Attachment 01 - Technical Proposal

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| RFP Number: | RFP-CATALYZE-217772-PSD-2023-0041 |
| Call date: | 12-May-2022 |
| Purpose | Investment Advisory Services Providers (IASPs) for equity and angel Investment |
| Project | CATALYZE Sri Lanka Private Sector Development |

**SUMMARY OF REQUIRED PROPOSAL DOCUMENTS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Location** | **Description** | **Applicability & Page Limits** | |
| **Individual Offeror** | **Organizational Offeror** |
| **Technical Proposal** | | | |
| **Attachment 1** | **1. Offeror Information** | **Applicable** | **Applicable** |
| **Attachment 1** | **2. Technical skills and qualifications** | **Applicable** | **Applicable** |
|  | 2.1 Key Personnel Experience | 1 page | Up to 3 pages |
|  | 2.2 Past Performance | 2 pages | 2 pages |
|  | 2.3 Reference Information | 1 page | 1 page |
| **Attachment 1** | **3. Technical Approach & Understanding** | **Applicable** | **Applicable** |
|  | 3.1 MSME Identification Strategy | 2 pages | 2 pages |
|  | 3.2 Management Approach | 1 page | 1 page |
|  | 3.3 Expected Results & Implementation Timeline | 1 page | 1 page |
| **Annex A** | **Key Personnel CVs** | **Applicable**  2 pages | **Applicable**  Up to 6 pages |
|  | Offeror to included Key Personnel CVs (max 2 pages per CV) with technical proposal, labeled as **Annex A** | 2 pages | Up to 6 pages |
| **Cost Proposal** | | | |
| **Attachment 2** | **Cost Matrix** | **Applicable** | **Applicable** |
|  | Offeror to complete attached excel cost worksheet | No limit | No limit |
| **Additional Eligibility Requirements** | | | |
| **Attachment 3** | **Palladium Due Diligence Questionnaire** | **Applicable** | **Applicable** |
|  | Offeror to complete attached Due Diligence Questionnaire | No limit | No limit |
| **Attachment 4** | **Business Partner Code of Conduct** | **Applicable** | **Applicable** |
|  | Offeror to review & certify compliance with Palladium’s Business Partner Code of Conduct | 1 page | 1 page |
| **Attachment 5** | Read and understand the subcontract clauses | **Applicable** | **Applicable** |
|  | Offeror should attach a letter of confirmation stating that they have read and understood the subcontract clauses (Attached subcontract template along with RFP) | 1 page | 1 page |
| **Annex B** | **Proof of legal registration/ability to conduct business** | **Not Applicable** | **Applicable** |
|  | Organizational Offerors must submit documentation of legal registration/ability to conduct business in their operating country, labeled as **Annex B** | N/A | No limit |

1. OFFEROR INFORMATION (INDIVIDUAL CONSULTANT OR ORGANIZATIONAL) (1 pg. max)

|  |  |
| --- | --- |
| Offeror Name |  |
| Contact person  (Same as above for individual offerors) |  |
| Telephone |  |
| Email |  |
| Address |  |
| Names of board members or organizational equivalent (organizational offerors only) |  |
| Name & title of the legal representative (organizational offerors only) |  |
| Commitment to apply for Unique Entity Identification Number within 5 days of being notified of selection | Yes  No |
| Briefly summarize you or your organization’s current business offerings and outline your decision to respond to this RFP. In other words, why are you/your firm well suited to successfully perform the requirements/tasks outlined in the RFP SOW? | |
|  | |
| Signature (bidder for individual offerors or legal representative for organizational offerors) |  |
| Date |  |

