

General Information on Tender Process

GENERAL INSTRUCTIONS: The tendering process for procurement of IT hardware, software and implementation services by ECO Trade and Development Bank ("ECOBANK") is listed below in general (main stages only):

- a. BIDDERS will submit a signed & stamped "Letter of Intent" ([please click here to get soft-copy of LOI](#)) and ECOBANK "NDA" ([please click here to get softcopy of NDA](#)) and provide the "Circular of Signatures" as original hard-copy documents until July 1st, 2013.
- b. Upon receiving the "LOI" and "NDA" from BIDDERS, ECOBANK will release the Tender Documents covering all the details and instructions for BIDDERS to participate in ECOBANK's tender for procurement of Hardware, Software and Implementation Services.
- c. Depending on necessity, meeting(s) may be held with representatives of BIDDER companies to clarify their question marks around the Tender Documents.
- e. ECOBANK may update the final version of "the Tender Documents" to be used for RFP process. These final documents will be shared with the BIDDER companies and shall not be changed by ECOBANK in the following stages of the tender process.
- f. BIDDER companies will submit their proposal (every page to be signed by authorized signatures) within the deadline with two sealed envelopes (technical response and financial figures) as part of RFP process.
- g. BIDDER companies will be evaluated based on their RFP responses with the Evaluation Criteria firstly on their technical merit. Evaluation results decided by ECOBANK shall not be changed or questioned and no objections from BIDDERS shall be accepted to change the evaluation results after they are announced to all BIDDERS.
- h. On a separate date, financial envelopes will be opened publicly in front of all BIDDERS. Each BIDDER will know each other's OVERALL technical score and OVERALL financial bid without any detailed breakdown.
- i. BIDDERS with the best 3 proposals based on the Evaluation Criteria (%70 technical + %30 Pricing) will be negotiated further by ECOBANK Management.
- j. ECOBANK will make a final decision based on "quality and cost" factors and award the winner.

For any inquiry regarding this tender, please contact via tender@etdb.org.