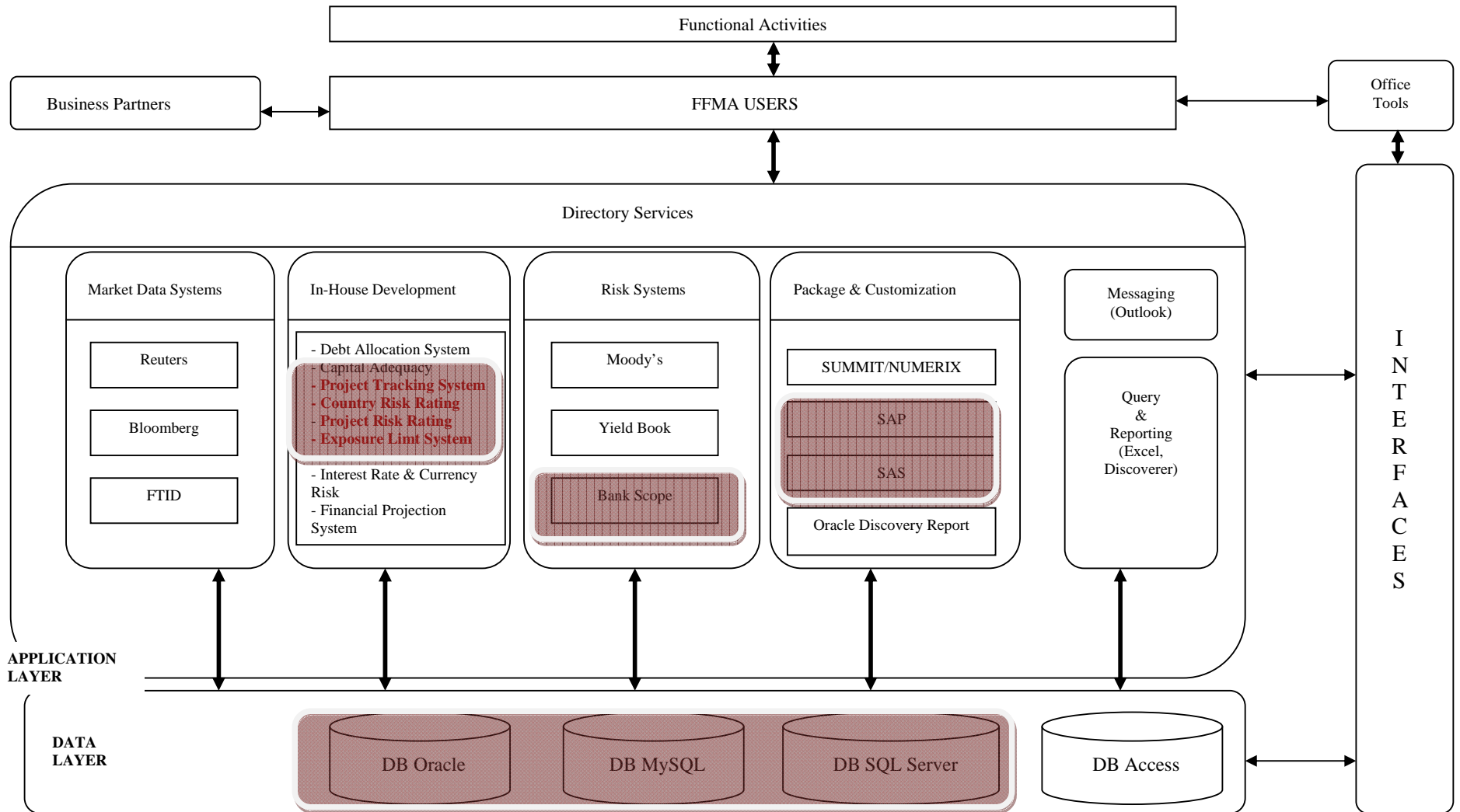
Details of the Financial Management IT environment are provided on the following page.

