

The choice of a consulting engineering firm is usually made by preparing a short list (ADB guidelines require that firms from various continents be represented) or through a call for pre-qualification of companies if the number of interested firms or the specific nature of the project so requires. According to the Bank's experts, consulting firms that are most successful with Bank Group projects are those that are willing to go to see the executing agency two or three times. *It might be worthwhile for Canadian companies to associate themselves with partners or local consulting firms to maximize their chances of success at a relatively low cost.*

Some facts you should check include the dates of calls for tenders, the composition of various supply lots, and the best methods for sending your offer in before the deadline. Do not forget that any tasks not specifically assigned to the Bank are the responsibility of the executing agency, including the call for tenders and the selection of successful bidders. International tender calls are published in *Development Forum* and in a local newspaper. Remember to inform the CIDA field representative of your interest in a project. He will keep you posted on the project's progress.

The first step in the selection process is verifying the technical content of the tenders, and ensuring that they conform to the terms of reference and the task at hand. The technical tender that is most valuable and relevant to the project is chosen first. The next consideration is whether the financial aspect is within the limits of the proposed budget. The following factors are taken into account:

- Consulting engineers:
  - general reputation of the company;
  - technical qualifications and general experience;
  - experience in similar projects;
  - knowledge of the country and project environment;
  - adequacy of the work plans and proposed approach;
  - qualifications of personnel responsible for providing services and particularly the proposed leader (here, association with a local company might earn you points).
- Suppliers of goods:
  - quality and availability of proposed equipment and of spare parts;