



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

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



**Issued By:**  
Thakurbaba Municipality  
Sainawar, Bardiya.

नारायण प्रसाद ढकाल  
प्रमुख प्रशासकीय अधिकृत

## ***Standard EOI Document***

### **PREFACE**

1. This Standard Expression of Interest (EOI) document has been prepared by Public Procurement Monitoring Office of Government of Nepal (GoN) for the use by its implementing agencies including the procurement entities of Government Ministries, Departments, Authorities and Government owned corporate bodies for short listing of Consulting Firms for recruitment of consultants. The EOI document can be used for short listing of consultants for Quality and Cost-Based Selection (QCBS), Quality-Based Selection (QBS), Fixed Budget Based Selection (FBS), Least Cost Selection (LCS) and Consultant's Qualification Selection (CQS).
2. This Preface and notes provided for the procurement entity in this EOI document should be deleted.
3. EOI evaluation weightage range given in this document should be deleted and assignment specific weightage within the given the range should be provided while issuing the EOI document.

# **Expression of Interest (EOI)**

**Title of Consulting Services (Training of technical  
and vocational training)**

**Method of Consulting Service  
[NCB]**

**Project Name** : *Training of technical and vocational training on  
Professional Plumber & Professional Cook with OJT (1696 hours)*

**EOI:** *TBM/C/EOI-01/2081-082*

**Office Name:** *Thakurbaba Municipality*

**Office Address:** *Sainawar, Bardiya.*

**Issued on:** *2081-06-23*

Financing Agency: Nepal Government Budget & Swiss gov. Grant

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### **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**

**Thakurbaba Municipality**

**Sainawar, Bardiya**

Date: 2081-06-23

**Name of Project:** *Training of technical and vocational training on Professional Plumber & Professional Cook with OJT (1696 hours)*

**Name of the Donor Agency :** Swiss Government

1. Government of Nepal (GoN) has allocated fund as grant from **Swiss Government** to **Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE)** and intends to apply a portion of this **Grant** to eligible payments under the Contract for which this Expression of Interest is invited for **National consulting service**.
2. The **Thakurbaba Municipality, Sainawar, Bardiya** now invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the following consulting services: *Training of technical and vocational training on Professional Plumber & Professional Cook with OJT (1696 hours)*.
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address **Thakurbaba Municipality, Sainawar, Bardiya** during office hours on 2081-07-07 or visit the client's website **www.thakurbabamun.gov.np**.
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered manually through **Thakurbaba Municipality, Sainawar, Bardiya** on or before **2081-07-08 at 12 noon**.
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 40%, Experience 50%, and Capacity 10%** 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 marks**.
9. For more information contact at 9848132747.



*(Handwritten signature)*

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### B. Instructions for submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm of consulting firms.
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 7 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/ company/ organization**.<sup>1</sup>
4. The assignment has been scheduled for a period of **15 months**. Expected date of commencement of the assignment is **2081-08-15**.
5. A Consultant will be selected in accordance with the **QCBS** method.
6. 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)*.
7. 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.
8. The Expression of Interest (EOI) document must be duly completed and submitted **by hand / by courier in sealed envelope**.
9. The sealed envelope shall be clearly marked as "EOI Application for Short-listing for the *Training of technical and vocational training on Professional Plumber & Professional Cook with OJT (1696 hours)*". The Envelope shall also clearly indicate the **name and address of the Applicant**.<sup>2</sup>
10. 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.

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<sup>1</sup> Client should delete as appropriate.

<sup>2</sup> In case of option "electronically only" delete this paragraph

## **C. Objective of Consultancy Services or Brief TOR**

### **Terms of Reference (TOR)**

#### **Conducting Training 1696 hrs. with Level II under Training with OJT Program**

#### **1. Background**

Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE) II is a bilateral project of the Government of Nepal (GoN) and the Government of Switzerland. The 4 years long project commenced on 10 September 2021 and will conclude on 15 July 2025. The goal of the project is to support Nepalese youths, women, and men, to gain social and economic benefits from a federalized TVET system. To the end, the Project has been helping 3 spheres of government to assume their constitutional responsibilities in delivering TVET functions. Likewise, the project has been closely working with industries and their associations to reduce the mismatch in skills in demand and skills in supply, as well as improving the employability of skilled human resources.

