

**In-House Consultant for PPP Project of Economic Research  
Institute for ASEAN and East Asia**

**REQUEST FOR PROPOSAL**

**Economic Research Institute for ASEAN and East Asia (ERIA)**

January, 2010

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## **ARTICLE 1 PURPOSE AND OBJECT OF THE REQUEST FOR PROPOSAL**

ERIA is issuing this Request for Proposal for: IN-HOUSE CONSULTANT FOR PPP PROJECT OF ECONOMIC RESEARCH INSTITUTE FOR ASEAN AND EAST ASIA (ERIA).

The tasks to be assumed by the selected consultant are described in the annexed "Terms of Reference".

## **ARTICLE 2 TERMS AND CONDITIONS OF THE REQUEST FOR PROPOSAL**

### **2.1 Composition of the Request for Proposal**

The documentation relating to the Request for Proposal includes "Terms of Reference" annexed.

### **2.2 Proposal**

All Proposal will be treated as contractually binding for the Bidder and the Bidder shall consequently date and sign the documents mentioned above, as well as any document in support (including its proposal of man-hour rate), and initial each page of each document.

### **2.3 Duration of Proposal validity**

Proposal shall remain valid for one hundred eighty (180) calendar days, as from the deadline for receipt of Proposal.

### **2.4 Additional information**

Should any problems of interpretation arise in the course of drawing up the Proposal documents, Bidders may submit a written request for further information to the address indicated below, no later than two (2) calendar days before the deadline for the receipt of Proposal. All Bidders will be advised of

the answers given to such questions. ERIA reserves the right not to answer the request if ERIA judges them to be irrelevant.

E-MAIL: Inhouseconsultant@eria.org

MAIL: Request for Proposal: "IN-HOUSE CONSULTANT FOR PPP PROJECT OF ECONOMIC RESEARCH INSTITUTE FOR ASEAN AND EAST ASIA (ERIA)"  
Annex Office, Sentral Senayan 2, 21st floor, Jalan Asia Afrika no.8  
Gelora Bung Karno, Senayan, Jakarta Pusat 10270, Indonesia

## **2.5 Extension of the deadline for receipt of Proposal**

ERIA reserves the right to extend the deadline for receipt of the Proposal. In that case, all the Bidder's and ERIA's rights and duties will be subject to this new deadline.

## **2.6 Expenses**

Proposals are not paid. No reimbursement of expenses related to the preparation of any Proposal will be made by ERIA.

## **2.7 Confidentiality**

The Request for Proposal and any further information communicated to the Bidder or which come to his knowledge in the course of the Request for Proposal and the performance of the work are confidential and are strictly dedicated to the purpose of the Request for Proposal. ERIA reserves the right to have all material returned at the end of the Request for Proposal process.

## **ARTICLE 3 INSTRUCTIONS TO BIDDERS**

### **3.1 Formation of Service Provision (Details are described in Terms of Reference)**

- PPP Expert with successful records, full time staff (basically stationed in ERIA office), 1 person.
  - Back-office support to be provided to make up financial and/or legal expertise including necessary coordination with outsourced legal firm.
- If Consultants' works for ERIA have a matter of concern with the selected Bidder work, confidentiality arrangement will be made with the Consultants.
- The above formation is provisional. Other form may be proposed by the selected Bidder for consideration.

### **3.2 Duration**

February 2010 – March 2010 (2 months) as the primary period. Possibility of extension to be discussed.

### **3.3 Required Information**

- a. Manhour rate
- b. Past record of PPP project involvement including regulatory, institutional, financial, and legal aspects
- c. Nomination of full time / part time staff with CV
- d. Explanation on the back office support formation as company
- e. The reason for expressing an interest to this Request for Proposal

Proposals shall be entirely drafted in English and shall be submitted:

- Before the deadline date of receipt of the Proposals;
- In ten (10) copies in paper format and 2USBs of including all necessary papers;
- In an sealed double envelope bearing the words:  
"IN-HOUSE CONSULTANT FOR PPP PROJECT OF ECONOMIC RESEARCH INSTITUTE FOR ASEAN AND EAST ASIA (ERIA)"
- To the following address:

ERIA (Economic Research Institute for ASEAN and East Asia)  
Annex Office, Sentral Senayan 2, 21st floor, Jalan Asia Afrika no.8  
Gelora Bung Karno, Senayan, Jakarta Pusat 10270, Indonesia

**The deadline date for receipt of Tenders is  
[28th] [Thursday] of January 2010, 5:00 pm. (Jakarta time).**

Proposals which are received or whose formal acknowledgement of receipt is dated after the deadline for receipt specified above, as well as those submitted in unsealed envelopes, as well as Proposals which do not fully comply with the Terms of Reference, may be rejected.

Bidders shall inform e-mail address to ERIA (e-mail address indicated above "2.4 Additional information") for the contact from ERIA when Bidders decide to send proposal.

### **3.4 Evaluation criteria**

Evaluation philosophy and criteria will be defined by ERIA on its own discretion.

## **ARTICLE 4 INFORMATION TO BIDDERS**

All Bidders will be informed, whenever possible, of the decision taken on their Tenders.

I declare having read the terms of the present instructions and agree to comply with said terms should (please insert here the name of your entity).....be selected to carry out the Contract.

Done at:

Date:

Signature

## **ANNEX**

1 Term of Reference

### **In-house Consultant (the “PPP Advisor”)Scope of Work(TOR)**

1. Review the Tender Documents including TOR to understand the purpose and back ground of the Feasibility Study Consultant(“Consultant(s)”) tender for IDEC( Indonesian Economic Development Corridor), Philippine, Mekong, Thai, and India.
2. Review the selected bidders’ bid documents to grasp their capability, experience, staffing, etc. relevant to their consultancy work.
3. Attend Working Group meetings and other relevant meetings to monitor the progress of the consultancy work, and identify issues, If any, and provide advice and opinion when it is useful.
4. Provide expertise, insight, view point, and analysis useful for the Consultants in regard to PPP related aspects of the consultancy work focusing on structuring viable PPP Framework including government support or guarantee, Viability Gap Fund, as well as debt/equity financing scheme so that the Consultants may produce solid detailed feasibility studies leading to successful project implementation down the road.
5. Review the bid packages, information memorandum, legal documents pertaining to the tender process for potential investors and creditors.(Part of this scope item may be outsourced with reliable legal firm under the responsibility of the PPP Advisor.)
6. The PPP Advisor shall be responsible for the above tasks in the following projects;
  - IEDC ; 3 pilot projects and several key projects
  - Philippines Luzon Corridor; 2 projects
  - Mekong Corridor; 1 each for Vietnam and Laos, and 2 for Cambodia
  - India Chennai-Ennore Corridor; 1-2 project(s)
  - Thailand Bangkok area; 1 project
7. Provide advisory for ERIA to compose finance chapter of the master plan called “Comprehensive Asian Development Plan(CADP)” calling for various infrastructure projects many of which may be Implemented under PPP scheme.