





PROCUREMENT PROCEDURES

Quick Reference Guide (QRG)

CONFIDENTIAL

This guide has been designed to help bidders acquire a better understanding of the procurement procedures of the eco.business Fund Development Facility (EBF DF) when taking part in a tender process. For this reason, this guide does not substitute the Procurement Procedures document and should only be used as a supportive tool. Please always refer to the Procurement Procedures document when taking part in a tender process, as it details the requirements and specifications of the tender process.

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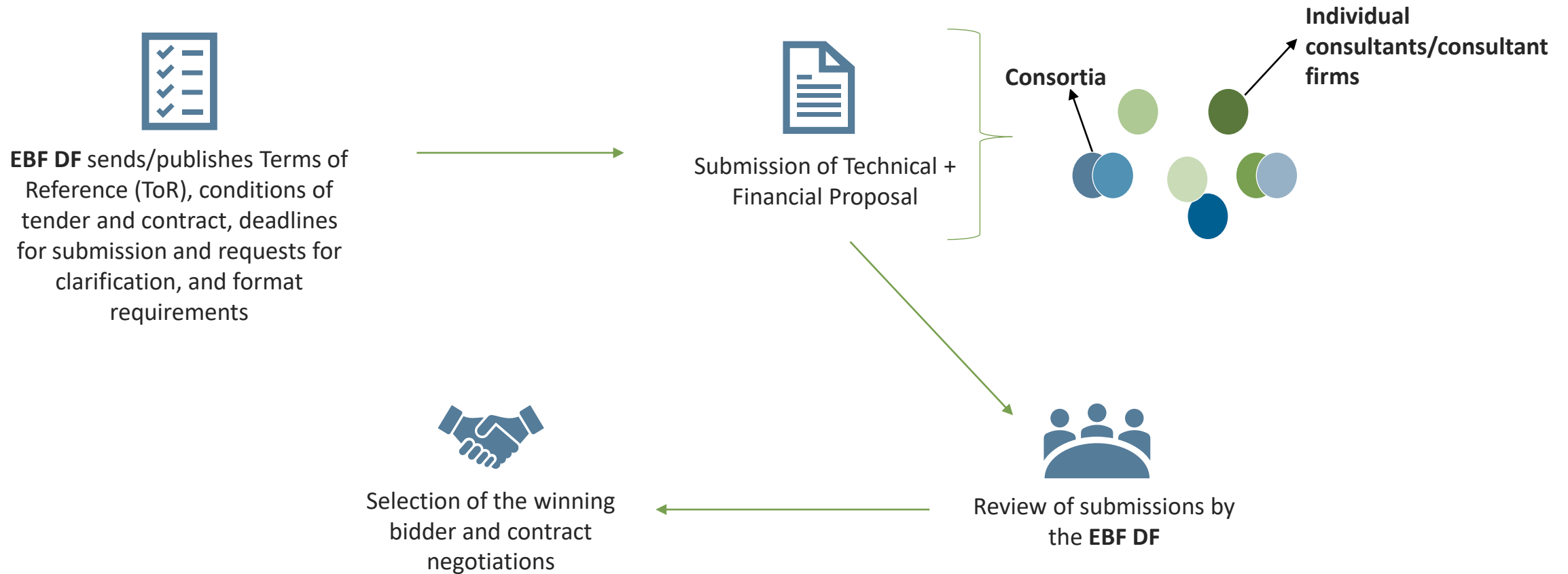
01. INTRODUCTION TO THE ECO.BUSINESS FUND

The fund aims to promote business and consumption practices that contribute to biodiversity conservation, to the sustainable use of natural resources and to mitigate climate change and adapt to its impacts, in Latin America, the Caribbean, and sub-Saharan Africa. The eco.Business fund pursues its mission by providing dedicated financing and technical assistance to financial institutions and businesses committed to environmental practices in unique ecological landscapes both in Latin America and sub-Saharan Africa.