The Council for Technical Education and Vocational Training (CTEVT) is responsible for implementing the project activities at the federal level, which includes developing/updating the curriculum and developing various guidelines. At the province level, the Ministry of Social Development (MoSD) implements the project activities which include implementing the Dual VET apprenticeship program. Likewise, municipalities are responsible for delivering project activities at the local level which includes implementing training with OJT among other activities. Helvetas Nepal is Technical Assistance (TA) Provider in the project. It is responsible for supporting 3 spheres of government to plan and implement the project activities and ensure their qualities.

Training need assessment (TNA) conducted by **Thakurbaba Municipality** has identified the professional cook and professional plumber as the occupation in high demand. Accordingly, the **Thakurbaba Municipality** is planning to conduct the 1696 hrs training with OJT as below table:

<b>SN</b>	<b>Name of Occupation</b>	<b>Target</b>	<b>Package No.</b>
1	Professional Cook	20	1
2	Professional Plumber	20	1

The primary target groups of the training are women and youths from disadvantaged groups. **Thakurbaba Municipality** invites proposals from interested and qualified Training Institute to deliver the training as per the CTVET-approved curricula.

This ToR is prepared to conduct training for the targeted youth in the fiscal year **2081/082** and it provides guidelines to the aspiring Training Providers (TPs) about the scope, work, working process, deliverables etc.

#### **2. Objectives of the Assignment**

The main objective of the assignment is to provide quality skill training to the youths (at least 60% from the disadvantaged group of which 55% are women) as per the CTEVT-approved Professional curricula, facilitating their skill test and placement to sustainable and rewarding employment.

#### **3. Program Overview**

Following is the overview of the program of this assignment.

Beneficiaries	Nepalese youth (16 years and above)
Training Hours	1696 Hrs. (Covering common module and technical module)
Practical V/S Theory	As provisioned in the CTEVT curriculum
Attendance	Minimum 90 percent to qualify for Skill Testing
Curriculum	CTEVT-approved professional course (Level II) in the related occupation
Duration of training/period	260 training days in 10 months training duration



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Skill test	The TPs shall have the responsibility to conduct the skill test in the appropriate skill test center/location
Training delivery Model	Combination of center-based and industry-based (OJT)

### 4. Scope of Work

Based on the "कार्गयत अभ्याससहितको तालिम (Training with OJT) व्यावसायिक (Professional) तालिम कार्यक्रम कार्यान्वयन पुस्तिका २०७४ पहिलो संसोधन २०७८", the followings are major scope of work:

#### 4.1 Pre-training stage:

- Submit inception report with detailed activity plan as per the format prescribed training implementation guideline.
- Conduct social marketing and outreach activities.
- Assure and manage appropriate training venue(s).
- Assign training implementing team including training coordinator and instructors.
- Develop a detailed training plan comprising OJT in association with the OJT providers.
- Select the trainees in coordination with different entities including local organizations.
- Manage other required logistics.
- Develop and maintain a code of conduct for the trainees.

#### 4.2 During the training stage:

##### 4.2.1. Centre-based training

- Submit commencement report within 15 days of commencement of training.
- Conduct training programs following the curriculum with 2 trainers for 20 trainees.
- Implement training programs according to the detailed training plan.
- Maintain a conducive environment for training including Occupational Health and Safety
- Provide tiffin and travel allowances to the trainees according to the provisions set out in the contract.
- Conduct and document performance evaluation of individual trainee
- Assist and cooperate with monitoring and supervision activities performed by all stakeholders.
- Prepare a detailed OJT plan in coordination with the In-Company Trainer of the OJT-providing industries.
- Assign OJT Supervisor for regular coordination, monitoring and supervision during the OJT period
- Submit progress reports and center-based training completion reports as per reporting requirements as mentioned in the contract agreement.

