

EXPRESSION OF INTEREST (EOI)

Title of Consulting Service: Consulting Service Detailed Seismic Vulnerability Assessment, Detail Design for Retrofitting and Retrofitting Cost Estimation of the school buildings in Different Program districts of Nepal

Method of Consulting Service: National

Project Name : Consulting Service Detailed Seismic Vulnerability Assessment, Detail Design for Retrofitting and Retrofitting Cost Estimation of the school buildings in Different Program districts of Nepal

EOI : CEHRD/SESP/Consultancy/NCB-2/2080/2081

Office Name: Center for Education and Human Resource Development

Office Address: Sanothimi Madhyapur Thimi Bhaktapur

Funding agency : Government Budget

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

Request for Expression of Interest

Government of Nepal (GoN)

Name of Employer: Center for Education and Human Resource Development

Date: 26-01-2024 11:00

Name of Project: Consulting Service Detailed Seismic Vulnerability Assessment, Detail Design for Retrofitting and Retrofitting Cost Estimation of the school buildings in Different Program districts of Nepal

1. Government of Nepal (GoN) has allocated fund toward the cost of Consulting Service Detailed Seismic Vulnerability Assessment, Detail Design for Retrofitting and Retrofitting Cost Estimation of the school buildings in Different Program districts of Nepal and intend to apply portion of this fund to eligible payments under the Contract for which this Expression of Interest is invited for National consulting service
2. The Center for Education and Human Resource Development now invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the following consulting services: Consulting Service Detailed Seismic Vulnerability Assessment, Detail Design for Retrofitting and Retrofitting Cost Estimation of the school buildings in Different Program districts of Nepal
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Center for Education and Human Resource Development, Center for Education and Human Resource Development Sanothimi
Madhyapur Thimi, Bhaktapur
Bagmati Province
Nepal during office hours on or before 11-02-2024 12:00 or visit e-GP system www.bolpatra.gov.np/egp or visit the client's website www.cehrd.gov.np
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered online through e-GP system www.bolpatra.gov.np/egp on or before 11-02-2024 12:00
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 40.0 %, Experience 50.0 %, and Capacity 10.0 % 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 70

B. Instructions for Submission of Expression of Interest

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 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/person/ company/ organization.
4. In case, the applicant is individual consultant, details of similar assignment experience, their location in the previous 4 years and audited balance sheet and bio data shall be considered for evaluation.
5. The assignment has been scheduled for a period of 2.5 Month. Expected date of commencement of the assignment is 14-04-2024.
6. A Consultant will be selected in accordance with the QCBS method.
7. 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).
8. 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.
9. The Expression of Interest (EOI) document must be duly completed and submitted by electronically only using the forms and instructions provided by the system.
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.

C. Objective of Consultancy Services or Brief TOR

TERMS OF REFERENCE (TOR)

Consulting Service Detailed Seismic Vulnerability Assessment, detailed design for Retrofitting, and Retrofitting Cost Estimation of the school buildings in Different Program districts of Nepal

1. BACKGROUND

Government of Nepal (GoN), Ministry of Education, Science and Technology (Moe), Center for Education and Human Resource Development has been implementing a School Earthquake Safety Program (SESP) from fiscal year 2010/11 in the Kathmandu Valley under School Sector Reform Program (SSRP). The program was initiated under Flagship-1 School Safety of Nepal Risk Reduction Consortium (NRRC) led by the Ministry of Education Science and Technology (MOE) and coordinated by the Asian Development Bank (ADB).

MoE has identified school earthquake safety as one of the priority areas and has incorporated the School Disaster Risk Reduction (SDRR) components in the regular program of CEHRD and the School Sector Development Plan (SSDP). CEHRD has prepared short- and long-term plans to reduce existing school vulnerabilities under which seismic retrofitting of school buildings of the Kathmandu Valley has been started from fiscal year 2010/11.

Before implementing of retrofitting construction program, the detailed earthquake vulnerability assessment, detailed design, and cost estimation for retrofitting of the selected school buildings by Education Development and Co-ordinate Unit needs to be prepared. Hence it is intended to hire consulting services from National Eligible Consultancy Service Agencies (SAs) who are registered as a consulting firms/organization to carry out the above task for the CEHRD.

To accomplish this work of retrofitting 156 school buildings, it is requested to all the interested consulting firms, who have experience in the retrofit design of buildings, to submit their document so that further works for evaluation of the documents can be made.

