Part A [To be completed by the Executing Agency]

Loan/Grant (Country) (No.): Title
Package/Component: _______________________

Name of Executing Agency (EA): _______________________________________________________
_______________________________________________________

Report Submitted by:
Name: ____________________________________________________________________________
Signature: __________________________________________________________________________
Designation: _______________________________________________________________________

Date Submitted: ___________________________

Date of EA Consultant Selection Committee-Financial Proposals Evaluation-Overall Ranking (CSC-FEV/OR) Meeting: _________________

Checklist of Attached Documents (For 1st Review): In case of succeeding reviews, please attach only the information or documents requested in the latest review.
[Note: All Forms EV 4.1 to EV 7 must be ADB standard template and duly signed as required]

Attachment 1: Record of Attendance at the Opening of the Financial Proposals (Form EV 4.1) □ Yes □ No

Attachment 2: Record of Technical Score and Proposal Prices at Opening of Financial Proposals (Form EV 4.2) □ Yes □ No

Attachment 3: Completed Summary Evaluation Sheet of Individual Firm’s Financial Proposal (Form EV 5) □ Yes □ No

Attachment 4: Completed Summary Evaluation Sheet of Financial Proposals (Form EV 6) □ Yes □ No

Attachment 5: Completed Financial Proposal Price Adjustments (Form EV 6.1) □ Yes □ No

Attachment 6: Completed Summary Proposal Ranking Sheet (Form EV 7) □ Yes □ No

Attachment 7: Narrative Comments on the Evaluation of Financial Proposals, noting any corrections in the Financial Proposals. [Related information may be contained in one place to facilitate one-stop review.]
□ Yes □ No

Attachment 8: Copy of Previous Communications with OSFMD Procurement Specialist related to items covered by this Submission Document (if any) □ Yes □ No

Attachment 9: Minutes of EA CSC-FEV and Overall Ranking Meeting
[The Minutes of EA’s CSC-FEV Meeting should include narrative comments on adjustments/corrections made to the financial proposals of the firms.]
□ Yes □ No

Attachment 10: Updated Consultant Recruitment Activities Monitoring (CRAM) Sheet [Indicate in the CRAM the reasons for any delay, and any remedial action taken.]
□ Yes □ No

1 Submission 3 does not apply to the QBS method.
### Names of EA CSC Members*

[List the names of members according to ministry/department/agency and designation in a table format. Please provide additional rows in the Table below, if required.]

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<thead>
<tr>
<th>Name</th>
<th>Ministry/Department/Agency</th>
<th>Designation</th>
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* Is there any consultant in the EA’s CSC Meeting?  
  ☐ Yes  ☐ No

If Yes, please state whether potential or actual conflict of interest exists.  

1. Date of ADB’s Endorsement of the Technical Proposal Evaluation Report: __________________________

2. Results of EA’s Financial Proposal Evaluation and Final Ranking:

   - **For QCBS**

     | Rank | Firm | Technical Points (%) | Financial Points (%) | Overall Points |
     |------|------|-----------------------|-----------------------|----------------|
     |      |      |                       |                       |                |
     |      |      |                       |                       |                |
     |      |      |                       |                       |                |

   - **For FBS/LCS**

     | Rank | Firm | Technical Score | Financial Proposal Price |
     |------|------|-----------------|--------------------------|
     |      |      |                 |                          |
     |      |      |                 |                          |
     |      |      |                 |                          |

3. Date of Submission of Outstanding Documents/Information required under Conditional Approval in Submission 2 review (if applicable) __________________________

4. **Form EV 4.2**: Financial proposed prices of each firm recorded as per FIN-1 including currencies as proposed?  
  ☐ Yes  ☐ No

5. **Form EV 5**: Any of the firms evaluated exceeded the budget based on the Adjusted Total Price (ATP) in Form EV 5?  
  [For Maximum Budget, if yes, please indicate zero (0) in the firms’ financial score points in Form EV 7 (column 6).]  
  ☐ Yes  ☐ No

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2 The EA should confirm that the consultant in the EA’s CSC Meeting does not have any ongoing business associations (whether direct or indirect) with any of the firms or its proposed experts whose financial proposals were evaluated.
6. **Form EV 6:** Figures in Column 2 consistent with the Price at the Opening of Financial Proposals in Form EV 4.2?  
   - Yes □  No □

7. **Form EV 6.1:** [Note: Details of adjustments should be expressed in US$]
   - Taxes required to be deducted? If yes, indicate details in Form EV 6.1  
     - Yes □  No □

8. **Form EV 7:** Financial scores of each firm based on the Evaluated Total Price (ETP)? [Note: For Maximum Budget, if any of the firms’ financial proposals exceeded the ATP in Form EV 5 and Form EV 6, the EA should indicate zero (0) in the financial score in Form EV 7 (column 6).]  
   - Yes □  No □

9. Please confirm if the evaluation was carried out in accordance with the Guidance Notes on Evaluation of Financial Proposal by answering the following questions:
   - [Note to the EA: Please ensure that all questions are cleared prior to requesting review of this Submission 3 document. ADB reserves the right not to process this Submission 3 document in the absence of EA's confirmation to the questions set forth below.]

**Arithmetic Errors:**
   - a) Adjustments applied with reference to para. 4(b) in the Guidance Notes?  
     - Yes □  No □
     If Yes, please list any problem encountered (if any).