##### 4.2.2. Industry-based training (OJT)

- Perform regular training supervision and monitoring activities by the OJT supervisor.
- Conduct and document performance evaluations of individual trainees.
- Assist and cooperate with monitoring and supervision activities performed by all stakeholders.
- Maintain all the training documents including the database.
- Submit progress reports as per reporting requirements as per the contract and training completion report to Thakurbaba Municipality /ENSSURE-II.

#### 4.3. Post-training stage:

- Coordinate for conducting skill tests immediately after completion of training.
- Facilitate job placement of graduates through linkage with potential employers.
- Submit final report to concerned Thakurbaba Municipality /ENSSURE-II.
- Follow the provisions set out in the related documents.

### 5. Geographical Coverage:

The training program will be conducted within the geographical area of Thakurbaba Municipality, Bardiya. The Training Providers will implement the training in collaboration with industries/businesses at the local level for industry-based training (OJT).

### 6. Selection of Participants:

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The Training Providers will follow the "कार्गयत अभ्यास सहितको तालिम (Training with OJT) व्यावसायिक (Professional) तालिम कार्यक्रम कार्यान्वयन पुस्तिका २०७४ पहिलो संसोधन २०७८". Representative from the industries must be involved in the trainee selection process. Priorities will be given to local applicants for the training program.

### 7. Duration of the Assignment:

The duration of this assignment will be of **15** months after signing the contract. The Training Providers will submit a detailed work plan along with a human resource plan including institute-based training and on-the-job training (industry-based).

### 8. Qualification of Key Experts

Following are the tables for key experts and support staffs necessary to conduct a training event.

S. No.	Expert	Minimum Qualification and experience
<b>Key Experts:</b>		
1	Training Coordinator	Bachelor in any discipline with 3 years of specific experience in a related subject or Diploma in the related technical field with 3 years of specific experience.
2	Trainer 1/Trainer 2/ OJT Supervisor	Short Term Training Level-III/Diploma with TOT/Occupational-TOT in the relevant occupation/subject with three years of specific experience If Level-III/Diploma is not available in an occupation: Level- II, TSLC with TOT/Occupational-TOT and 5 years experiences of the trainer or as per the curricula.
<b>Additional Human Resources:</b>		
1	Database Expert	+2 or equivalent with a minimum of 3 months of computer training from a recognized institution and 2 years of specific experience in the related field.
2	Monitoring and placement support officer	+2 or equivalent with a minimum of 2 years of specific experience in the related subject.

### 9. Physical infrastructure and Facilities Requirements

The Training Providers must have the adequate physical infrastructures and facilities for the training program as stated in the curriculum, such as well-equipped classrooms, practical labs, instructor's preparation room, restrooms, library, extra-curricular facilities and adequate tools, equipment and training materials, safety equipment/provisions as stated in the curriculum of CTEVT.

### 10. Roles, Responsibilities, and Limitations of Different Entities:

#### 10.1 Municipality :

- Maintain effective communication with relevant stakeholders.
- Support Training Providers in conducting market assessment/training need assessment.
- Procure the service and award the contract to service providers
- Conduct monitoring and evaluation-related tasks under the program
- Provide necessary documents to service providers

#### 10.2 Training Provider :

The roles, responsibilities and limitations of Training Providers include the following in addition to the responsibility and job as prescribed in "कार्गयत अभ्याससहितको तालिम (Training with OJT) व्यावसायिक (Professional) तालिम कार्यक्रम कार्यान्वयन पुस्तिका २०७४ (प्रथम संसोधन २०७८)".

- Conduct outreach activities and social marketing focusing on the target group.
- Submit a report to the municipality as per the reporting obligation.