2. OBJECTIVE OF THE ASSIGNMENT

The objective of the assignment is to assess in detail the earthquake vulnerability of school buildings and to prepare detail designs and drawings for the retrofitting of school buildings to make them earthquake-resilient in the following program districts.

3. SCOPE OF WORK

To meet the objectives of the assignment, the following are the scopes of the work.

- To visit the school's buildings assess damages, and measure the building structures.
- To conduct coordination meetings among the Local Level representatives, officials, and technical team for the selection and prioritization of the school to be retrofitted. The school must be proposed within of Total Estimated value of the Retrofitting Building and should not be more than 1/3 of this type of new Construction existing Building.
- To take the detailed technical information of school building/s from the respective school/s, Development, and Co-ordinate Unit with coordination with Local Government for the detailed earthquake vulnerability assessment.
- To collect other necessary data, information, and documents necessary for detailed vulnerability assessment and detailed design of buildings. To conduct destructive and non-destructive tests and collect geotechnical information that was conducted in the proximity of the selected school area for assessment of the strength and stability of existing foundations.
- To prepare a detailed vulnerability assessment report of the school buildings
- To identify the appropriate technique for retrofitting based on the data and information regarding the existing structures.
- To conduct the detailed retrofit design and drawings of the selected school building/s.
- To prepare the detailed design of electrical and allied services.
- To prepare the detailed quantity and cost estimate of the designed buildings based on the approved district rate of the respective local government.

- To transfer the knowledge about the retrofitting technique among the Education Development and Co-ordinate Unit, Chairperson of the school management committee, Head Teacher & the technical team at the Local level (Engineers and Sub Engineers).

Following are the local levels where school buildings will be retrofitted

Recommend Schools from the local level according to the rules for Retrofitting school buildings and take the necessary action by selecting school buildings that can be retrofitted by experts according to prevailing standards

Karnali Province:

Jajarkot District- 32 School Buildings: (Bheri Municipality, Chhedagad Municipality, Nalgad Municipality, Kushe Rural Municipality, Junichade Rural Municipality, Berekot Rural Municipality, Shiwalaya Rural Municipality

Rukum West District-15 School Buildings: (Musikot Municipality, Rural Municipality Chaurjahari Municipality, Aathbiskot Municipality, Banphikot Rural Municipality, Sani Bheri

Sudur Paschim Province:

Bajhang District- 18 School Buildings: Masta Rural Municipality, Thalara Rural Municipality, Talkot Rural Municipality, Surma Rural Municipality, SaiPaal Rural Municipality, Durgathali Rural Municipality, Bithadchir Rural Municipality, Kedarseu Rural Municipality, Khaptadchhanna Rural Municipality, Chabispathivera Rural Municipality, Jaya Prithivi Municipality, Bungal Municipality

BAJURA District-15 School Buildings : Gaumul Rural Municipality, Himali Rural Municipality, Jagannath Rural Municipality, Khaptad chhededaha Rural Municipality, Swami kartik Khaapar Rural Municipality, Badimalika Municipality, Tribeni Municipality, Budhiganga Municipality, Budhinanda Municipality

Note: To retrofit the School building, if the number of schools cannot be obtained as specified at the local level as mentioned above, then 1/1 school will be selected from the local levels which are behind in the human development index and have more students in Surkhet, Kanchanpur and Kailali Districts.

4. Expected Output of the assignment:

The prepared report should contain a complete report consisting:

- Collection of basic information about the study area
- Details of the existing infrastructures of the school buildings including damages if any
- Detail vulnerability assessment report of the school buildings
- Detail Retrofit Design and Drawings of the school buildings
- Detail quantity and cost estimate for the retrofitting of the school buildings

5. Methodology of the study

The consultant team as described in 1.1.2 shall carry out the following works in two phases for completing the above task.

5.1 First Phase: Detail seismic vulnerability assessment of school buildings

The consultant team will collect the primary and secondary information regarding the technical details of the existing school buildings. The consultant team will visit every school to take necessary data for detailed earthquake vulnerability assessment and retrofitting design. The detailed vulnerability assessment report will be prepared based on the detailed vulnerability assessment of school buildings.

The consultant team will find the necessary and appropriate technique for the above-assessed buildings for retrofitting and then propose the appropriate retrofitting technique for the detailed design of the school buildings based on government guidelines.