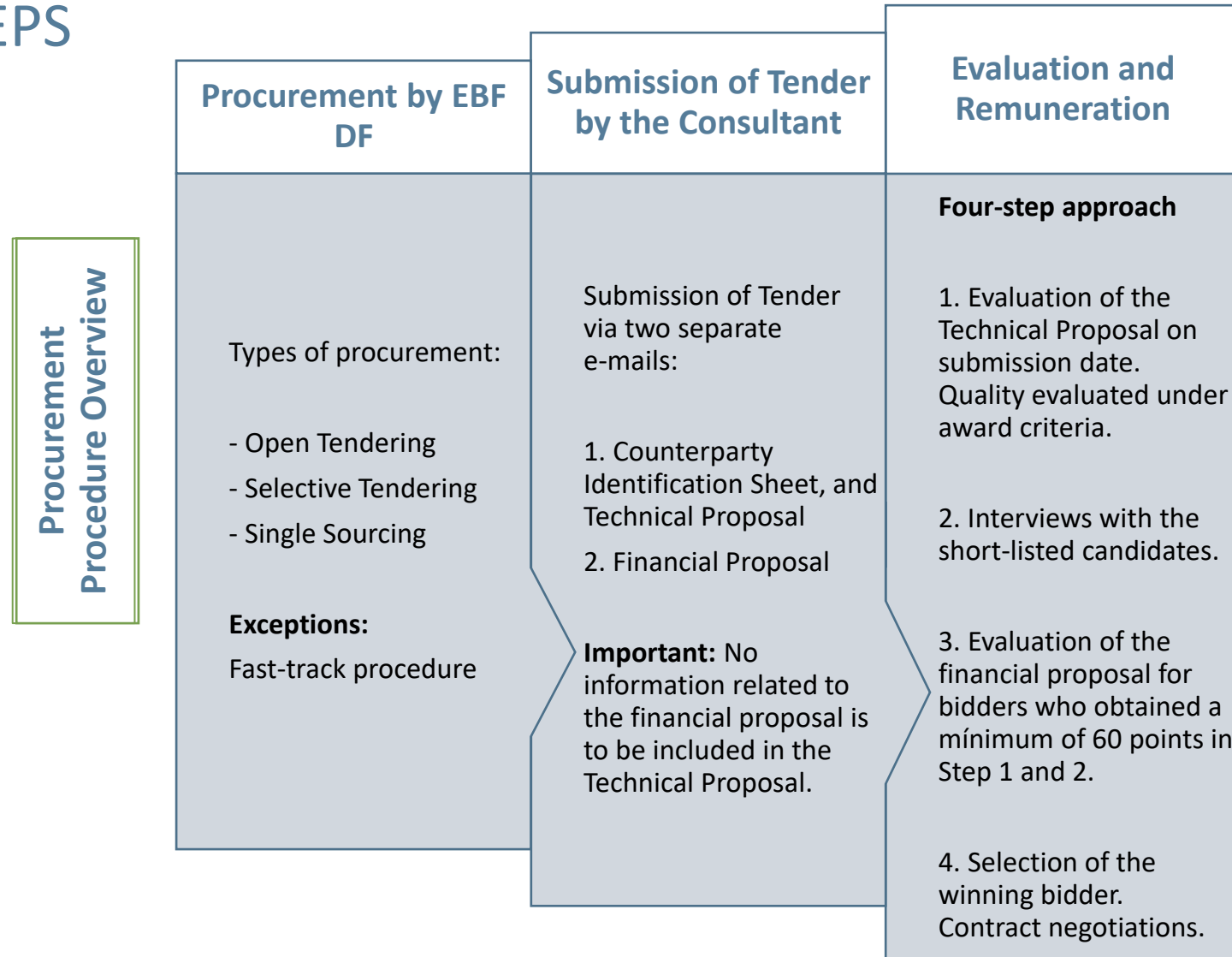
The fund focuses on sustainability in four economic sectors: agriculture and agri-processing, fishery and aquaculture, forestry, and tourism.



02. PROCEDURE OVERVIEW



02. PROCEDURE OVERVIEW: GENERAL STEPS



03. INFORMATION ON TYPES OF PROCUREMENT PROCEDURES

Open Tendering

Public, competitive tendering process allowing all interested parties to submit tenders. Tender notice published in an official procurement Journal, e.g. Devex and on the DF Website.