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- Conduct regular interaction programs with industries and employers to increase prospects of employment.
- Ensure effective implementation of both off-the-job training and on-the-job training.
- Select appropriate industry partners for conducting OJT.
- Ensure safety measures throughout the training course.
- Prepare training plan for center-based and industry-based training (OJT) in consultation with trainers and in-company trainers.
- Conduct performance assessment according to the guidelines.
- Appoint necessary human resources including Training Coordinators who will liaison with stakeholders.
- Ensure the group personal accidental insurance to trainees covering the whole duration of the training period.
- Provide opportunities to learn new technology wherever possible in order to increase the employability of trainees.
- Maintain daily attendance records of trainers and trainees and other documents as required
- Devise an effective internal monitoring mechanism to ensure the quality and effectiveness of training.
- Facilitate and coordinate with related employers for the job placement of trainees.
- Follow the curriculum and procedures as approved by CTEVT.
- Coordinate with NSTB for timely skill testing of the trainees.
- Sign MoU with OJT providers for the OJT placement.

### **10.3 OJT Providers**

- Sign MoUs with Training Institute.
- Ensure safety measures throughout the course.
- Maintain communication with Training Providers and trainees.
- Support Palika in monitoring and evaluation.
- Prepare a training plan in consultation with the Training Institute.

### **10.4 Project support unit (PSU)/ Helvetas Nepal**

The PSU / Helvetas will be mainly responsible for providing technical assistance to the Municipality to ensure the quality of the training.

- Participate in the joint monitoring of the training at the different stages, provide feedback to the training institutes based on the observation and provide monitoring reports to the Municipality with recommendations for further action.
- Support in the training information dissemination and increase in outreach activities in order to increase the participation of disadvantaged groups and women.
- Facilitate linkage between the training providers and the industries for industry-based training
- Support training providers to develop training progress reports, database operation, and management.
- Support in capacity building of the training providers/industries.

### **10.5 Trainee**

- Attend classes regularly (must maintain at least 90 percent attendance).
- Maintain discipline in the class/institution/industry.
- Co-operate with municipality/Training Providers in the information collection for baseline and follow-up surveys.
- Maintain the trainee's learning diary.
- Do and follow all the responsibilities and performance as per the prescribed guideline.

## **11. Monitoring Mechanism**

The monitoring of the Training with OJT program will be carried out by different levels such as schools, the project, Local Governments, the Ministry of Social Development, and other related institutions. Training Providers will establish a dedicated monitoring unit for the purpose of monitoring project input, output, and outcomes. Training Providers will also

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monitor the activities during the training and OJT period. The results of monitoring will be used for planning purposes and corrective measures. The monitoring system will be integrated with the project Management Information System. Training Providers will have a system of storing information and will update websites regularly.

A decentralized monitoring team consisting of officials from LGs will be constituted to monitor the activities of professional training. The monitoring team will also consist of representatives from ENSSURE/ Helvetas Nepal. The frequencies of monitoring will take place five times or as per the Monitoring Guidelines of Training with OJT. The first visit by the monitoring team will be at the beginning of the program to verify that training institutions and industries have required physical and human resources as prescribed in the curriculum. At least two monitoring visits will take place during the institute-based training. The next monitoring visit will take place during the OJT placement and another monitoring will take place in the skill testing process. Standard templates will be developed for the purpose of getting information received during the monitoring process. The information collected during monitoring visits will be integrated with the project management information system. The Ministry of Social Development will also monitor it on a sample basis.

### 12. Expected Outputs/Outcomes

Unemployed Nepalese youth will receive training on training with the OJT program, as per CTEVT professional curricula, of which:

- 60% of the participants from the disadvantaged group of which 55% should be women
- 90% of the training participants are graduated
- 80% of the graduates are certified by NSTB.
- 80% of the graduates are gainfully employed in a related occupation.