The **INTEGRATED PLATFORM FOR RISK ASSESSMENT** is expected to interface the following systems:

- SAP Business Warehouse as the institutional Data Warehouse
- SAP ECC6 as the Bank ERP,
- SAS Base systems for Financial Projections
- DP : data platform: Statistical Database which is an in house application build with .NET framework with additional function of exporting and importing data
- Capital Adequacy System (CAD) : which is based on .NET framework and Java technologies and with additional function of exporting and importing data
- Risk System (BankScope)
- Existing databases such as Oracle, SQL Server and MySQL
- Office application (word, excel, outlook)

The systems with which an interface will be required are highlighted in the following chart for the Financial Management Department (FFMA) applications and architecture.

## FFMA APPLICATIONS/SOFTWARE ARCHITECTURE



### **Functional Requirements for the integrated platform for risk assessment**

The bidder is requested to identify and describe the levels of support that it will provide for the required functionalities listed in the table below.

The levels of support are as follows:

(1) Fully Supported	The function is supported as a standard/configurable feature within the package.
(2) Partially Supported	The desired function is available in a separate optional package, or could be made available through the development of a new component or application, or only some of the features listed are fully supported. Please explain and specify associated costs for full support, where applicable.
(3) No Support	The desired function is not within the scope of the package and there is no practical way to provide it.

For each requirement, the Bidder should indicate which level of support pertains to the requirement by entering "1, 2, or 3" in the appropriate box.

- o If the requirement is not fully supported, do not enter "1" in the Support Level box.
- o In the case of Partial Support follow the "2" with an explanation and the estimated cost associated with the work in the "Vendor Support Level Detail" cell.
- o The Bidder may also provide details to other support levels if desired.

Ref#	Requirement / Questions	Vendor Support Level (1,2,3)	Vendor Support Level Detail
	<b>Workflow Management:</b>		
	<b>Spreading tool:</b>		
	<b>Access to internal and External Data:</b>		
	<b>Audit Trail:</b>		
	<b>The Bank own Rating models:</b>		
	<b>Risk Analysis:</b>		
	<b>Simulation capabilities:</b>		
	<b>Archiving system:</b>		
	<b>Warning and Alert System:</b>		
	<b>Portfolio Management Tool:</b>		

Ref#	Requirement / Questions	Vendor Support Level (1,2,3)	Vendor Support Level Detail
	<b>Collateral Management Tool:</b>		
	<b>Limit Management Designer:</b> .		
	<b>Reporting system:</b>		
	<b>Import and Export data and report:</b>		
	<b>System integration:</b> The system should have capabilities to integrate with the Bank system		
	<b>Security and Audit trail:</b> The system must be able to provide an audit trail and history associated with changes to requirements		
	System provides Windows authentication. System allows granular configuration of authentication based on time		

**a) Documentation, Support and Training**

Ref#	Requirements / Questions	Vendor Response (Please answer as specifically as possible)
	<b>Support Availability</b>	
	Is local support available?	
	Is EMEA support available?	
	Is global support available?	
	At what times is support available?	
	Does a live person answer or message left?	
	Does your support include a tracking tool for issues related to change to be operated during user acceptance test phase or in maintenance phase	
	Describe your levels of support programs. Does your company provide guarantees on software performance or support Service Level Agreements (SLAs). Describe those here.	
	<b>User community</b>	
	Does a user community (social network, user developer blogs, forums, mailing list, webinars, etc.) exist for your product?	
	<b>Training</b>	
	Describe your user training program(s), including a synopsis of relevant courses offered, options for delivery (web-based, Computer Based Training, instructor-led, etc.) and the locations of your major training centers. Provide a list of all appropriate courses with prices and course schedules.	
	Who provides product training?	

Ref#	Requirements / Questions	Vendor Response (Please answer as specifically as possible)
	How is training designed to meet customer needs?	
	Documentation	
	What type of user and technical documentation is provided?	
	What formats are the documentation delivered (paper, electronic, on-line, etc.)?	
	Is there a cost associated with documentation?	

**b) Implementation**

Ref#	Requirements / Questions	Vendor Response (Please answer as specifically as possible)
	Describe the standard methodology / lifecycle / activity sequence for a typical implementation of the package from project initiation through to warranty.	
	Show the resource requirements for the typical implementation of the base package. Resources must be identified by skill set & client versus vendor mix.	
	Describe the resources utilized in an implementation process (vendor-based, third-party, domain knowledge, certification, number of successful installs)	
	Is the base package fully tested, stable and operational?	
	What is the frequency of patches / fixes to the base product?	
	Does the package require mandatory customizations? If so, please quantify in terms of work effort / duration and costs. In addition please specify which of the mandatory customization effort is fulfilled by the vendor.	