>200,000 USD

Selective Tendering

EBF DF shortlists a number of candidates and approaches them with a Request for Proposals (RfP).

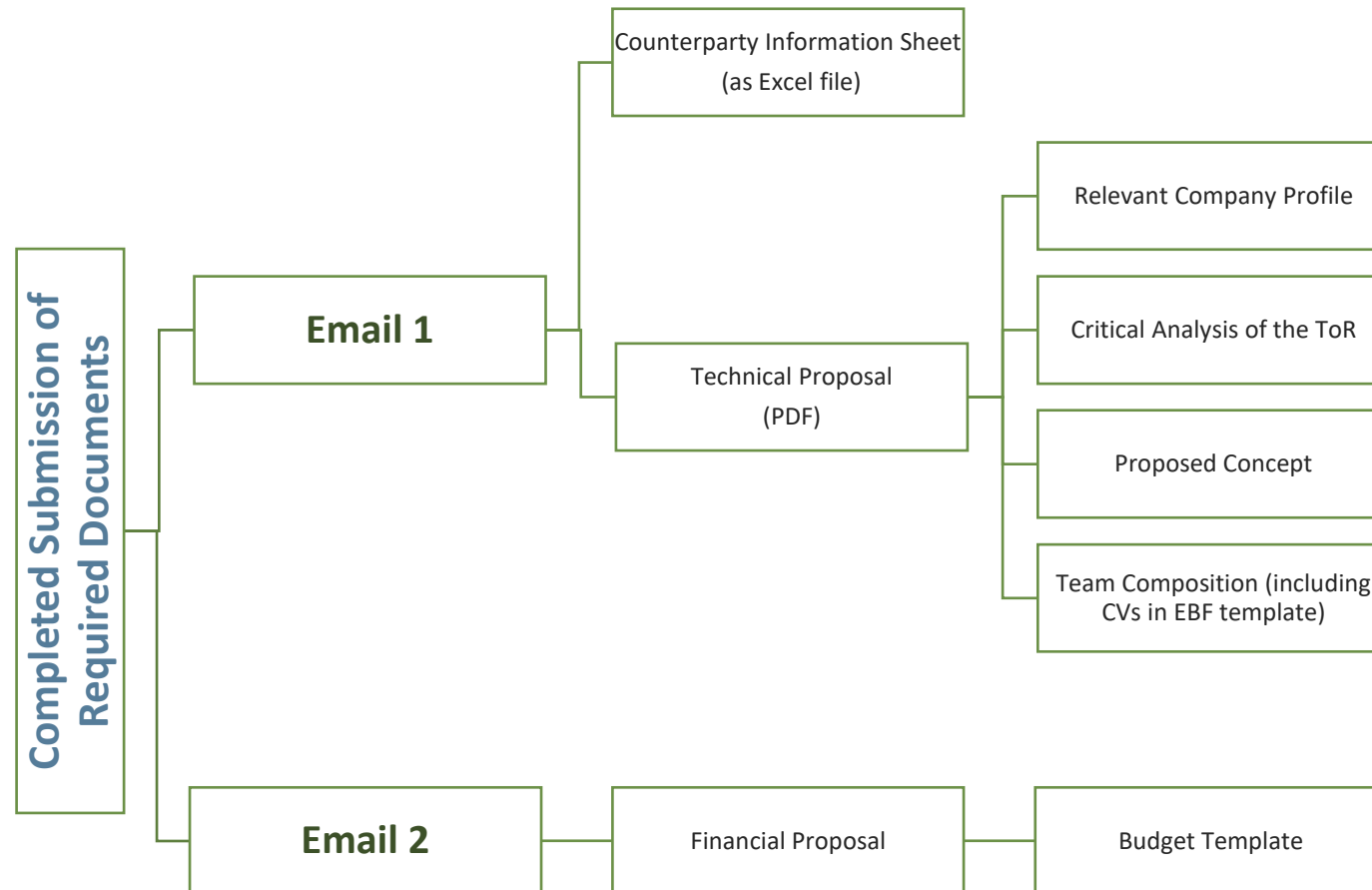
75,000 – 200,000
USD

Single Sourcing

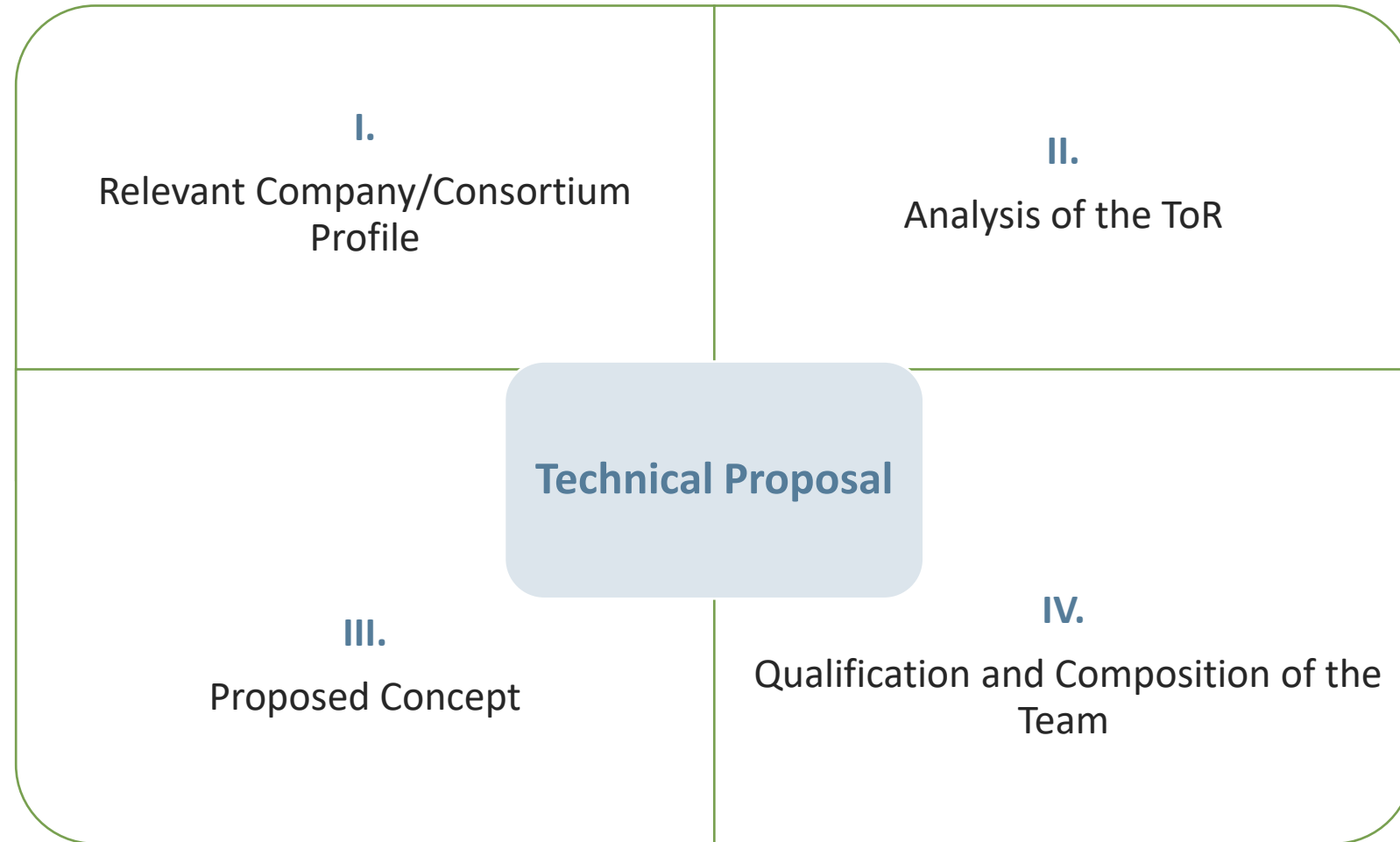
EBF DF approaches a service provider with a track record in the geographical and technical area with the ToR and requests a technical and financial proposal.