5.2 Second Phase: Detail Retrofitting design of building:

After completing the first phase detailed seismic vulnerability assessment and preliminary design, the second phase detailed seismic vulnerability, and detailed design work for retrofitting will be carried out on the buildings which are technically and financially feasible for retrofitting.

The consultant team can use appropriate design software like SAP2000 nonlinear, STAAD , AutoCAD etc. for modeling and design purposes. Based on the design, the consultant will prepare prepared detailed drawings. After detailed design drawings and the detailed quantity and cost estimate will be prepared based on the district-approved rate and CEHRD norms for the retrofitting of the school buildings.

6. SUBMISSION OF REPORTS AND PRESENTATION OF THE WORKS

The consultant shall submit reports as described hereunder:

6.1 Inception Report:

This report will contain the location and accessibility of the school, the preliminary physical scenario of the school, literature review of the existing laws, regulations, and guidelines relating to the retrofit design of buildings. The preliminary inception report shall be submitted to CEHRD in three copies and should be discussed with CEHRD. This should contain Master concepts of the overall project as well as the schedule for completing the task.

6.2. Draft Report

This report shall be in a standard format, containing all the required components of the design, and be presented in a clear and easy-to-refer format. The complete set of the report should consist of:

i. Volume I – Main Report

- Minute/s of meeting with Local Level representatives, officials, and technical team for the selection and prioritization of the school to be retrofitted;
- Measured drawings of school buildings including foundation and all structural and non-structural members;
- Detailed damage mapping of local damages, if any;
- Destructive and non-destructive test reports;
- Available geotechnical reports;
- Detailed seismic vulnerability assessments, calculations, etc;
- Vulnerability assessment of existing buildings;
- Appropriate retrofit option following detailed design and calculations;
- Others, if any;

ii. Volume II – Drawings (Existing and proposed Architectural, Structural, Electrical, and other necessary drawing at the working level)

- iii. Volume III – Detailed Rate Analysis, Measurement of Quantities and Cost Estimate.
- iv. Appendices (If any)

This report shall be submitted in one printed copy and three electronic copies in a portable data device. The Consultants shall present the design report in a specified standard format and defend it to the CEHRD and other stakeholders before the submission of the final report. They shall review the issues raised during the presentation while finalizing the report and make necessary amendments/corrections if needed. The date and venue of the presentation shall be determined by mutual agreement between the CEHRD and the consultants.

6.3. Final Report

Apart from the presentation, the CEHRD will verify the content of the report against the Terms of Reference and the checklist. The CEHRD may also discuss the technical content of the report and may suggest some changes if thought necessary. While preparing the Final Report the consultants shall consider the comments/suggestions and make corrections or amendments if required. It does not, however, relieve the Consultants of their responsibility over the technical content of the design. The final report shall be submitted in three printed copies. Apart from the printed report, the consultants shall submit three electronic copies of the final report in CD-ROMs or portable data devices.

7. TIME SCHEDULE

If not indicated otherwise in the contract documents the consultant shall complete the assigned works as per the following schedule:

- i) Inception Report within 2 (Two) weeks from the date of signing of the contract.
- ii) Draft Report within 8 (Eight) weeks from the date of signing of the contract.
- iv) Final Report within 10 (Ten) weeks from the date of signing of the contract.

8. PAYMENT SCHEDULE

If not indicated otherwise in the contract documents the consultant shall be paid as per the following schedule:

Payment schedule	Payment Milestone
30% of contract amount	After submission and acceptance of the Inception Report
50% of contract amount	After submission and acceptance of the Assessment and Draft Report
20% of contract amount	After submission and acceptance of the Final Report

9. TENTATIVE STAFFING REQUIREMENTS

The consulting services shall be carried out by National consultants. The firm shall have extensive experience in the investigations, assessment design, and documentation of retrofitting works of modern as well as traditional Buildings. It is anticipated that the consultant organization will be as set out in Staff Input, although in preparing their proposals the consultants may propose alternative arrangements which in their opinion, will provide required services of an equivalent or better quality.

The breakdown of estimated staff input is given below.