**c) Technical Information**

High Level Architecture	
Description: (include architecture; 2 or 3 tier client server, web, etc., specifications for client software and communications between different tiers)	
What are the core products or modules offered? What is current version?	

Product Dependencies and Integration Capabilities	
List relevant product or technology standards support and bold the options proposed for use at the African Development Bank (AfDB)	
Hardware Configuration	

recommendation (processor, minimum memory requirement, disk space):	
Operating System:	
Database:	
Electronic Mail:	
Middleware:	
Workflow:	
Internet:	
Network:	
Security:	
Directory:	
Systems Management:	
Scalability and Redundancy (application cluster, strategy of replication)	
Administration Tools:	
Other:	

Security	
Describe in detail the authentication process, including front-end and back-end authentication	
Describe your web based session management (time out, configuration, etc)	
Describe in detail how users reset their passwords and what happens when the passwords expire	

System Requirements : Server	
What type of Operating System ?	<input type="checkbox"/> Windows 2003 <input type="checkbox"/> Win2008 <input type="checkbox"/> UNIX <input type="checkbox"/> Other:
What type of Databases	<input type="checkbox"/> Oracle <input type="checkbox"/> SQL Server <input type="checkbox"/> Other:
Server Application / Web	<input type="checkbox"/> Tomcat <input type="checkbox"/> WebLogic    [IIS] <input type="checkbox"/> JBOSS <input type="checkbox"/> Other
Do optional software are required for full access to the wide range of features offered by your product	<input type="checkbox"/> Yes <input type="checkbox"/> No
- List these optional software	

System Requirements : Client	
What type of Operating System?	<input type="checkbox"/> Windows XP / 7) <input type="checkbox"/> MAC <input type="checkbox"/> Other:

What type of Web Browser	<input type="checkbox"/> Internet Explorer 7+ <input type="checkbox"/> Firefox 3+ <input type="checkbox"/> Other:
Do optional components are required to install on the client (e.g : plugin for FireFox and Internet Explorer)	<input type="checkbox"/> Yes <input type="checkbox"/> No
- List these components	

APIs and Integration	
Does this product integrate with other products?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe how product integration is accomplished with your platform and what makes it advanced as a modular platform	
Describe your APIs (how your source code repository is open and component service easy for customization)	
What major Enterprise Content Management your platform integrate with?	
Does your product integrate with Microsoft Office (Word, Excel, Outlook)?	
Does your product integrate with ERP SAP? How?	
Describe which type of data format can be imported	
Describe in which type of format data can be exported	
Integration Technologies used:	
- XML	
- Web Services	
- Batch import/export	
- Other	

Collaboration compatibilities	
Describe the collaboration capabilities of the product » (comments on document, revision, )	

Metadata and information access (data integration)	
Describe the search and retrieval capabilities (simple search and advanced search on specific properties : country, data stored)	

Which third party data are supported	
Describe how these data are aggregated from third party	
Does external web site link could be added as bookmarks	

Workflow	
Describe your solution's workflow	
Describe how content is processed / routed	
Describe the review and approval capabilities	
Describe how workflows are managed and administered	
Is there a visual workflow configuration tool?	

Archive	
Describe the archiving functionality	

Application Customization and Development	
Can the product be customized for a given installation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe the flexibility of the application configuration and customization tools?	
Is customization done by Vendor or by Client?	
If "Client", describe the tools and training required to do the customization	
If "Client", describe your recommendation on how source version and releases could be managed, compiled, integrated, testing and deployed with your platform	
If "Client", list the development language which can be used	
Does the product include a repository and data model?	
Administration	
Describe amount of staff and skill set required to provide ongoing operational and administrative support after installation	
Does the platform allow centralized administration	

How does the product handle reporting and the ability to introduce customized reports in back office?	
---	--

Extension Points	
Does this product can be extended by adding new feature ?	[ ] Yes [ ] No
If "Yes", describe how service can be easily configured and extended	
User Interface :	
Describe how new device such as mobile phone (Iphone, BlackBerry), tablet computer (IPad, BlackBerry PlayBack) can be used to interoperate with your platform (security, data management)	

