



Standard Expression of Interest (EOI) Document for Shortlisting of Consultants and Consulting Services

**Procurement of Consulting Services
(For National Consulting Services)**

Expression of Interest (EOI)

**Detailed Engineering Survey, Design, Estimate and Report
Preparation and Master Plan**

National of Consulting Service

Project Name : Detailed Engineering Survey, Design, Estimate and
Report Preparation and Master Plan
EOI No. : BRM/CS/01,02,03,04,05,06/2075-76
Office Name : Bigu Rural Municipality
Office Address: Laduk, Dolakha
Issued on : 2075/11/07

Abbreviations

CV	-	Curriculum Vitae
DO	-	Development Partner
EA	-	Executive Agency
EOI	-	Expression of Interest
GON	-	Government of Nepal
PAN	-	Permanent Account Number
PPA	-	Public Procurement Act
PPR	-	Public Procurement Regulation
TOR	-	Terms of Reference
VAT	-	Value Added Tax

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A. Request for Expression of Interest



Bigu Rural Municipality Office of the Rural Municipal Executive

Laduk, Dolakha

Province No. 3, Nepal

Date of Publication: 2075/11/07

Request for Expression of Interest (EOI)

1. Bigu Rural Municipality, Laduk, Dolakha, Province No. 3, Nepal has allocated fund towards the cost of Detailed Engineering Survey, Design, Estimate and Report Preparation and Master Plan of following projects and intends to apply a portion of this fund to eligible payments under the Contract for which this Expression of Interest is invited for National Consulting.
2. The BRM, now invites EOI from eligible consulting firm ("consultant") to provide the **Detailed Engineering Survey, Design, Estimate and Report Preparation and Master Plan of following projects.**
3. Interested eligible consultants may obtain further information and EOI document free of cost during office hours on or before 2075/11/21 or visit www.bigumun.gov.np.
4. Consultants may associate with other consultants to enhance their qualification.
5. Expression of Interest shall be submitted before 12 Hrs. of 2075/11/21.
6. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.
7. EOI will be assessed based on Qualification 30 percent, Experience 50 percent and Capacity 20 percent of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
8. Minimum score to pass the EOI is 60.

List of projects

Package No.	Name of project	Remarks
BRM/CS/01/2075-76	Master Plan Water Supply Project	
BRM/CS/02/2075-76	Master Plan Irrigation Project	
BRM/CS/03/2075-76	Master Plan of Road Project	
BRM/CS/04/2075-76	Master Plan of Singati and Kholikhim Bazzar	
BRM/CS/05/2075-76	DPR of Singati Sorung Khola Road Project	
BRM/CS/06/2075-76	DPR of Singati and Tamakoshi River Protection Work Project	

Chief Administrative Officer

B. Instructions for submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms and the maximum number of partners in JV shall be limited to three.
2. Interested consultants must provide information indicating that they are qualified to perform the services (*descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 5 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment*).
3. This expression of interest is open to all eligible **consulting firm**.
4. Expression of Interest should contain following information:
 - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
 - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
 - *EOI Form: Letter of Application (Form 1)*
 - *EOI Form: Applicant's Information (Form 2)*
 - *EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))*
 - *EOI Form: Capacity Details (Form 4)*
 - *EOI Form: Key Experts List (form 5).*
5. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
6. The Expression of Interest (EOI) document must be duly completed and submitted in sealed envelope and should be clearly marked as "EOI Application for Short-listing for the **Detailed Engineering Survey, Design, Estimate and Report Preparation and Master Plan of different projects** accordance to published notice. The Envelope should also clearly indicate the ***name and address of the Applicant***.
7. The completed EOI document must be submitted on or before the date and address mentioned in the "***Request for Expression of Interest***". In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.

C. Objective of Consultancy Services or Brief TOR

DPR and Master Plan preparation, necessity and accessibility planning could be an effective tool to assess the existing situation of the services and facilities. The interventions derived from the accessibility planning will represent the real needs and priorities of the local people. The planning approach is participatory and bottom-up from the settlement level. The implementations of such projects will certainly be more participatory and owned by the local communities.

The DPR and Master Plan are designed to take account of the real needs of the people for infrastructure as per vision of the city development plan that will primarily be a visionary plan.