SN.	Position	Expert Type (Key/Non-Key)	No.	Person Months
I. Detail Assessment				
1	Team Leader	Key	1	1
2	Structural Engineer	Key	4	1
3	Civil Engineer	Key	8	1
4	Electrical Engineer	Key	4	1
5	Lab Technician	Non Key	4	1
6	Sub Engineer(Civil)/ Quantity surveyor	Non Key	8	1
II. Detail Design and cost estimation				
1	Team Leader	Key	1	1.5
2	Structural Engineer	Key	6	1.5
3	Civil Engineer	Key	12	1.5
4	Architects	Key	12	1.5
5	Electrical Engineer	Key	6	1.5
6	Civil Sub Eng (Civil) /Quantity Estimate	Non Key	6	1.5
7	Computer Operator	Non Key	4	1.5
8	Sub Engineer / Draft Person	Non Key	12	1.5

Note : Only key experts are considered for evaluation of EOI.

10 ROLES, RESPONSIBILITIES AND QUALIFICATION REQUIREMENTS OF KEY PERSONAL

The roles and responsibilities mentioned hereunder do not relieve the consultant from any task of the scope of work. If the roles and responsibilities mentioned hereunder do not cover the entire scope of work the consultant has to assign the task to the relevant experts. Professional work experience mentioned below will be considered as work experience in relevant field after completion of required academic degree. Specific experience of experts shall be considered as experience in project similar to this assignment.

10.1 Team Leader

Roles and Responsibilities

- Ensure overall coordination, and assist the entire team of consultants in performing their responsibilities and inputs to complete the design works on time;
- Supervise consulting team member and monitor their performance to ensure the quality of design works;
- Carryout coordination meetings with CEHRD and Local Level for coordination from school selection to entire assessment work till the completion of task;
- Prepare detailed retrofitting design /drawings, working drawings, and cost estimates;
- Manage and conduct presentations as and when required;
- Overall management of the assignment, correspond with the employer;

Minimum Qualification: Master's degree in Structure/Earthquake/Civil Engineering/ Architecture with at least 4 years of experience in professional work. Specific experience of at least one project in **Detailed Vulnerability Assessment and retrofit design of Government/Public buildings after masters degree.**

10.2 Structural Engineer

Roles and Responsibilities

- Ensure overall coordination between architects and the structural design team;
- Seismic vulnerability assessment of existing buildings
- Overall retrofit design and finalization of structural design and drawings including demolition/modification drawings if necessary;
- Preparation of Working level retrofit design and drawings;
- Ensure the overall structural design is as per the Nepal National Building Code and Other relevant Standards;
- Assist team leader to complete the assignment;
- Work in close coordination with other experts, as and when necessary for the successful implementation of the project.

Minimum Qualification: Master's degree in Structural/Earthquake Engineering with at least 4 years of experience in professional work. Specific experience of at least one project in **Detailed Vulnerability Assessment and retrofit design of Government/Public buildings after masters degree.**

10.3 Electrical Engineer

Roles and Responsibilities

- Planning & Designing of the electrical system in a building;

- Preparation of drawings & estimation of electrical design works;
- Work in close coordination with other experts, as and when necessary for the successful implementation of the project

Minimum Qualification: Bachelor in Electrical Engineering and at least 4 years of professional work experience.

10.4 Civil Engineer

Roles and Responsibilities

- Assist other experts during Site Investigations works;
- Prepare detailed measured drawings and detailing of the existing building before assessment works;
- Assess damages and explore foundations of the existing buildings;
- Prepare retrofit working drawings as and when necessary;
- Conduct Structural engineering related design and calculations;
- Other works as required by the Project;
- Assessment of technical needs based on client Needs

Minimum Qualification: Bachelor's degree in Civil Engineering or Construction and at least 4 years of professional work experience. Shall have specific experience in Detailed Engineering/Retrofit Design of government/public building projects.

10.5 Architect.

Roles and Responsibilities

- Prepare detailed Architectural drawings
- Prepare type design working drawings necessary; Other works as required by Project;
- Assessment of technical needs based on client Needs.
- Work in close coordination with other experts, as and when necessary for the successful implementation of the project.

Minimum Qualification: Bachelor's degree in architecture or Construction engineering and at least 4 years of professional work experience. Shall have specific experience in Detailed Architectural Design of government/public building projects.

10.6 Sub-Engineer

Roles and Responsibilities

- Collection of approved local-level rates of materials, labor, and equipment;
- Preparation of rate analysis with modifications of rates for transportation;
- Prepare detailed measurements of quantities;
- Prepare detailed project costs;
- Work in close coordination with other experts, as and when necessary for the successful implementation of the project.

Minimum Qualification: Diploma in Civil Engineering with a minimum of 4 years' experience and specific experience in quantity survey and estimation in building projects.

