



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

Procurement of Consulting Services (For National Consulting Services)

**Consulting Service for Participation Agreement (PA) digitization and
upload in MIS System**

EoI ID : NRA/CLPIU/GMaLI/CQS-01/2075/76

Issued By:

**National Reconstruction Authority, Central Level Project Implementation Unit
(Grant Management and Local Infrastructure)**

April, 2019

Expression of Interest (EOI)

for

Consulting Service for Participation Agreement (PA) digitization and upload in MIS System

Package No.	Number of Participation Agreement (PA) forms
NRA/CLPIU/GM aLI/CQS/PA-01	2,20,000 PAs (from 14 districts, namely, Kathmandu, Bhaktapur, Lalitpur, Dhading, Nuwakot, Dolakha, Gorkha, Sindhupalchowk, Kavrepalanchowk, Makwanpur, Okhaldhunga, Ramechhap, Rasuwa, Sindhuli)
NRA/CLPIU/GM aLI/CQS/PA-02	1,80,000 PAs (from 17 districts, namely, Arghakhanchi, Baglung, Bhojpur, Chitwan, Dhankuta, Gulmi, Kaski, Khotang, Lamjung, Myagdi, Nawalparasi, Palpa, Parbat, Shankhuwasawa, Syangja, Solukhumbu, Tanahu)

Method of Consulting Service : National

Project Name : Participation Agreement (PA) digitization and upload in MIS
Office Name : National Reconstruction Authority, Central Level Project
Implementation Unit (Grant Management and Local Infrastructure)
Office Address : Jwagal, Lalitpur
Issued on: 2075/12/20

Financing Agency: World Bank

Abbreviations

CV	-	Curriculum Vitae
DP	-	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

Contents

A. Request for Expression of Interest.....	5
B. Instructions for submission of Expression of Interest	7
C. Objective of Consultancy Services or Brief TOR	8
D. Evaluation of Consultant’s EOI Application.....	8
E. EOI Forms & Formats	9
1. Letter of Application	10
2. Applicant’s Information Form.....	12
3. Experience	13
4. Capacity.....	16
5. Key Experts (Include details of Key Experts only).....	18



Government of Nepal
National Reconstruction Authority
Central Level Project Implementation Unit (CLPIU)
Grant Management and Local Infrastructure
Jwagal, Lalitpur

(First Publication Date: April 3, 2019)

Request for Expression of Interest

Name of the Donor Agency : World Bank
Donor Loan/Credit/Grant No : P155969
EoI ID : NRA/CLPIU/GMaLI/CQS-01/2075/76

1. Government of Nepal (GoN) has *received loan* from World Bank towards the cost of Earthquake Housing Reconstruction and intends to apply a portion of this loan to eligible payments under the Contract for which this Expression of Interest is invited for National consulting service.
2. The Earthquake Housing Reconstruction Project, CLPIU now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to digitize and upload Participation Agreement (PA) forms in MIS system as follows.

Package No.	Number of Participation Agreement (PA) forms
NRA/CLPIU/GMaLI/ CQS/PA-01	2,20,000 PAs (from 14 districts, namely, Kathmandu, Bhaktapur, Lalitpur, Dhading, Nuwakot, Dolakha, Gorkha, Sindhupalchowk, Kavrepalanchowk, Makwanpur, Okhaldhunga, Ramechhap, Rasuwa, Sindhuli)
NRA/CLPIU/GMaLI/ CQS/PA-02	1,80,000 PAs (from 17 districts, namely, Arghakhanchi, Baglung, Bhojpur, Chitwan, Dhankuta, Gulmi, Kaski, Khotang, Lamjung, Myagdi, Nawalparasi, Palpa, Parbat, Shankhuwasawa, Syangja, Solukhumbu, Tanahu)

3. The consulting firm can submit the EoI for one package only.
4. Interested eligible consultants may obtain further information from CLPIU (GMaLI), Jwagal, Lalitpur during office hours and EOI document free of cost from official website, <http://www.clpiugmali.gov.np>
5. Consultants may associate with other consultants to enhance their qualifications.
6. Expressions of interest shall be delivered manually to the address: CLPIU (GMaLI) Jwagal, Lalitpur on or before 12.00 noon, 18th April 2019.
7. Submitted EOI shall be opened in the presence of interested consultants representative on 14.00 hours, 18th April 2019 in the CLPIU (GMaLI) office Jwagal, Lalitpur.
8. 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.
9. EOI will be assessed based on Experience (60 %), Capacity (30 %) and organizational structure (10%) of consulting firm. Based on evaluation of EOI, shortlisted firm will be invited to submit technical and financial proposal through a request for proposal according to Consultant Qualifications' selection (CQS) method under World Bank (WB) consultants selection guidelines.

10. CLPIU (GMaLI) reserves the right to accept or reject any or all applications, or to cancel the entire proceedings without giving any reasons whatsoever.
11. Shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
12. Minimum score to pass is 60.

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.
2. Interested consultants must provide information indicating that they are qualified to perform the services.
3. The project period will be six months from date of agreement.
4. A Consultant will be selected in accordance with the Consultant's Qualification Selection (CQS) method.
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) & 3(C))*
 - *EOI Form: Capacity Details (Form 4)*
 - *EOI Form: Key Experts List (form 5)*
6. 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 Participation Agreement (PA) digitization and upload in MIS System**". The Envelope should also clearly indicate the *name and address of the Applicant along with package number*.
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

The main objective of this assignment is to digitize and upload PAs into EHRP MIS System. PAs will be made available to consulting firms by CL-PIU,GMaLI.

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.

<u>i) Eligibility & Completeness Test</u>	Compliance
Copy of Registration of the company/firm	
VAT/PAN Registration	
Tax Clearance of 2074/75	
EOI Form 1: Letter of Application	
EOI Form 2: Applicant's Information Form	
EOI Form 3: Experience (3(A) and 3(B))	
EOI Form 4: Capacity	
EOI Form 5: Qualification of Key Experts	

<u>ii) EOI Evaluation Criteria</u>	Score	Total Score
A. Experience		60
<i>i.) General experience of consulting firm</i>	20	
Minimum 3 years of general experience		
<i>ii.) Specific experience of consulting firm within last 7 years</i>	40	
Document digitization, data extraction from scanned images with entry in MIS system in at least one project (minimum 1,00,000 documents)		
B. