

Project Summary¹
ANI's Corporate Governance

Project:	Strengthening ANI's Corporate governance
Objectives:	<ul style="list-style-type: none"> Strengthening ANI's corporate governance through the creation of a Corporate Governance Code with gender and inclusion considerations for the institution that improves standard operational procedures and administrative processes.
Procurement process:	<ul style="list-style-type: none"> Call for proposals starts 30 September 2018. Deadline for the reception of intentions of participation and Non-Disclosure Agreements: 07 October 2019 (23:59, Bogotá, D.C., Colombia, UTC-5). Deadline for the reception of inquiries: 14 October 2019 (23:59, Bogotá, D.C., Colombia, UTC-5). Publication of answers to inquiries: 21 October 2019. Call for proposals ends 04 November 2019 (23:59, Bogotá, D.C., Colombia, UTC-5). Analysis of proposals: between 05 and 15 November 2019. Notification of awarding: 18 November 2019.
Administrative requirements:	<p>All bids must include two (2) separate files:</p> <p align="center"><u>DEVELOPER FILE</u></p> <p align="center">GENERAL INFORMATION ON THE DEVELOPER/PROPONENT</p> <p>ABOUT THE DEVELOPER/PROPONENT</p> <ul style="list-style-type: none"> Include a brief history. Describe the organizational structure and management. Explain the services offered and what the most representative business lines have been. Describe any legal proceedings in which the provider has been involved. Include dates, parties involved, reason for law suit, and current status. <p>ABOUT YOUR CLIENTS</p>

¹ This summary is for informational purposes only. Full information is provided in the terms of reference (TORs), available in Spanish. In case of differences, the Spanish version shall prevail.

- Indicate the number of clients you currently have.
- Name your main clients and include the following information:
 - Client Name
 - Date or length of the relationship;
 - Scope of the service provided;
 - Name, phone, and email of the contact person.

YOUR RELATIONSHIP WITH CAF

- Describe any current or past business relationship with CAF.
- Give a detailed description of your experience in this relationship, in the event that it applies.

DOCUMENTATION/INFORMATION ABOUT THE DEVELOPER/PROPONENT

- **FOR CORPORATE ENTITIES:**
 - Document that reports on the corporate entity's capital structure.
 - Two (2) recent audited financial statements.
 - Updated incorporation document of the company.
 - Electronic copy of the Code or Tax Identification Number.(NIT).
 - ID of the Company's Legal Representative.
 - Document certifying the Representative in the event that the representative is not named in the incorporation document.
- **FOR CONSORTIUMS AND/OR TEMPORARY JOINT VENTURES:**
 - Legal documents certifying the consortium and/or temporary joint venture in accordance with the regulations of the country of origin of the consortium or joint venture.
 - Certified copies of the legal filings establishing the Temporary Joint Venture or Consortium.
 - Document establishing the person designated by the Consortium and/or Temporary Joint Venture to exercise the legal representation and who, for the purpose of (this document) shall have full authority with broad and sufficient powers

	<p>to bind the Consortium and/or Temporary Joint Venture. It will include the basic rules governing their relationship and responsibility to compel all members.</p> <ul style="list-style-type: none">○ Terms of participation of each of the members of the joint venture.○ Legal documentation that gives details on the recipient of the fees.○ All information requested for “CORPORATE ENTITIES” (listed above) for each of the companies. <p>The omission of the incorporation documentation of the temporary joint venture or Consortium from the bid cannot be remedied and shall be cause for rejection of said proposal.</p> <p>The members of the consortium or temporary joint venture shall be jointly and severally liable with regard to the obligations contracted with CAF. This shared responsibility shall be clearly stated in the incorporation filing of the consortium or temporary joint venture.</p> <p>In no case shall the consortium or temporary joint venture nor its members acting separately be able to participate in this invitation with more than one bid.</p> <p style="text-align: center;">INFORMATION ON THE PROPOSED SERVICE</p> <p>METHODOLOGY TO BE USED IN THE BID</p> <p>Explain the work methodology to be used in the greatest detail possible while considering the following and the activities and deliverables described in Appendix 3: Technical Specifications:</p> <p>PLANNING</p> <p>Describe the detailed plan of activities, in which is included:</p> <ul style="list-style-type: none">● Activities● Roles● Roles● Major milestones in the development of the job.● Total duration and duration of each part of the job.
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- Estimated commitment (during the time the job takes) of the Developer/Proponent's resources.
- Working premises.
- Risks in the project and factors that are critical for success.
- Work plan with activities and deliverables.

DELIVERABLES

Enumerate and describe the deliverables in accordance with Appendix 3: Technical Specifications.

COMPETITIVE ADVANTAGES

- Describe the competitive advantages the developer has for supporting the project.
- Specify the mechanisms that would be used to ensure that the service will be of high quality throughout the project.

SPECIFIC EXPERIENCE OF THE DEVELOPER/PROPONENT

Describe your specific experience with projects related to the goals in this call for bids based on appendices provided in the terms of reference.

TASK FORCE

Specify the Task Force that will be set up to undertake the project in accordance with the appendices provided in the terms of reference.

LEADER OF THE TASK FORCE

Specify the experience of the leader of the task force in accordance with the appendices provided in the terms of reference.

COST FILE

COST STRUCTURE

Describe the cost structure in detail and specify any other direct or indirect expenses arising from the signing, implementation, and completion of the contract as a result of this selection process that CAF must pay directly if applicable.

	<p>The Developer/Proponent shall be responsible for any obligation related to the payment, withholding, or collection of any tax, levy, or duty required in the country in which the invoices associated with the contract are issued.</p> <p>CURRENCY</p> <p>The value of the bid must be presented in United States Dollars (USD).</p>
Budget and payment conditions:	Up to USD 277,030
Duration:	Up to twenty six (26) months.