



**REQUEST FOR PROPOSAL FOR
Independent Evaluation System by a Third Party
on the APO Secretariat's Performance, Management, and Compliance**

17 October 2022

1. Objective of the Request for Proposals

The purpose of this Request for Proposals (RFP) is to enter into a contractual agreement with a successful contractor to conduct an independent evaluation of the APO Secretariat's performance, management, and compliance. The selected contractor is expected to report the evaluation result and propose a possible solution for the problems identified to the Governing Body at its 65th Session in the spring of 2023.

The RFP package is provided to the vendor after signing a nondisclosure agreement (NDA) with the APO Secretariat. All information and data furnished to the vendor by the APO Secretariat and all other documents to which the vendor's employees have access during the preparation and submission of the proposal shall be treated as confidential and dealt with in accordance with the signed NDA. Any oral or written disclosure to unauthorized individuals is prohibited.

2. Qualifications

The contractor shall have proven experience in the field of the public sector's performance management, HR management, and organizational governance management and assessment, and the relevant accreditation (ISO9001 or equivalent; other accreditation or certification in a relevant field) would be desirable.

3. Instructions to Bidders

3.1. Language of the proposal and other documents

The proposal prepared by the bidders, and all correspondence and documents relating to the proposal exchanged by the bidders and the APO shall be written in the English language.

3.2. Cost of proposal

The bidders shall bear all costs associated with the preparation and submission of the proposal, including but not limited to the possible cost of discussing the proposal with the APO, making a presentation, negotiating a contract, and any related travel.

The APO Secretariat will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

3.3. Contents of the proposal

Each proposal should be prepared in two parts: the technical proposal including the details of the independent evaluation; and the financial offer. The proposal must be accompanied by an Executive Summary of two pages maximum introducing the proposed solution and approach/methodology.

The financial proposal is expected to provide a total price and breakdown per phase and per area of expertise in Japanese Yen or US Dollars.

3.4. Official Contact

The bidders requiring any clarification about the document, or the process itself, shall submit their queries in writing only to the following email addresses by the deadline of 4 November 2022 at 16:00 (Japan Time).

Emi Araki (Ms.)
Head, Administration Division
Asian Productivity Organization (APO Secretariat)
1-24-1 Hongo, Bunkyo-ku, Tokyo 113-0033, Japan
Email: earaki@apo-tokyo.org

A consolidated and anonymous list of all queries received, together with answers, will be published on the APO procurement notice page (<https://www.apo-tokyo.org/procurement-notice/>).

Proposals must be submitted via email by the deadline of Friday, 18 November 2022 at 16:00 (Japan Time) to the APO Secretariat.

The APO Secretariat reserves the right to amend the RFP prior to the bid closing date. Accordingly, the bidders shall check periodically if any amendments or communications have been posted on the APO web page.

The APO may, at its own discretion, extend the submission deadline by notifying all bidders thereof in writing. Any proposal received by the APO Secretariat after the deadline will be rejected.