



Procurement Procedures

Quick Reference Guide (QRG)

This guide has been designed to help bidders acquire a better understanding of the procurement procedures of the LAGreen Fund Technical Assistance Facility (LAGreen TAF) 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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Introduction to the LAGreen Fund



The Fund aims to promote and contribute to the establishment of the proper conditions for the green bond issuance in Latin America and the Caribbean, supporting the transition towards sustainable capital markets.



Ease access to green bonds for corporates, financial institutions, projects and public sector entities



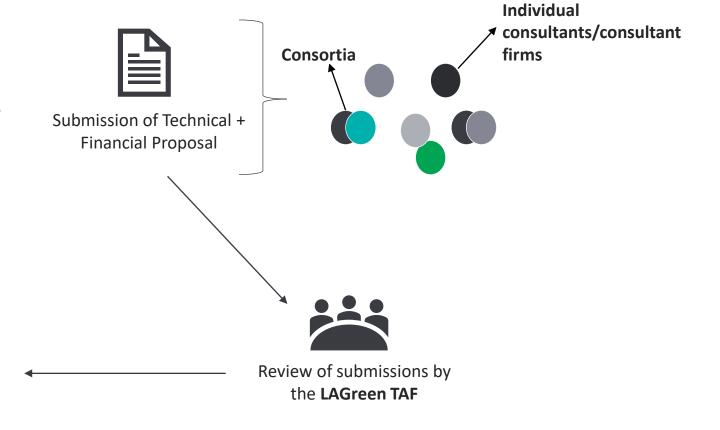
Promote high impact standards for green bonds, both in terms of the impact of the projects supported and in terms of green credentials, reporting, and impact assessment.



Procedure Overview



LAGreen TAF sends/publishes Terms of Reference (ToR), conditions of tender and contract, deadlines for submission and requests for clarification, and format requirements



Selection of the winning bidder and contract negotiations



Procedure Overview: General Steps

Procedure Overview Procurement

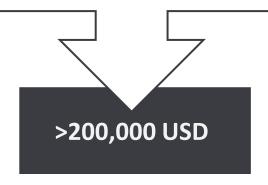
Procurement by LAGreen TAF	Submission of Tender by the Consultant	Evaluation and Remuneration
		Four-step approach
Types of procurement:	Submission of Tender via two separate e-mails: 1. Counterparty Identification Sheet, and Technical Proposal 2. Financial Proposal	Evaluation of the Technical Proposal on submission date. Quality evaluated under award criteria.
Open TenderingSelective TenderingSingle Sourcing		2. Interviews with the short-listed candidates.
Exceptions: Fast-track procedure	Important: No information related to the financial proposal is to be included in the Technical Proposal.	3. Evaluation of the financial proposal for bidders who obtained a mínimum of 60 points in Step 1 and 2.
		4. Selection of the winning bidder. Contract negotiations.



Information on Types of Procurement Procedures

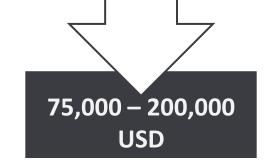
Open Tendering

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 TAF Website.



