

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

## **Procurement of Consulting Services**

**Issued By:**  
**Local Roads Bridge Programme**  
Local Roads Bridge Support Unit  
Manbhawan, Lalitpur

**May 2019**

## **Standard EOI Document**

### **A. Request for Expression of Interest**

1. LRBSU invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the various consulting services (*Refer to C for short description of objectives*)
2. Interested eligible consultants may obtain further information and EOI document free of cost at the address **LRBSU, Manbhawan, Lalitpur** during office hours on or before **[insert date and time]** or visit LRBSU’s official website [www.lrbpnepal.org](http://www.lrbpnepal.org) to download the EOI form.
3. Expressions of interest shall be delivered at LRBSU office, Manbhawan, Lalitpur latest by **June 4, 2019**.
4. 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.
5. EOI will be assessed based on **Qualification, Experience, and Capacity** 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.
6. Minimum score to pass the EOI is **60**.

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### **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 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**.
4. In case, the applicant is individual consultant, details of similar assignment experience, CV (*format given*), and copy of PAN / VAT certificate shall be considered for evaluation.
5. 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))*
    - *EOI Form: Capacity Details (Form 4)*
    - *EOI Form: Key Experts List (form 5)*
    - *EOI Form: CV for Individual Consultant (form 6)- For Individual Consultant only*
6. 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.
7. 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 **Consulting Service and consultants**. The Envelope should also clearly indicate the **name and address of the Applicant**.
8. 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**

*[Provide detail objectives of the consultancy services with expected deliverables or alternatively provide Brief TOR]*

1. **Geotechnical Engineer:** To carry out Review and preparation of the geo-technical investigation works, analysis and calculations of various bridge sites
2. **Hydrology Expert:** To carry out Review and preparation of the hydrological calculation and analysis (including training civil engineers to conduct hydrological calculations).
3. **Environmental Expert:** To carryout IEE/EIA study as a Team leader, review of EIA/IEE Reports.
4. **Health and Safety Expert:** To identification, prevention and control of health and safety hazards related to bridge and road work construction and the work environment, as well as their prevention and control.
5. **Socio Economist:** To assist Environmental expert for studying social aspects in IEE/EIA Study, Social monitoring and Auditing
6. **Geologist:** To assist Environmental expert for studying geological aspects of bridge in IEE /EIA study. Independent geological study during construction phase of bridge.
7. **Biologist:** To assist Environmental expert for studying Biological aspects of IEE/EIA study and monitoring works.
8. **Environmental Auditor/ Environmental Monitoring Expert:** To carry out the environment Audit and environmental monitoring works of bridge and approach road project.
9. **STADD Pro or SAP training:** Training Service Provider/ Individual consultant to support project group from Engineering Colleges
10. **Topographical Survey Work & Geotechnical Investigation of bridges sites**
11. **Senior Bridge Design Engineer**
12. **Civil/ Bridge Engineer:** Help finalization of the design under the supervision of Bridge Design Engineers
13. **River Training Expert:** Individual trainer to conduct River training
14. **Draft Persons:** To perform detail engineering drawing, quantity estimates, rate analysis & cost estimations
15. **Trainer for various bridge related topics:** Training Service Provider/ Individual Trainer for training on bridge design, construction supervision, construction methodology on pile foundation, construction methodology on pre-stressed bridges
16. **Bridge painting training:** Individual trainer to conduct Bridge Painting Training
17. **Low cost river protection work training:** Individual Trainer or team of experts to conduct Low cost river protection work training
18. **Facilitator to develop curriculum and training learning materials**
19. **Printing and Publication Services**
20. **Gabion weaving and gabion box filling training**

## 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	
Copy of Tax Clearance Certificate (for Firms 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 (For Firms only)	
EOI Form 5: Qualification of Key Experts	

### **ii) EOI Evaluation Criteria**

#### **For Consulting Firms:**

- A. Qualification
  - a. *Qualification of Key Experts*
  - b. *Experience of Key Experts*
- B. Experience
  - a. *General of consulting firm*
  - b. *Specific experience of consulting firm within last 7 years*
- C. Capacity
  - a. *Average turnover*

#### **For Individual person:**

- A. Qualification
  - a. *Qualification of Individual*
- B. Experience
  - a. *General experience in years*
  - b. *Specific experience in years*

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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

Form 6. CV for Individual Consultant

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**1. Letter of Application**

*(Letterhead paper of the Applicant)*

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.
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 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

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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)** :



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**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.)*

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**3. Experience**

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

*(Details of assignments undertaken)*

<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.						

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**3(B). Specific Experience**

**Details of similar assignments undertaken in the previous seven years**

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; 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: \_\_\_\_\_

***(Copies of reference letters proving above mentioned works will be required.)***

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**4. Financial Capacity**

<b>Annual Turnover (Latest 3 years)</b>	
<b>Year</b>	<b>Amount Currency</b>

- **Average Annual Turnover**

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*(Note: Supporting documents for Average Turnover of recent 3 years should be submitted for the above.)*

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

<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>
1					
2					
3					
4					
5					

(Please insert more rows as necessary)

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**6. Curriculum Vitae (CV) for Individual Consultant**

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1. **Proposed Position:** \_\_\_\_\_
2. **Name of Staff** [*Insert full name*]: \_\_\_\_\_
3. **Date of Birth:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_
4. **Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: \_\_\_\_\_
- \_\_\_\_\_
5. **Membership of Professional Associations:** \_\_\_\_\_
- \_\_\_\_\_
6. **Other Training** [*Indicate significant training since degrees under 5 - Education were obtained*]: \_\_\_\_\_
- \_\_\_\_\_
7. **Countries of Work Experience:** [*List countries where staff has worked in the last ten years*]: \_\_\_\_\_
- \_\_\_\_\_
8. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: \_\_\_\_\_
- \_\_\_\_\_
9. **Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From [Year]: \_\_\_\_\_ To [Year]: \_\_\_\_\_

Employer: \_\_\_\_\_

Positions held: \_\_\_\_\_

<p><b>10. Detailed Tasks Assigned</b></p> <p>[<i>List all tasks to be performed under this assignment</i>]</p>	<p><b>11. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</b></p> <p>[<i>Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.</i>]</p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
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**12. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of staff member or authorized representative of the staff]* *Day/Month/Year*  
Full name of authorized representative: \_\_\_\_\_