



Searching Opportunities and Submitting Expressions of Interest

Quick Reference Guide

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Search through advertisements and submit EOIs

CMS allows Firms to search advertisements published in CSRN and send their Expression of Interests (EOIs) for both ADB and EAadministered projects. This Quick Reference Guide (QRG) will assist you on how to look for opportunities published in the system and submit EOIs that focus on the project's requirements.

STEP 1. SEARCHING PUBLISHED OPPORTUNITIES

You can go through the list or use the Search options to find specific opportunities you wish to submit an Expression of Interest (EOI).

- 1. Under the **Search** area, fill in the filter options that you wish to apply.
- 2. Click on Go.
- Look for the project you wish to express interest in.



You can also sort the search results by clicking on the field column headers.

- 4. Click the **View CSRN** icon. This will open the screen displaying CSRN details.
- Review the Profile, Terms of Reference, and Cost Estimate presented in the CSRN page.
- Click on Express Interest.

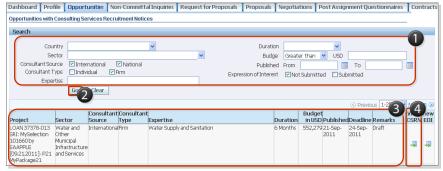


NOTE

When the **Deadline of Submitting EOI** has ended, the **Express Interest** button will no longer be available.



In the Contact Information, you will see the Project Officer's Name or the Contact Person for Inquiries and their corresponding Email Addresses.



Dashboard Profile Opportunities Non-Committee	al Inquiries	Request for Proposals	Proposals	Negotiations	Post Assignment Questionnaires
SC 100027 DEN: Mmmmm Date Published: 10-Oct-2011 Deadline of Submit 5 Ol: 10-Nov-2011 Back Express Interest					
Profile Terms of Reference Cost Estimate					
Selection Profile					
Consultant Type Firm Selection Method Quality and Cost-Based Selection (QCBS)			Technical		national echnical Proposal (FTP)
Selection Title Mmmmm < big>					
Duration of Assignment 12 MONTH					
Additional Information					
Possibility of contract extensi	n O Yes	○ No	Not known		
Possibility of consideration for downstream assignment	nt O Yes	○ No	Not known		
Indefinite Delivery Contract (ID	O Yes	No			
Country of assignment Kiribati					
Country of eligibility for national consultants Same as country of assignment		s country of assignment			
Other informati	n test				
Contact Information					
Project Officer Cristina Agand					
Designation Associate Project Analyst					
Asian Development Bank Email 913610@adb.org.xxx					

STEP 2. SUBMITTING EOI FOR FIRM

Review information of the selected project. Include specific information that focuses on the project's requirements when submitting EOI.

 Optionally enter the firm's CMS Number to submit an EOI with a Joint Venture or a Subconsulting Firm. Click Add Consultant to include in the list.

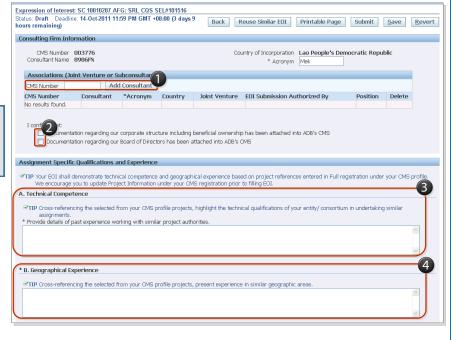


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NOTE

Added consultants are **Subconsultants** of the firm unless **Joint Venture** button is ticked. Address the additional fieldbox and checkbox that appears after adding consultants.

- Tick checkboxes to confirm attachment of corporate structure and Board of Directors memo into your CMS profile.
- Under Technical Competence field, enter details on previous working experience to highlight technical qualifications of your entity/ consortium.
- Under the Geographical Experience field, enter details on previous working experience to present firm's experience in similar geographic areas.







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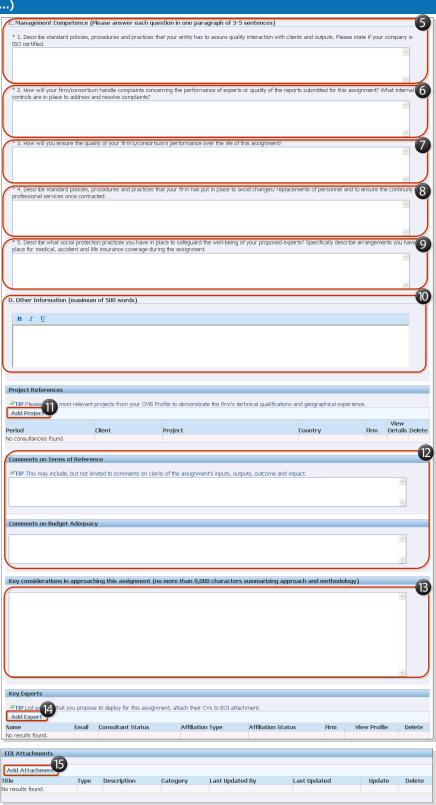
STEP 2. SUBMITTING EOI FOR FIRM (CONT...)