<75,000 USD

04. CONTENT OF TENDER: OVERVIEW



04. CONTENT OF TENDER: TECHNICAL PROPOSAL



04. CONTENT OF TENDER: COUNTERPARTY INFORMATION SHEET AND FINANCIAL PROPOSAL

[Fund](#)
[Impact](#)
[Development Facilities](#)
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Tender Documents

Bidders who have been invited to submit a proposal may download the procurement documents here:

Procurement - Quick Reference Guide

[View](#) [Download](#)

Counterparty Information Sheet

[View](#) [Download](#)

CV Template

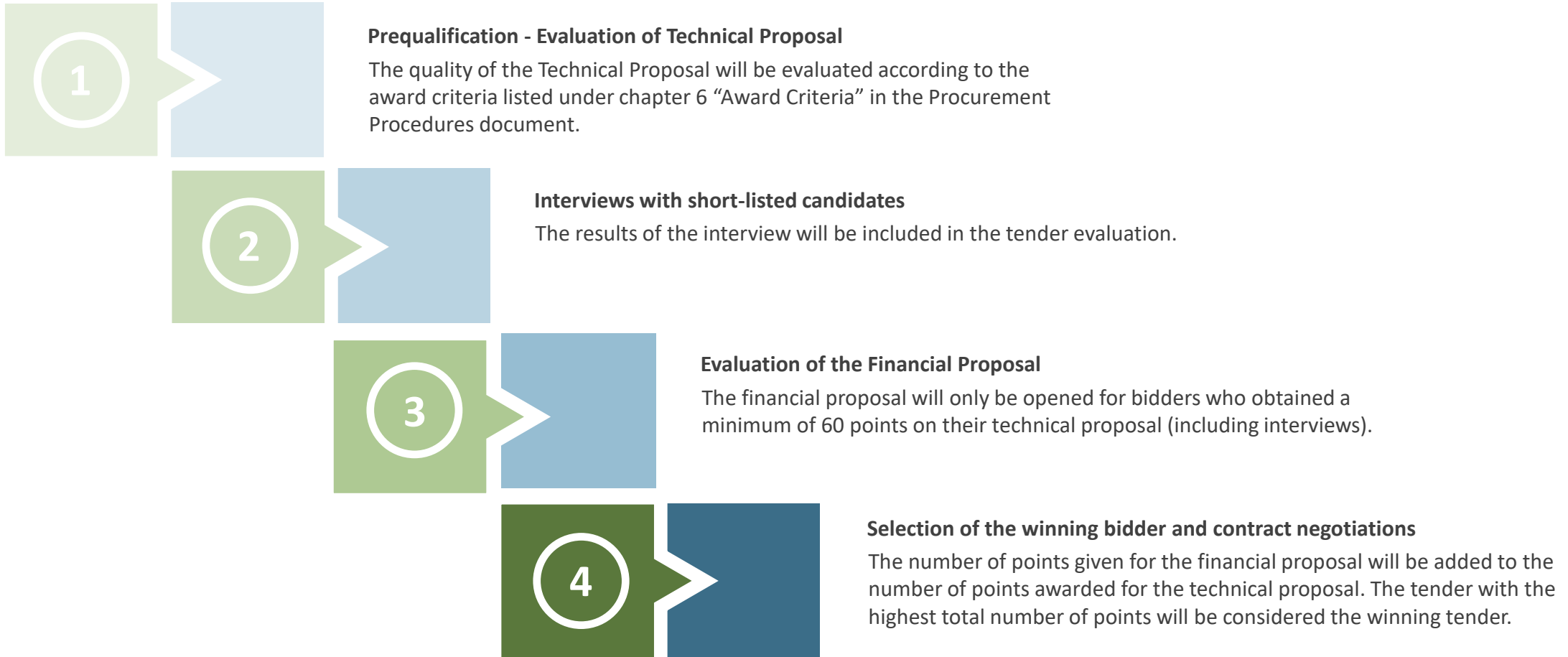
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Budget Template