### 13. Payment Schedule

The fund will be disbursed in 4 instalments as per the schedule below:

Instalments	Deliverables	Supporting documents/evidence	Weightage	Timeline
First	Commencement of center-based training	Training commencement report Batch-wise database report of enrolled trainees Attended sheet of trainees Memo printed from the database system.	40% of direct training cost	Within 15 days of training commencement based on enrolled trainees
Second	Completion of center-based training	Training progress report after center-based training completion Detail printed OJT plan from database system Attendance sheet of trainees Memo printed from the database system.	30% of direct training cost	After 7 months or 182 working days from the training commencement
Third	Completion of skill test after Industry-based training	Training Completion report (including center-based training, and OJT details) Details of skill testing of NSTB/CTEVT Employment plan of graduates Attendance sheet of trainees	20% of direct training cost	10 months or 260 working days from the training commencement
Last	Skill test result publication with report of skill test result $\geq 80\%$ of applied trainees and employment status	Final Report including employment status, Result sheet of skill test	10% of direct training cost	After skill test result publication

The above-mentioned instalments will be paid based on the actual trainee record.

The reimbursable cost will be paid as per the actual basis of the attendance sheet of

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trainees.

### 14. Eligibility Criteria

To be eligible in the selection process, the Training Institutes/Training Institutes must fulfill the following eligibility to be shortlisted.

- a) Firm's registration and updated in the office of the Company Registrar indicating at least three years standing of the firm/s.
- b) VAT registration.
- c) Valid CTEVT affiliation to conduct 1400-1696 hours training in related occupation with letter of renewal or Valid CTEVT affiliation to conduct the pre/diploma course in related occupation.
- d) Tax clearance certificate for the last three fiscal years (2078/079, 2079/080 & 2080/081) or Time extension letter of Inland Revenue Department in case of not taken tax clearance certificate.
- e) Audit report of the last three fiscal year (2078/079, 2079/080 & 2080/081)
- f) At least NRs. 9 million turnover of last three fiscal years (2078/079, 2079/080 & 2080/081)
- g) Have evidence of conduction of vocational training programs in L-1, L-2, L-3, 1400-1696 hours or pre/diploma of CTEVT during the last three years. (Verified with experience letter of CTEVT/NSTB)
- h) Self-Declaration made in writing by the training provider/s that it is not disqualified for taking part in the procurement proceedings, that it has no conflict of interest in the proposed procurement proceeding, and that it has not been punished for an offense relating to the concerned profession or business.

### 15. Technical Proposal Evaluation Criteria

Evaluation of the bidders shall be done based on the QCBS method. The technical proposal will be evaluated under five categories with scores as shown in the table below making a total score of 100 points. The minimum score for proposal/s to be accepted is 60. The proposal/s will be ranked based on the total (technical and financial) score obtained. Thereafter, contract negotiation will be started with the top-ranked bidder. If the negotiation is successful, then a contract for this scope of work will be signed with the bidder. If negotiation with the top-ranked bidder fails, then the second-ranked bidder will be called for negotiation, and so on.

S.N.	Evaluation Criteria	Max. point Allocated
1	Conformity with technical proposal requirements	10
2	Experiences of the Bidder	25
3	Training facilities available	15
4	Program implementation methodology	20
5	Quality of proposed key staff	30
	<b>Total</b>	<b>100</b>

## 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.

<b>i) Eligibility &amp; Completeness Test</b>	<b>Compliance</b>
Copy of Registration of the company/firm	
VAT/PAN Registration ( <b>for National consulting firm only</b> )	
Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission <i>[insert</i>	

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<b>Fiscal year] (for National consulting firm only)</b>	
In case of a natural person or firm/institution/company which is already declared blacklisted and ineligible by the GoN, any other new or existing firm/institution/company owned partially or fully by such Natural person or Owner or Board of director of blacklisted firm/institution/company; shall not be eligible consultant.	
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	