**d) Support**

Ref#	Requirement / Questions	Included	Optional	N/A
The following questions may be answered with Included (inherent in License fee), Optional (available at additional cost – Specify \$'s) or N/A (Not Available)				
	Customer Support	Included	Optional	N/A
	Provide phone support			
	Provide local support			
	Provide on-line support, via client web for bug, via e-mail, FAQ's, downloadable hot fixes/patches			
	Offer on-line user community through established Regional & International user groups (Additional Comment Space)			
	Provide no cost on-line or web based training			
	Provide Computer Based Training (CBT) for customers			
	Provide On-site Training classes			
	Provide release notes when upgrades and/or patches are released, far prior to the upgrade or patch date (to allow for decision and test design)			

**e) SUPPLIER**

**The bidder of the complete package is an established vendor/Systems integrator with relevant experience in the design and implementation of INTEGRATED PLATFORM FOR RISK ASSESSMENT at organizations of similar size.**

African Development Bank  
Temporary Relocation Agency



Corporate Procurement Division  
Fax Number: + (216) 71 835 249

Date: 07 April 2011

**Contents of the Proposal**

All submissions must be written in English or in French.

**1. Technical Proposal (Technical Envelope- 1 original and 4 copies)**

The technical proposal of the bidder must include the following documents:

- A response to a questionnaire on the software functionalities provided in **Annex 4**;
- Response to case study described in **Appendix C**;
- A statement of conformity (using format as described in **Appendix A**);
- A copy of the company certificate of incorporation and/or register of commerce. The requested documents shall clearly indicate the country of origin of the company and allocation of capital between stakeholders, which must meet the Bank eligibility requirements;
- Audited financial statements for the past 3 years (2007, 2008, 2009) or latest
- Project plan for the management of the contract including delivery lead time, installation, customization, testing, training and commissioning of the system;
- A description of your relevant experience on this particular field, supported with at least three (03) examples of projects with similar nature and complexity carried out with satisfaction during the last three years 2007, 2008 and 2009;
- Qualifications and level of competency of each key staff to be assigned to the execution of the contract (use format as described in **Appendix D**);
- Documentation (i.e. technical sheets) on every item requested (including photos and including manufacturer's guarantee) and description of related services;
- Explanations for deviations (if any);
- Full name and address of the manufacturer's representative closest to the consignee, who can provide after-sales-service, spare- parts and warranty services;
- Proof of Partnership Status or Manufacturer's authorization;
- Any other relevant Documentation such as proof of competence for this type of project;
- Proof that the company is an integrator of technical solutions;
- Insurance certificate for professional liability of the bidder.

## 2. Financial Proposal (Financial envelope- 1 original and 4 copies)

The financial proposal will include:

- A bid submission form, fully completed and signed (using format as described in **Appendix B**);
- A general table summarizing pricing (**Appendix E** fully completed and signed);
- The overall quotation (free and clear of all taxes);
- The contract initialed and stamped on each page.

**(To be included in the Technical Proposal)**

**A statement of conformity**

To the African Development Bank  
PO 323, 1002 Tunis Belvedere  
Tunisia

Dear Sir,

Having examined the Request for Proposals documents (RFP N° ADB/ICB/CGSP/2011/0041), we, the undersigned, offer to provide the Bank, with [the items and services], in conformity with the Request for Proposals mentioned above, in the amount indicated in the Price Schedule form included in our Financial Proposal.

We undertake, if our Proposal is accepted, to commence and complete delivery of all items and services required in this Request for Proposals within the time frame stipulated in our Proposal.

We agree to abide by this proposal for a period of ninety (90) days from the date of the submission of the proposals in the Request for Proposals, and it shall remain binding on us and may be accepted by the Bank at any time before the expiration of that period.

Dated

Signature

In the capacity of

Duly authorized to sign this proposal for and on behalf of:

**(To be included in the Financial Proposal)**

**Bid submission Form**

To the African Development Bank  
PO 323, 1002 Tunis Belvedere  
Tunisia

Dear Sir,

Having examined the Request for Proposals N° ADB/ICB/CGSP/2011/041), the receipt of which is hereby acknowledged, we the undersigned, offer to provide the requested items and services in full conformity with the said Request for Proposals in the total amount (free and clear of all taxes) of *[amount in words]*, *[amount in figures]*.