**Remuneration: Financial Evaluation following the 2-Step Approach**
   - a) **Comparing Technical Proposal with RFP**  
     - [Reference to para. 4-e-(i)-(a) in the Guidance Notes]
     Did the EA’s CSC-FEV check if the technical proposals meet the minimum person-months inputs indicated in the Data Sheet for international and national key experts?  
     - Yes □  No □

   - b) **Comparing Financial Proposal (FP) with Technical Proposal of the firm**  
     - [Reference to para. 4-e-(i)-(b) and (c) in the Guidance Notes]
     Did the EA’s CSC-FEV compare the person-month input for each international and national positions to make the financial proposal congruent to the technical proposal of the firm? Indicate reference in the EA’s CSC-FEV Minutes

   - c) **Other expenses**  
     - [Reference to para. 4-e-(ii) in the Guidance Notes]
     Any items not priced or omitted in the firm’s financial proposal?  
     - Yes □  No □
     Indicate reference in the EA’s CSC-FEV Minutes

   - d) **Non-Competitive Component**  
     - [Reference to paras. 4-c and 4-d in the Guidance Notes]
     Amounts for Provisional Sums / Contingencies adjusted (+/-)?  
     - Yes □  No □
     Indicate reference in the EA’s CSC-FEV Minutes
e) Discount existing in the firm’s financial proposal? Yes No
   [Note: Firm’s financial proposal should be exclusive of discount.]
   Indicate reference in the EA’s CSC-FEV Minutes ________________________________

f) Any of the financial proposals evaluated contained conditional offer? □ Yes □ No
   [Note: A proposal with conditional offer should be rejected with reference to Para. 4-a-(ii) of the Guidance Notes]
   State conditions proposed and indicate reference in the EA’s CSC-FEV Minutes:
   ______________________________________________________________________
   ______________________________________________________________________

  g) Exchange rate: Conversion to a single currency by the exchange rate indicated in the Data Sheet? [SRFP Data Sheet 26.1] □ Yes □ No

  h) Proposal Validity Period [SRFP Data Sheet 12.1]: Validity period expired? □ Yes □ No
     If yes, the EA should extend the proposal validity period and extension should be communicated to all firms that submitted proposals. Copies of EA’s letter and firms’ responses must be submitted to ADB.

10. Checking of Conflict of Interest [in accordance with the Guidelines on the Use of Consultants by ADB and Its Borrowers (CG)]:

    a) Conflict between consulting activities [CG 1.11(a)] □ Yes □ No

    b) Conflict among consulting assignments [CG 1.11(b)] □ Yes □ No

    c) Relationship with borrower’s staff [CG 1.11(c)] □ Yes □ No

    If yes, state relationship & whether potential or actual conflict of interest exists. ________________________________
    ______________________________________________________________________
Part B [ADB Comments on EA’s Submission]

1. **EA’s Financial Proposal Evaluation and Final Ranking:**
   
a) ____________________________________________________________________________
b) ____________________________________________________________________________
c) ____________________________________________________________________________

2. **EA’s Narrative Comments on the Evaluation of Financial Proposals, including adjustments/corrections made by the EA to the Financial Proposals of the firms (if any):**
   
a) ____________________________________________________________________________
b) ____________________________________________________________________________
c) ____________________________________________________________________________

3. **Other Issues:**
   
a) ____________________________________________________________________________
b) ____________________________________________________________________________
c) ____________________________________________________________________________

4. **Anticorruption Sanction/Terrorism Lists and Performance Evaluation Report (PER) Checking:**
   
a) Is the first-ranked firm (including its Joint Venture Partner/s or Sub-consultant/s) or its experts in ADB Anticorruption Sanction Lists and Terrorism Lists?  
   If Yes, list the name/s of the expert/s. _____________________________________________
   ______________________________________________________________________________

   b) PER of the first-ranked firm (including its Joint Venture Partner/s or Sub-consultant/s) and its experts checked? (Attached as Appendix 1)  
   [Note: Results of PER Checking (Appendix 1) should be retained with the Project Unit]
   ______________________________________________________________________________

   c) External ADB auditor among the firms evaluated?  
   If yes, please obtain clearance from OAI before proceeding. ________________________________________________________________________

5. **Checking of Conflict of Interest [in accordance with the Guidelines on the Use of Consultants by ADB and Its Borrowers (CG)]:**
   
a) Conflict between consulting activities [CG 1.11(a)]  
   ______________________________________________________________________________
   ______________________________________________________________________________

   b) Conflict among consulting assignments [CG 1.11(b)]  
   ______________________________________________________________________________
   ______________________________________________________________________________

   c) Conflict with concerned OSFMD/Project Unit Specialists [CG 1.11(c)]  
   ______________________________________________________________________________
   ______________________________________________________________________________

   If yes, state relationship & whether potential or actual conflict of interest exists: ______________________________________________________________________
Reminders for the Project Unit

1. Subject to Section F of PAI 2.05, upon receipt of the EA’s Submission 3, the project unit ensures that the EA completed all documents required in the submission form before immediately forwarding an electronic copy of the submission to OSFMD-LCU (see PAI 2.05, paragraph 25).

2. The Project Unit will advise the EA to invite the first-ranked firm to contract negotiations.³ The draft negotiated contract following ADB’s standard consultant’s contract should be submitted for ADB’s approval. In case of failure of negotiations with the first-ranked firm, ADB should be advised before the EA can negotiate a contract with the second-ranked firm.

3. The Project Unit will send an updated CRAM sheet to the EA for its monitoring of the recruitment activities.

4. The Project Unit will convey the above decisions and recommendations to the EA.

³ For advance action, contract negotiations should only be scheduled if effectivity of the financing agreement is expected in the immediate or near future unless retroactive financing has been approved. See PAI 2.05, para. 7.
Disclaimer: The review and approval of this submission document is conducted independently and must not serve as a precedent for future reviews.