



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

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

### **Issued By:**

Public Procurement Monitoring Office  
Tahachal, Kathmandu

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**(Second Revision May, 2019)**

**(Third Revision June, 2019)**

## ***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:** Design & Development of IEC materials and Knowledge Management Blog including Social Media Enhancement/ Reach for MoFAGA/ PLGSP

## Method of Consulting Service *National*

**Project Name** : *Provincial and Local Governance Support Program (PLGSP)*

**EOI:** EOI IEC / FY 2077-078

**Office Name** : Ministry of Federal Affairs and General Administration (MoFAGA)/ Provincial and Local Governance Support Program (PLGSP)

**Office Address:** *Program Coordination Unit (PCU) – Provincial and Local Governance Support Program (PLGSP), Office of District Coordination Committee, Babar Mahal, Kathmandu*  
*Google code : M8VG+FO Kathmandu*

**Issued on:** *26<sup>th</sup> April, 2021*

Financing Agency: PLGSP

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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

Government of Nepal  
Ministry of Federal Affairs and General Administration (MOFAGA)  
Provincial and Governance Support Program (PLGSP)  
Program Coordination Unit (PCU)

First date of Publication: 26<sup>th</sup> April, 2021

1. The PLGSP invites Expression of Interest for the purpose of shortlisting the qualified, eligible and experienced domestic consulting firms for the Design & Development of IEC materials and Online Knowledge Management Platform for MoFAGA/ PLGSP.
2. Consulting firms experienced in above works and willing to provide the services are hereby invited to submit their Expressions of Interest (EOI). The EOI shall be submitted in a sealed envelope must reach PCU, no later than 12 hrs. on the 16<sup>th</sup> day of the first publication of this notice.
3. In case of last date of submission of the EOI documents falls on public holiday, EOI shall be submitted on following working day.
4. Only those short-listed consulting firms shall be invited to submit the Request for Proposal (RFP) for the mentioned job.
5. The firms shall include in their Expression of Interest (EOI) following information in measurable terms and any other information that they may feel will support their application
  - General Experience of the firms
  - Work experience in similar jobs
  - Proposed human resources and their experiences
  - Infrastructures and technical competency of the firm
  - Response to scope of work
  - Financial capacity and annual turnover of last three years
6. A firm is permitted to submit one EOI either single or in a joint venture
7. PLGSP reserves the right to short list or not to short list any or all of the firms without assigning any reasons or what soever.
8. Further information and clarification in EOI can be obtained from PCU during Office hours. EOI can be downloaded from PLGSP website: [www.plgsp.gov.np](http://www.plgsp.gov.np)
9. 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.
10. Minimum score to pass the EOI is 60%.
11. EOI document shall be addressed to

National Program Manager  
Provincial and Local Governance Support Program (PLGSP)  
Babar Mahal, Kathmandu

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Phone: 01 - 4257389

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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/ 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 – (NA)
5. The assignment has been scheduled for a period of **30 days**. Expected date of commencement of the assignment is 15<sup>th</sup> June, 2021
6. A Consultant will be selected in accordance with the **Quality and Cost Based Selection (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 in sealed envelope and should be clearly marked as "EOI Application for Short-listing for the **Provincial and Local Governance Support Program (PLGSP)** The Envelope should also clearly indicate the **Program Coordination Unit, Office of District Coordination Committee (DCC) Building, Babar Mahal, Kathmandu**.
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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**C. Objective of Consultancy Services or Brief TOR –**

Separately attached with this document.

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### 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	Required
VAT/PAN Registration ( <i>for National consulting firm only</i> )	<u>Required</u>
Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission <b>FY 2076-077</b>	<u>Required</u>
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</b>		
<i>Qualification of Key Experts</i>	15 %	45%
<i>Experience of Key Experts</i>	30 %	
<b>B. Experience</b>		
<i>General of consulting firm</i>	10 %	40%
<i>Specific experience of consulting firm within last 7 years. In case of person, specific experience of the person within last 4 years.</i>	30 %	
<i>Similar Geographical experience of consulting firm</i>	0	
<b>C. Capacity</b>		
<i>Financial Capacity<sup>1</sup></i>		15%
<i>Infrastructure/equipment related to the proposed assignment<sup>2</sup></i>		

<sup>1</sup> Average turnover required shall not exceed 150% of cost estimate

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<i>Innovative, new approaches and response to EOI</i>		
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Minimum score to pass the EOI is 60%.

**Note :** In Case, a 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 firm's or JV EoI shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.

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<sup>2</sup> This Evaluation criteria should be deleted if infrastructure/equipment are not the part of the proposed assignment.

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### **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.<sup>3</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>3</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):**

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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. 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.						



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**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>4</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: \_\_\_\_\_

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<sup>4</sup> Consultant should state value in the currency as mentioned in the contract

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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)*

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

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**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**

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

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**4(B). Infrastructure/equipment related to the proposed assignment<sup>5</sup>**

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

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<sup>5</sup> Delete this table if infrastructure/equipment for the proposed assignment is not required.

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**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)