We agree to abide by this proposal, for a period of ninety (90) days from the proposal submission date as stipulated in the Request for Proposals, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until a formal contract is prepared and executed between us, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding contract between us.

Dated:

Duly authorized to sign this proposal for and on behalf of:

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*[Signature]*

In the capacity of

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*[Position]*

**African Development Bank  
Temporary Relocation Agency**



**Corporate Procurement Division  
Fax Number: + (216) 71 835 249**

**Date: 07 April 2011**

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**Integrated Platform For Risk Assessment system demonstration**

The Bidder should demonstrate its system's ability to implement the scoring model and implement the workflow, based on the information contained in the files.

The following functionalities should be demonstrated:

1. Flexibility to design the model within the system.
2. Generation of key reports and implementation of the workflow.
3. Traceability and audit trail based on the workflow.
4. Security and User access management.
5. Ability to configure and extend the behaviour of some component
6. Ability to interface with other systems.

**Format of Curriculum Vitae (CV) For Proposed Key Staff**

Proposed Position:

Name of Firm:

Name of Staff:

Profession:

Date of Birth:

Years with Firm:

Nationality:

Membership in Professional Societies:

Detailed Tasks Assigned:

Key Qualifications:

[Give an outline of key staff member's experience and training most pertinent to tasks assignment. Describe *degree of responsibility held* by each staff member on relevant previous assignments and give dates and locations. Use up to half a page.]

Education:

[Summarize college/university and other specialized education of each staff member, giving names of schools, dates attended and degrees obtained. Use up to a quarter page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by each staff member since graduation, giving dates, names of employing organization, title of positions held and location of assignments. For experience in *last ten years*, also give types of activities performed and client references, where appropriate. Use up to three-quarters of a page.]

Languages:

[Indicate proficiency in speaking, reading and writing of each language: excellent, good, fair, or poor.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these biodata correctly describe me, my qualifications and my experience.

*Signature of or authorized officer from the bidding firm*

Date:

*Day/Month/Year*

(TO BE INCLUDED IN THE FINANCIAL PROPOSAL)

**PRICE SCHEDULE FORM**  
The price schedule should indicate the following

N°	Description	PRICE	COUNTRY OF ORIGIN
1	INTEGRATED PLATFORM FOR RISK ASSESSMENT		
2	Installation and implementation		
3	Integration		
4	Training (technical and functional aspects)		
5	Annual license fee		
6	Warranty (minimum one year, please indicate the coverage of the warranty)		
7	Support and maintenance after 1 year Warranty - year 2 - year 3 year 4 - year 5		
8	Local support (if required please specify)		

**Please note that this is only a summary page. Bidders are required to provide detailed Pricing breakdown to enable the bank assess the computations and carry out arithmetic checks. If there is a difference between the total amount and the detailed price, the detailed price will prevail.**

**Payment schedule**

N°	Description		Amount
1	INTEGRATED PLATFORM FOR RISK ASSESSMENT	To be paid upon delivery and	
2	Installation and implementation and Integration	To be paid upon successful integration	
3	Training (technical and functional aspects)	To be paid after training	
5	Annual license fee for the first year	To be paid after live run	
6	Warranty (minimum one year, please indicate the coverage of the warranty)	To be paid after live run of the system	
7	Support & maintenance 2 <sup>nd</sup> year	To be paid on the second anniversary	
	Support & maintenance 3 <sup>rd</sup> year	To be paid on the third anniversary	
	Support & maintenance 4 <sup>th</sup> year	To be paid on the fourth anniversary	