D. Evaluation of Consultant's EOI Application

Consultant's EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.

i) Eligibility & Completeness Test	Compliance
Copy of Registration of the company/firm	
VAT/PAN Registration	
Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission [Five Fiscal year] (for National consulting firm only)	
EOI Form 1: Letter of Application	
EOI Form 2: Applicant's Information Form	
EOI Form 3: Experience (3(A) and 3(B))	
EOI Form 4: Capacity	
EOI Form 5: Qualification of Key Experts	

<u>ii) EOI Evaluation Criteria</u>	<u>Minimum Requirement</u>	<u>Score [Out of 100%]</u>
A. Qualification		
<i>Qualification of Key Experts</i>		<i>[Client should insert in between: [30 %]</i>
<i>Experience of Key Experts</i>		
B. Experience		
<i>General of consulting firm</i>		<i>[Client should insert in between: [50 %]</i>
<i>Specific experience of consulting firm within last 5 years. In case of person, specific experience of the person within last 3 years.</i>		
<i>Similar Geographical experience of consulting firm</i>		
C. Capacity		
<i>Financial Capacity</i>		<i>[Client should insert in between: [20 %]</i>
<i>Infrastructure/equipment related to the proposed assignment</i>		

E. EOI Forms & Formats

Form 1. Letter of Application

Form 2. Applicant's information

Form 3. Experience (*General, Specific and Geographical*)

Form 4. Capacity

Form 5. Qualification of Key Experts

Standard EOI Document

1. Letter of Application

(Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)

Date:

To,

Full Name of Client: _____

Full Address of Client: _____

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by **Bigu Rural Municipality, Laduk, Dolakha** as Consultant for **consultancy services for Detailed Engineering Survey, Design, Estimate and Report Preparation and Master Plan of different projects accordance to notice published.**
2. Attached to this letter are photocopies of original documents defining:
 - a) the Applicant's legal status;
 - b) the principal place of business;
3. **Bigu Rural Municipality, Laduk, Dolakha** and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. **Bigu Rural Municipality, Laduk, Dolakha** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.¹
5. All further communication concerning this Application should be addressed to the following person,

[Person]

[Company]

[Address]

[Phone, Fax, Email]
6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or

¹ Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

Standard EOI Document

business and our Company/firm has not been declared ineligible.

7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
8. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed :

Name :

For and on behalf of (name of Applicant or partner of a joint venture):

2. Applicant's Information Form

(In case of joint venture of two or more firms to be filled separately for each constituent member)

1. Name of Firm/Company:
2. Type of Constitution (*Partnership/ Pvt. Ltd/Public Ltd/ Public Sector/ NGO*)
3. Date of Registration / Commencement of Business (*Please specify*):
4. Country of Registration:
5. Registered Office/Place of Business:
6. Telephone No; Fax No; E-Mail Address
7. Name of Authorized Contact Person / Designation/ Address/Telephone:
8. Name of Authorized Local Agent /Address/Telephone:
9. Consultant's Organization:
10. Total number of staff:
11. Number of regular professional staff:

(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)

3. Experience

3(A). General Work Experience

(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)

S. N.	Name of assignment	Location	Value of Contract	Year Completed	Client	Description of work carried out
1.						
2.						
3.						
4.						
5.						
6.						
7.						

Standard EOI Document

3(B). Specific Experience

Details of similar assignments undertaken in the previous seven years

(In case of joint venture of two or more firms to be filled separately for each constituent member).

Assignment name:	Approx. value of the contract (in current NRs)
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs)
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment: Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.	

Firm's Name: _____

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3(C). Geographic Experience

Experience of working in similar geographic region or country

(In case of joint venture of two or more firms to be filled separately for each constituent member)

No	<i>Name of the Project</i>	<i>Location (Country/ Region)</i>	<i>Execution Year and Duration</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			

4. Capacity

4(A). Financial Capacity

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Annual Turnover	
Year	Amount Currency
2070/2071	
2071/2072	
2072/2073	
2073/2074	
2074/2075	

- Average Annual Turnover

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(Note: Supporting documents for Average Turnover should be submitted for the above.)

Standard EOI Document

4(B). Infrastructure/equipment related to the proposed assignment²

No	Infrastructure/equipment Required	Requirements Description
1.		
2.		
3.		
4.		
5.		

Standard EOI Document

5. Key Experts *(Include details of Key Experts only)*

(In case of joint venture of two or more firms to be filled separately for each constituent member)

SN	Name	Position	Highest Qualification	Work Experience (in year)	Specific Work Experience (in year)	Nationality
1						
2						
3						
4						
5						