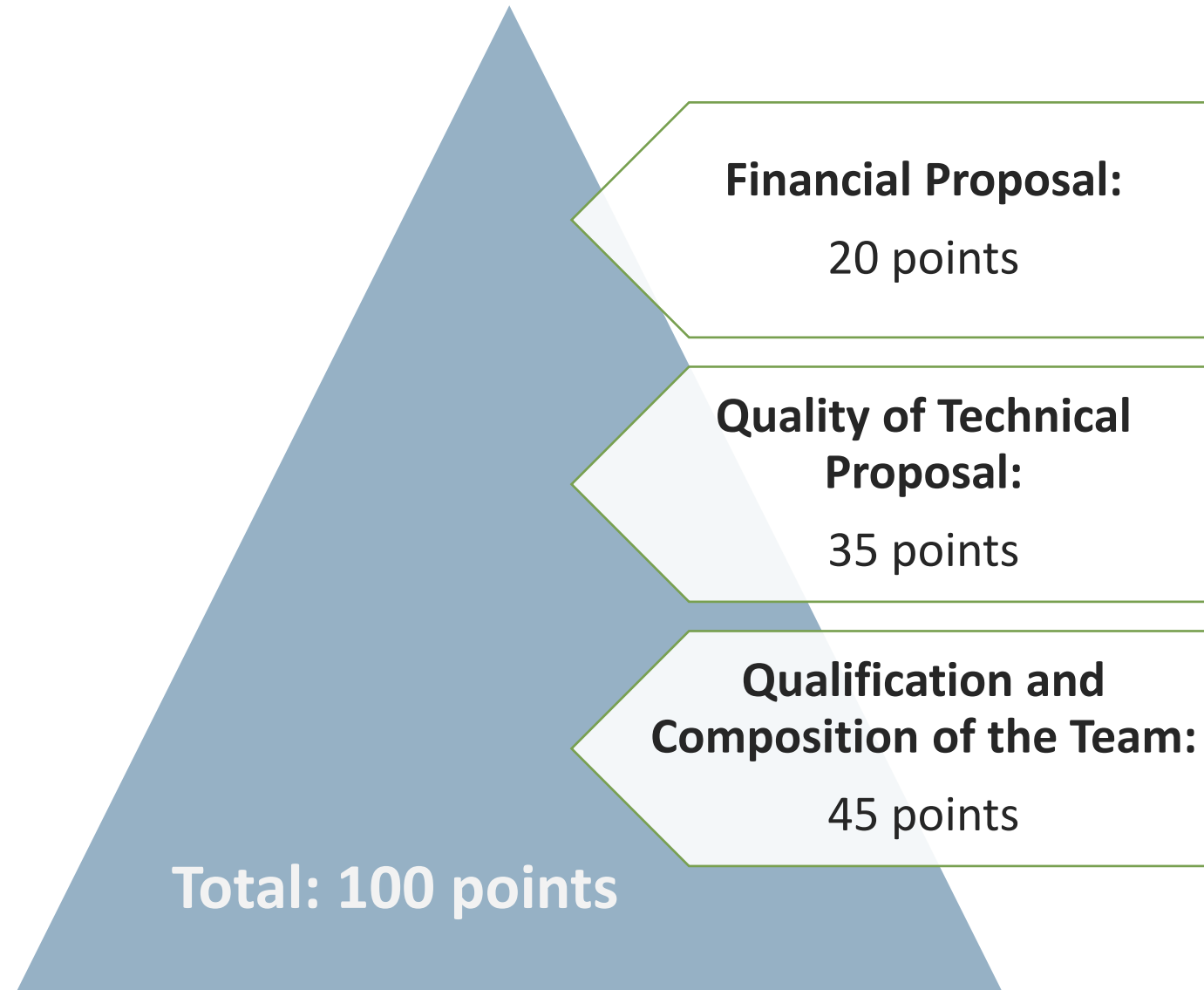
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The Counterparty Information Sheet, CV Template and the Budget Template may be found/downloaded by scrolling down to the bottom of “The Development Facilities” tab on the eco.business Fund website.

05. TENDER EVALUATION: OVERVIEW



05. TENDER EVALUATION: AWARD CRITERIA



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