10.7 Sub Eng./Draft Person.

Roles and Responsibilities

- Prepare work and assist the Architect with detailed Architectural drawings.
- Prepare type design working drawings necessary; Other works as required by Project;
- Assessment of technical needs based on client Needs.
- Work in close coordination with other experts, as and when necessary for the successful implementation of the project.

Minimum Qualification: Diploma in Civil Engineering with a minimum of 4 years' experience and specific experience in quantity survey and estimation in building projects.

11. Equipment/ Vehicles and Other Logistics

The consultant has to presume that the facilities and other logistics required for conducting a feasibility study, detailed engineering design, and construction supervision shall be managed by the firm/consultant itself.

12. CEHRD Input

CEHRD will provide assistance and guidance for the execution of this assignment. CEHRD will provide one counterpart staff for liaising purposes.

13. Working Arrangement

All the experts under the consulting firm shall perform the task under the guidance of CEHRD and the Team Leader. All the experts will report to the Team Leader and the Team Leader is responsible for deputing other experts in the field and office. He is also responsible for coordination with CEHRD, Organizing Presentations, and reporting to the Director of CEHRD. The team leader shall visit the field frequently the CEHRD and field as per the requirement.

13. Recruitment of the Consultant

Recruitment of the Consultant shall be carried out as per the Public Procurement Act, 2063; Public Procurement Regulation, 2064 and Public Procurement Procedure of Earthquake affected Infrastructure Reconstruction.

14. Agreement

The Consultant will be required to agree with CEHRD. The terms and conditions of the agreement shall be given with a Request for Proposal if the firm is shortlisted.

15. Indemnity

The consultant shall be responsible for any damage of life, or property that may arise out of his works and he shall take all necessary insurance provisions to indemnify any compensation claims that may arise through his negligence.

16. Taxation

The Consultant shall be fully responsible for all taxes including VAT applicable as per the rules and regulations of the Government of Nepal and for that, the taxes except VAT shall be deducted at the source at the time of payment. The consultant shall be responsible for the clearance of VAT. All payments shall be made after deducting taxes.

17. Disposition of Facilities

The consultant shall hand over to the CEHRD office all equipment, apparatus, or other things procured by the project funding used by the firms as well as other experts during the assignment. All items handed over to the CEHRD office shall be in good operating condition but fair wear and tear is expected. Items, that have become unserviceable due to negligence or causes other than fair usage, shall be replaced at the consultant's expense.

D. Evaluation of Consultant's EOI Application

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

Sl. No.	Criteria Title	Compliance
1	Corporate Registration	
2	Tax Clearance for fiscal year 2079/80	
3	VAT/PAN Registration	
4	EOI Form 1: Letter of Application	
5	EOI Form 2: Applicant's Information Form	
6	EOI Form 3: Experience (3(A) and 3(B))	
7	EOI Form 4: Capacity	
8	EOI Form 5: Qualification of Key Experts	
9	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.	
10	If the corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV shall not be eligible to participate in procurement process till the concerned Court has not issued the decision of clearance against the Corruption Charges.	

ii) EOI Evaluation Criteria

A. Qualification

Sl. No.	Criteria	Minimum Requirement
1	Qualification of Key Experts	As per TOR
2	Experience of Key Experts	As per TOR

Score: 40.0

B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm	as per TOR
2	Specific experience of consulting firm within last 7 years. In case of person, specific experience of the person within last 4 years.	as per TOR
3	Similar Geographical experience of consulting firm	as per TOR

Score: 50.0

C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity.[Average turnover required shall not exceed 150% of cost estimate]	Average annual turn over of best 3 years within last 10 years shall be minimum of NRs. 10 million

Sl. No.	Criteria	Minimum Requirement
2	Infrastructure/equipment related to the proposed assignment.[This Evaluation criteria should be deleted if infrastructure/equipment are not the part of the proposed assignment]	as per TOR

Score: 10.0

Minimum score to pass the EOI is: 70

Note : If the corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such consultant's proposal shall be excluded during the evaluation.

E. EOI Forms & Formats

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: _____

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.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):

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.)

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; US\$ or Euro) ² :
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: Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.	

Firm's Name: _____

² 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)

No	Name of the Project	Location (Country/ Region)	Execution Year and Duration
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)

Annual Turnover	
Year	Amount Currency

- **Average Annual Turnover**

--

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

Standard EOI Document

4(B). Infrastructure/equipment related to the proposed assignment³

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

³ 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)

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

(Please insert more rows as necessary)