8	Support & maintenance 5 <sup>th</sup> year	To be paid on the fifth anniversary	
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<b>APPENDIX F: CHECKLIST OF DOCUMENTS TO BE INCLUDED IN THE PROPOSAL</b>		
	<b>Checked by the Bidder “(Y/N)”</b>	<b>Indicate page number of the document</b>
The bidder should use this checklist for ensuring that his proposal complies with all requirements of this RFP.		
The bidder should respond in the column labeled “(Y/N)” and insert the original of this checklist in the external envelope, in addition to the technical and financial envelopes.		
Documents to be provided for Proposals are:		
Functional description and technical characteristics of all equipments (including manufacturer's guarantee) and description of related services;		
Bid estimates indicating prices in accordance with the sample in the Annex IV (including the financial and annual maintenance bid)		
Financial statements for the latest past three years.		
Brief Description of three similar projects carried out;		
Full name and address of the manufacturer's representative closest to the consignee, who can provide after- sales-service, spare- parts and warranty services;		
Proof of Partnership Status- Updated		
Any other relevant Documentation such as proof of competence for Project Management.		
Proof that goods will come from the ADB Member countries		
Project Plan		
Solution Low level desing		
Risk Management Proposal		
Capacity building and knowledge transfer program		
Bill of Material filled up		
Price Schedule		
Payment schedule		
Administrative documents:		
A copy of the trade register and articles of association of the company		
A tax attestation as provided for by the regulations in force, not more than six (6) months old		

A certificate of subscription to the local social security organization, not more than six (6) months old ( Optional) The contact addresses (including telephone and fax numbers) of the persons representing the bidder and empowered to sign		
The qualifications information form (duly completed) with the CVs (curriculum vitae) of the proposed key staff		
External Envelope		
Both internal envelopes have been placed together in a large single sealed envelope called "external envelope". Refer to <b>(Annex 1 Item 5)</b>		
The external envelope is anonymous and, carries only the label specified in the RFP data sheet which has been photocopied and placed on the external envelope		
The original of this checklist duly filled in is placed in the external envelope.		

**African Development Bank  
Temporary Relocation Agency**



**Corporate Procurement Division  
Fax Number: + (216) 71 835 249**

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**Evaluation Criteria**

**1. DETAILS OF THE EVALUATION**

To be responsive, offers must contain all information required in each envelop as described above. Responsive offers will be the subject of a three-stage evaluation procedure detailed as follows:

- a) A pass/fail assessment will be carried out to determine whether the proposals meet the minimum pass/fail criteria indicated in 2, below.
- b) Technical proposals determined to meet the minimum pass/fail criteria shall be evaluated using a two stage evaluation procedure, as indicated under point 3 below.
- c) Firms scoring less than 75 points will be rejected and their financial proposals returned unopened.
- d) The financial evaluation will be carried for bids which have satisfied the minimum technical evaluation score of 75 points..

**2. EVALUATION AND COMPARISON CRITERIA**

The bids will be examined for responsiveness using the pass/fail criteria described here. The Bank will determine best technical bid.

MANDATORY EVALUATION CRITERIA (PASS/FAIL)

CRITERIA	YES	No
<b>Eligibility Criteria:</b> Interested companies must originate from one of the Bank's member countries listed in the request for Proposals.		
<b>Financial Criteria:</b> Audited Financial Statement for the past three years (2006, 2007 and 2008) must be provided		
<b>Manufacturer's authorization:</b> (If applicable) <ul style="list-style-type: none"> <li>• Reseller Agreement</li> <li>• Annual Qualification</li> <li>• Sales Certification</li> <li>• Technical Certification</li> </ul>		
<b>General and Specific Experience Criteria:</b> The bidder should have a minimum of five years' experience, and shall have successfully implemented as a principal integrator of the solution, three projects of a similar nature and complexity (the Bank reserves the right to check references).		
<b>Country of origin:</b> Products should be from AfDB Member countries (see <b>Annex 7</b> )		
Remarks (Accept/ Reject for the next Stage)		

### 3. TECHNICAL EVALUATION CRITERIA (weight =75%)

To be responsive, and to be legible for further evaluation, Bidders must comply with the Pass/fail criteria indicated above and further evaluation will be carried out for Offers that qualify for the next stage will as follows.