- Under Management Competence, state your firm's standard policies, procedures and practices to ensure quality of work that will be rendered once chosen to be engaged. State if your firm is ISO certified.
- State how your firm will handle complaints concerning the outputs of experts or quality of the reports submitted for this assignment; detail firm's course of action or procedure for these kinds of circumstances.
- Define how you will **ensure consistent** quality for your firm's performance over the entire duration of the assignment.
- Indicate firm's course of action to ensure that the team will remain intact over the period of the given assignment for the sake of professional service coherence.
- Enumerate firm's **social protection** measures allotted for the experts, include various insurance coverage.
- 10. You can use the Other Information Field to add more details.
- 11. Click Add Project under the Project References. This will lead you to the **Project Reference** area. (see note below)
- 12. Under the Comments on Terms of **Reference and Comments of Budget** Adequacy field, you may add comments on clarity of the assignment's inputs, outputs, outcome and impact.
- 13. Under the **Key considerations in** approaching this assignment field, you may add items that would help your approach on the project.
- 14. Click Add Expert. This will lead you to the **Key Expert** page. (see note below)

NOTE

Upon Clicking the Add Project, and Add Expert buttons, you will be led to a screen where you can tag specific **Projects**, and **Key Experts** defined in your **Profile**.

- Tick the checkbox to select a Project, and Key Expert you wish to include in the EOI.
- 2. Click **Select** to apply. This will lead you back to the Expression of Interest page.



15. Click Add Attachment to add additional information relevant to the EOI. This will

lead you to the Add Attachment page.

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Cancel Add Another

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STEP 2. SUBMITTING EOI FOR FIRM (CONT...)



Upon Clicking **Add Attachment**, you will be led on this page.

- Under the Attachment Summary Information, optionally fill in the fields with a brief description for the attachment
- Under the Define Attachment, you can either Browse for a file in your computer, type in the URL, or add Text as an attachment.



Attaching files that are not formatted in PDF will yield an error message. Make sure that files are formatted correctly.

Click Add Another if you wish to add more attachment

3. Click **Apply**. This will lead you back to the previous screen.

TID

Attachment Summary Information

Define Attachment

Eligibility Declaration

Title

Category Others

Fype (•) File

OURI

○ Text

Click **Add Another** if you wish to add more attachments. Repeat steps 1-3.

Back Reuse Similar EOI Printable Page

 Make sure that all checkboxes under Eligibility Declaration are addressed and ticked



You can modify submitted EOI before the deadline by clicking **Back to Draft**. If you have made changes, you must resubmit the modified EOI.

- 17. After all steps have been done, Click Save.
- 18. Click Submit.

le understand that any misrepresentations that knowingly or recklessly mislead, or attempt to mislead may lead to the automatic rejection of the proposal or ancellation of the contract, if awarded, and may result in further remedial action, in accordance with ADB's Anticorruption Policy

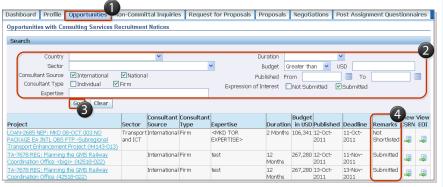
STEP 3. VIEWING THE STATUS OF THE EOI

After submitting the EOI, you can check the status in the **Opportunities** tab.

- 1. Go to the **Opportunities** tab.
- Under the Search field, fill-in the fields for filtering options.
- Click Go.
- 4. You will be able to check the status of the EOI under the **Remarks** category.



If you have been included in the shortlist, your status will be marked as **Shortlisted**.





CONTACT INFORMATION



For user/technical support

CMS IT User Support - cmshelp@adb.org



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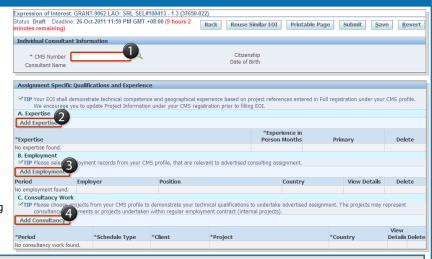
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SUBMITTING EOI FOR INDIVIDUAL CONSULTANT THROUGH A FIRM

To express interest for individual consultants, tick the **Individual** checkbox when searching for opportunities. Click on **Express Interest** to move to the **Expression of Interest** page.

- Enter the expert's CMS Number .
- Click **Add Expertise.** This will lead you to the **Expertise** page.
- Click Add Employment. This will lead you to the **Employment** page.
- Click Add Consultancy. This will lead you to the Consultancy Work page.

For each of the above steps, see note on submitting EOI below.



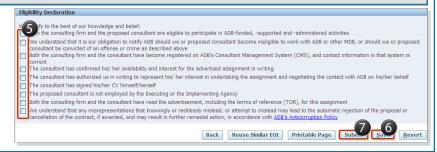


Clicking Add Expertise, Add Employment, or Add Consultancy buttons will lead you to a screen to tag specific Expertise, Employment and Consultancy Records defined in the expert's **Profile**. This highlights work experience related to the consulting needs required by the project.

Tick the checkbox to select **Expertise**, **Employment** records, and **Consultancy** projects you wish to include in the EOI.



- Click **Select** to apply. This will lead you back to the **Expression of Interest** page.
- Make sure that all checkboxes under Eligibility Declaration are addressed and
- After all steps have been done, Click Save.
- Click Submit.



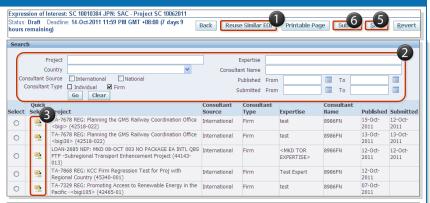
REUSING SIMILAR EOI

You can reuse the same **EOI** as a template to submit to various projects.

- In the **Expression of Interest** screen, click Reuse Similar EOI button.
- Fill-in the search filter to find the previously submitted EOI. Click Go.
- Click on Quick Select icon. A Warning screen will appear asking confirmation overwriting existing data in your current EOI.
- Click **Yes** to be lead back to the **EOI** page.
- Click Save.
- Click Submit. 6.



You can include or delete information to make sure the EOI is still focused on the project's requirements. (please see Step 2)



This action will overwrite the existing data in your EOI and cannot be undone. Proceed to

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