<b>ii) EOI Evaluation Criteria</b>	<b>Insert Minimum Requirement if Applicable</b>	<b>Score [Out of 100%]</b>
<b>A. Qualification : 40 %</b>		
1. <i>Qualification of Key Experts: Training coordinator 1, Officer level Instructor 1 and Assistant Instructor 1: Maximum 15 Marks.</i>		(Training coordinator with Master degree in any discipline 5 marks, Bachelor degree in any discipline 3 marks, Officer level Instructor having more than Level-III certificate/degree with ToT 5 marks, Level-III / Diploma with ToT 3 marks, Assistant Instructor having Level-III certificate with ToT 5 marks, Level-II / TSLC with ToT 3 marks)
2. <i>Experience of Key Experts: Maximum 25 Marks.</i>	minimum 3 years for coordinator & experience.	Training coordinator with more than 5 yrs experience 12 marks, 3-5 yrs experience 8 marks, Officer level Instructor having more than 5 yrs experience 8 marks, 3-5 yrs experience 5 marks,, Assistant Instructor having more than 5 yrs experience 5 marks, 3-5 yrs experience 3 marks,)
<b>B. Experience : 50%</b>		
1. <i>General of service provider form: Maximum 15 Marks</i>	<i>Minimum 7 years experience</i>	1.General experience: Equal/more than 10 yrs 15 marks, more than 7-less than 10 yrs- 12 marks and equal to 7 yrs 9 marks. 2. <i>Specific experience:</i> Equal/more than 10 yrs 25 marks, more than 7-less than 10 yrs- 20 marks and equal
2. <i>Specific experience of consulting form within last 7 years: Maximum 25 marks.</i>	<i>Minimum 7 years experience</i>	
3. <i>Similar Geographical experience of consulting form: Maximum 10 marks</i>	<i>Minimum 7 years experience</i>	

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		to 7 yrs 15 marks. 3.Similar Geographical experience: Equal/more than 10 yrs 10 marks, more than 7-less than 10 yrs- 7 marks and equal to 7 yrs 5 marks.
<b>C. Capacity: 10%</b>		
1.Financial Capacity <sup>3</sup> : Maximum 5 Marks	Last 3 years' average turn over.	Equal to 150% turn over 5 marks, more than 120%-less than 150% 4 marks and equal to 100%-120% 3 marks.
2.Infrastructure / equipment related to the proposed assignment <sup>4</sup> : Maximum 5 Marks.	List and quantities of all items and assurance letter should be mentioned.	1.Adequate safety equipment's/gears 0.5 mark, 2. Machineries' & well equipped classroom with lab 1.5 mark, 3.Assurance of adequate training materials 1 mark, 4. Library 1 mark 5. Restroom, Instructor's preparation room 0.5 mark, 6. extracurricular facilities 0.5 mark.



  
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<sup>3</sup> Average turnover required shall not exceed 150% of cost estimate

<sup>4</sup> This Evaluation criteria should be deleted if infrastructure/equipment are not the part of the proposed assignment.

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**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



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**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: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

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 **[Insert name of Client]** as Consultant for **[Insert brief description of Work/Services]**.
2. Attached to this letter are photocopies of original documents defining:
  - a) the Applicant's legal status;
  - b) the principal place of business;
3. **[Insert name of Client]** 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. **[Insert name of Client]** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.<sup>5</sup>
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

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<sup>5</sup> Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

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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):**

**Standard EOI Document**

**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.)*

**Standard EOI Document**

**3. Experience**

**3(A). General Work Experience**

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

<b>S. N.</b>	<b>Name of assignment</b>	<b>Location</b>	<b>Value of Contract</b>	<b>Year Completed</b>	<b>Client</b>	<b>Description of work carried out</b>
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; US\$ or Euro) <sup>6</sup> :
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; US\$ or Euro):
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:  <b>Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.</b>	

Firm's Name: \_\_\_\_\_

<sup>6</sup> Consultant should state value in the currency as mentioned in the contract

**Standard EOI Document**

**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)*

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

**Standard EOI Document**

**4. Capacity**

**4(A). Financial Capacity**

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

<b>Annual Turnover</b>	
<b>Year</b>	<b>Amount Currency</b>

- **Average Annual Turnover of Best of 3 Fiscal Year  
Of Last 7 Fiscal Years**

--

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

**Standard EOI Document**

**4(B). Infrastructure/equipment related to the proposed assignment<sup>7</sup>**

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

---

<sup>7</sup> Delete this table if infrastructure/equipment for the proposed assignment is not required.



**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)*

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

(Please insert more rows as necessary)