(a) Technical Evaluation Criteria (Part I)	Points	Score
- General information and response to questionnaire on software functionalities provided in <b>Annex 4</b> .	<b>30</b>	
- Reporting and Integration capabilities	<b>5</b>	
- Response to case study.	<b>35</b>	
Information on project implementation phase and technical assistance. <ul style="list-style-type: none"> <li>• Project Plan and Methodology for implementation</li> <li>• Training program (how many people, where, when, brief contents of the training, Suitability of knowledge transfer...)</li> <li>• Demonstrated initiative indicating how the bidder is or intends to be environmentally and socially responsible</li> </ul>	<b>5</b> <b>3</b> <b>2</b>	
Qualification and quality of proposed key personnel	<b>10</b>	
Implementation Risk Management Indicate possible risk areas and demonstrate how to address or mitigate such risk during implementation of the project.	<b>5</b>	
Professional reputation of the firm and relevant experience in the area of enterprise wide risk management services such as experience of the firm in working with multilateral development banks or multinational financial institutions (one MDBs or ten financial institutions account for 5 points)	<b>5</b>	
<b>Total Marks</b>	<b>100</b>	

**In order to confirm the results of the technical evaluations, the Bank requires that Bidders that obtained the best technical score above the minimum score of 75 points, attend a live demonstration at the Bank's premises or remotely to present their Integrated Platform for Risk Assessment and the case study, at the cost of the Bidder. The purpose of the presentation is first to show the interface and the environment of the Software and second to discuss results of the case study and run additional simulations.**

#### Demo Evaluation Criteria

(b) Demo Evaluation Criteria (Part II)	Points	Score
- Simulations related to the case study and running additional simulation	<b>40</b>	
- Interface and environment of the Software	<b>15</b>	
- Easiness to import/export data	<b>15</b>	
- Example of system integration (with Excel, SAP or Others)	<b>15</b>	
- Reports generation and Office document (word) integration	<b>15</b>	
<b>Total Marks</b>	<b>100</b>	

## **Final Technical Score**

$$\text{Final Technical Score} = 60\% \times \text{Technical score} + 40\% \times \text{Demo score}$$

Bidders who will meet a minimum of 75% final technical score will be eligible to be considered for the next stage

### **4. FINANCIAL EVALUATION**

**The Selection of will be based on technical quality only. The award shall be made to the bidder receiving the highest final technical evaluation score (above 75%) and ranked no "1" and with whom satisfactory price and terms can be negotiated and agreed.**

**The Financial Proposal of the firm with the highest technical scores will be opened and price negotiation will be carried out. If negotiation with the highest bidder is not successfully concluded the Bank will enter into negotiation with the next bidder with technical scores of more than 75%.**

For purpose of evaluation, the Bank will convert all bid prices expressed in the currency of the RFP in which the bid price is payable, into the Bank's Units of Accounts (UA) by using the Bank's monthly moving average rate for the applicable month (deadline for submission of proposals).

**African Development Bank  
Temporary Relocation Agency**



**Corporate Procurement Division  
Fax Number: + (216) 71 835 249**

**Date: 07 April 2011**

**List of Member Countries of the Bank**

<b>REGIONAL COUNTRIES</b>			
1. Algeria	2. Angola	3. Benin	4. Botswana
5. Burkina Faso	6. Burundi	7. Cameroon	8. Cape Verde
9. Central African Rep.	10. Chad	11. Comoros	12. Congo
13. Côte d'Ivoire	14. Democratic Rep of Congo	15. Djibouti	16. Egypt
17. Equatorial Guinea	18. Eritrea	19. Ethiopia	20. Gabon
21. Gambia	22. Ghana	23. Guinea	24. Guinea Bissau
25. Kenya	26. Lesotho	27. Liberia	28. Libya
29. Madagascar	30. Malawi	31. Mali	32. Mauritania
33. Mauritius	34. Morocco	35. Mozambique	36. Namibia
37. Niger	38. Nigeria	39. Republic of South Africa	40. Rwanda
41. Sao Tome & Principe	42. Senegal	43. Seychelles	44. Sierra Leone
45. Somalia	46. Sudan	47. Swaziland	48. Tanzania
49. Togo	50. Tunisia	51. Uganda	52. Zambia
53. Zimbabwe			
<b>NON REGIONAL COUNTRIES</b>			
1. Argentina	2. Austria	3. Belgium	4. Brazil
5. Canada	6. China	7. Denmark	8. Finland
9. France	10. Germany	11. India	12. Italy
13. Japan	14. Korea	15. Kuwait	16. Netherlands
17. Norway	18. Portugal	19. Saudi Arabia	20. Spain
21. Sweden	22. Switzerland	23. United Kingdom	24. United States of America