1. TECHNICAL SKILLS AND QUALIFICATIONS
   1. KEY PERSONNEL (1 pg. max per key person named)

|  |  |
| --- | --- |
| **Key Personnel #1** | |
| **Name & Position Tite** |  |
| **Summary of position roles & responsibilities** |  |
| **Education & years relevant experience** |  |
| **Summary of relevant experience** |  |

|  |  |
| --- | --- |
| **Key Personnel # 2 (Organizational Offerors Only)** | |
| **Name & Position Tite** |  |
| **Summary of position roles & responsibilities** |  |
| **Education & years relevant experience** |  |
| **Summary of relevant experience** |  |
| **Key Personnel #3 (Organizational Offerors Only)** | |
| **Name & Position Tite** |  |
| **Summary of position roles & responsibilities** |  |
| **Education & years relevant experience** |  |
| **Summary of relevant experience** |  |

**Include Key Personnel CVs (not to exceed two [2] pages each) as Annex A to the technical proposal**

* 1. PAST PERFORMANCE INFORMATION (2 PGS max)

**Past Performance –** Narrative (1 pg. max)

|  |
| --- |
| Briefly summarize relevant experience providing financial facilitation support similar to that outlined in the SOW. |
|  |
| Highlight any relevant examples of success facilitating finance to MSMEs working in Sri Lanka and/or in one of PSD’s priority sectors. |
|  |
| Briefly describe the breadth and depth of your professional network(s) in relevant business sectors and with financial institutions and/or investors. |
|  |
| Provide any additional relevant information you feel is relevant to this section below, space permitting |
|  |

**Past Performance –** 5 recent & relevant examples (1 pg. max)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SUMMARY INFORMATION ON UP TO 5 MOST RECENT & RELEVANT FINANCIAL TRANSACTIONS SUPPORT** | | | | | |
| **DETAILS** | **TRANSACTION 1** | **TRANSACTION 2** | **TRANSACTION 3** | **TRANSACTION 4** | **TRANSACTION 5** |
| Client Name |  |  |  |  |  |
| Client Point of Contact (POC) |  |  |  |  |  |
| Client POC phone and email address |  |  |  |  |  |
| Industry sector |  |  |  |  |  |
| Geographical location |  |  |  |  |  |
| Client annual revenue (in USD) |  |  |  |  |  |
| # of client FTE employees |  |  |  |  |  |
| Nature of financial transaction supported |  |  |  |  |  |
| Value of financing raised (in USD) |  |  |  |  |  |
| Transaction terms (term and BASP fee) |  |  |  |  |  |
| Year of completion of the operation |  |  |  |  |  |
| Granting financial institution or financier |  |  |  |  |  |
| Financial institution or financier contact info |  |  |  |  |  |

|  |  |
| --- | --- |
| I certify that the services outlined above have been carried out and can provide additional documentation to that effect if requested, either during the proposal evaluation process or at any point thereafter, should this proposal result in an award: |  |
| Signature of bidder or authorized company representative |

* 1. REFERENCE INFORMATION (1 pg. max)

|  |  |
| --- | --- |
| **Reference #1** | |
| **Reference Name** |  |
| **Reference Position Tite & Organizational Affiliation** |  |
| **Reference phone number** |  |
| **Reference email address** |  |
| **Is this reference a former client?** | Yes  No |
| **Briefly summarize the nature of your relationship with this reference** |  |
| **Reference #2** | |
| **Reference Name** |  |
| **Reference Position Tite & Organizational Affiliation** |  |
| **Reference phone number** |  |
| **Reference email address** |  |
| **Is this reference a former client?** | Yes  No |
| **Briefly summarize the nature of your relationship with this reference** |  |
| **Reference #3** | |
| **Reference Name** |  |
| **Reference Position Tite & Organizational Affiliation** |  |
| **Reference phone number** |  |
| **Reference email address** |  |
| **Is this reference a former client?** | Yes  No |
| **Briefly summarize the nature of your relationship with this reference** |  |

|  |  |
| --- | --- |
| I certify that the above information is accurate and hereby grant Palladium permission to contact the references listed above as part of the proposal evaluation process: |  |
| Signature of bidder or authorized company representative |