Selective Tendering

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



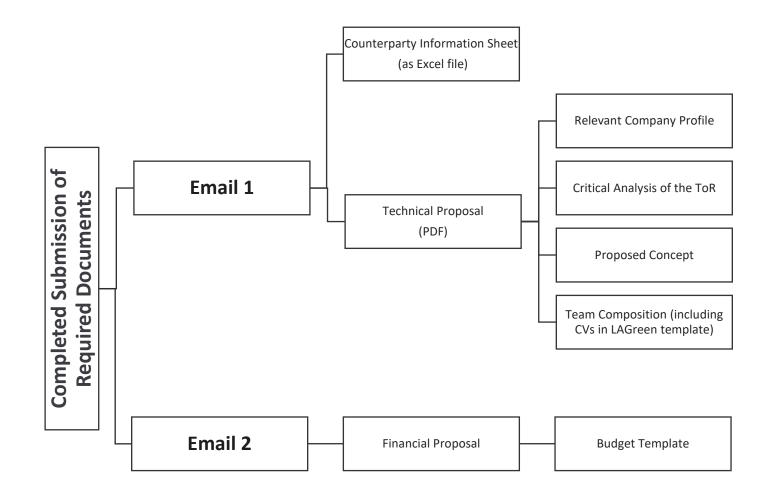
Single Sourcing

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



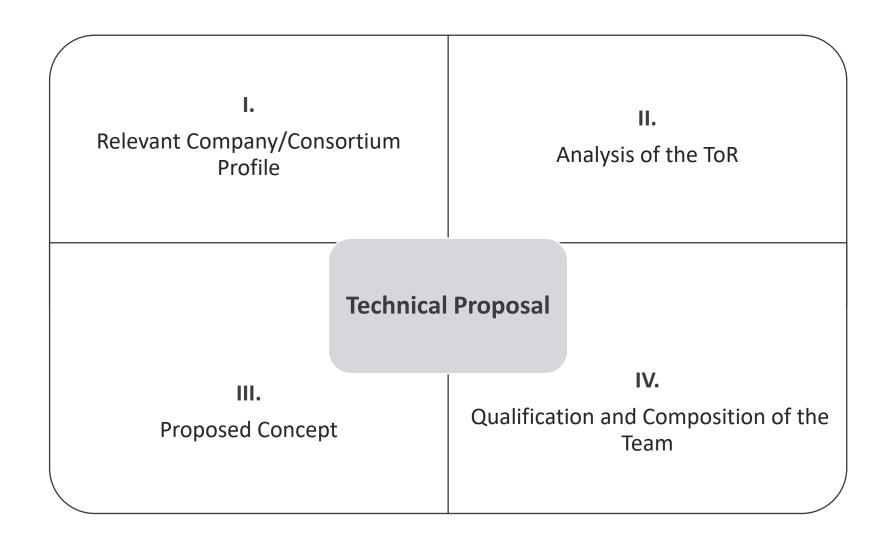


Content of Tender: Overview



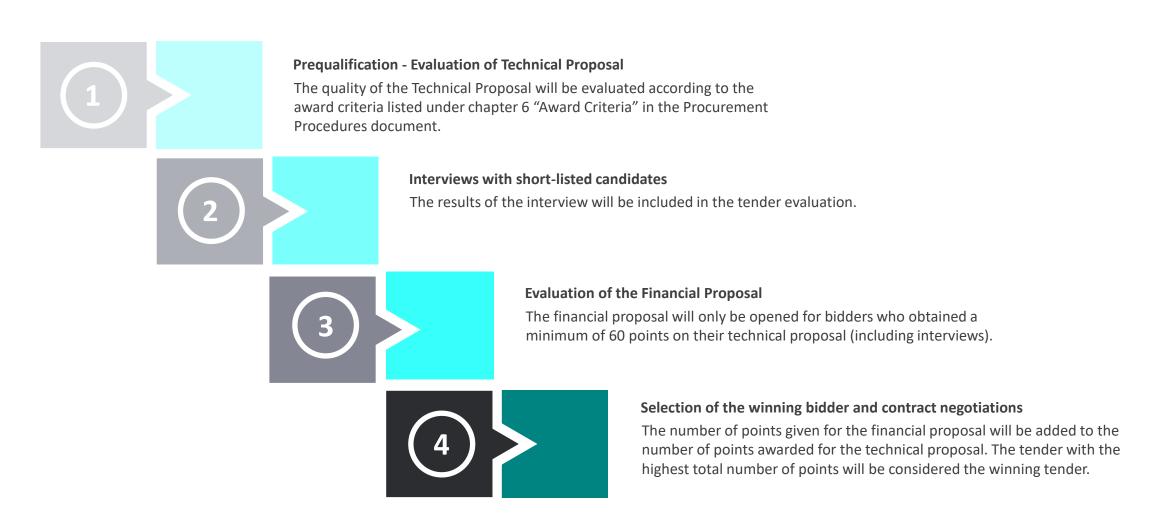


Content of Tender: Technical Proposal





Tender Evaluation: Overview





Tender Evaluation: Award Criteria



20 points

Quality of Technical Proposal:

35 points

Qualification and Composition of the Team:

45 points

Total: 100 points



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