1. TECHNICAL UNDERSTANDING AND APPROACH
   1. MSME IDENTIFICATION STRATEGY (2 pgs. max)

|  |
| --- |
| What strategies or approaches will you use to identify MSMEs in PSD sectors that require financial transaction support? |
|  |
| What special approaches, if any, will you take to identify financing opportunities for women-owned or -led MSMEs? |
|  |
| Describe the nature of financial transactions you anticipate supporting through this subcontract. Include general discussion of the MSME clients (location, sector, ownership type), transaction type (debt, equity, restructuring, etc.), and estimated transaction size (either in LKR or USD equivalents). |
|  |
| How will you determine viability of the financial transactions you identify? |
|  |
| What measures will be put in place to ensure that financing deals supported through this subcontract represent *new* opportunities that would have otherwise gone unrealized or unsupported by you/your organization? |
|  |
| Provide any additional relevant information you feel is relevant to this section below, space permitting |
|  |

* 1. MANAGEMENT APPROACH (1 pg. max)

|  |
| --- |
| **For individual (consultant) offerors:** Describe how you will manage the level of effort required to support MSMEs under this subcontract in addition to your existing business/clientele?  **For organizational (firm) offerors:** Briefly outline responsibilities of each team member or position expected to provide support to MSMEs under this contract. Discuss how you will ensure coordination within and across teams. |
|  |
| How might you/your firm call upon the professional networks outlined in section 2.2 above to support work under this contract? |
|  |
| What other approaches will you take to ensure deals reach maturity? |
|  |
| Provide any additional relevant information you feel is relevant to this section below, space permitting |
|  |

* 1. EXPECTED RESULTS & IMPLEMENTATION TIMELINE (1 pg. max)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Provide responses below regarding expected level of support to women-owned or led MSMEs | | | | | | | |
| Of the total number of deals proposed, what percentage do you expect to be in support of women-owned or led MSMEs? | | | | | | **%** | |
| Assuming all proposed financing is successfully disbursed, what percentage do you expect to go to women-owned or -led MSMEs? | | | | | | **%** | |
| Complete the table below with estimated number of clients you expect to engage under this subcontract and the estimated value of financing sought. Breakdown your estimates by financing type and individual transaction value. | | | | | | | |
| **Type of Financing** | | **Transaction Value (LKR)** | | **Est. No of Clients** | | | **Est. Financing Value (LKR)** |
|  | |  | |  | | |  |
| Raise finance through the listing on the Colombo Stock Exchange | | LKR 15,000,000 - 100,000,000 | |  | | |  |
| LKR 100,000,001 - 190,000,000 | |  | | |  |
| LKR190,000,001 - 500,000,000 | |  | | |  |
|  | |  | |  | | |  |
|  | |  | |  | | |  |
| Arrange credit and/or investments through private equity, social, or impact investors | | LKR 50,000,000 - 180,000,000 | |  | | |  |
| > LKR 180,000,000 | |  | | |  |
|  | |  | |  | | |  |
| Private funding from Angel investors/ networks, accelerators and/or incubators programs | | >LKR 5,000,000 | |  | | |  |
| Breakdown the estimated number of MSME clients you plan to engage, value of financing associated with those engagements, and estimate the value of financing you expect to be disbursed by the end of each quarter. | | | | | | | |
| **Quarter** | **Min. number of clients engaged**  **(cumulative)** | | **Min. value financing engaged to facilitate**  **(LKR, cumulative)** | | **Estimated value of financing disbursed**  **(LKR, cumulative)** | | |
| **Q1 (Months 1-3)** |  | |  | |  | | |
| **Q2**  **(Months 4-6)** |  | |  | |  | | |
| **Q3**  **(Months 7-9)** |  | |  | |  | | |
| **Q4**  **(Months 10-12)** |  | |  | |  | | |
| Note that numbers above should be cumulative. The Q4 total for number of clients engaged and value of financing engaged to facilitate should equal the totals in the table above. However, estimated value of financing disbursed may vary, depending on anticipated length of time required for transaction success. | | | | | | | |
| Assuming all financial transactions you support are successful, when do you expect all financing to be mobilized/disbursed? Please respond based on years or months after subcontract award. | | | | | | | |
|  | | | | | | | |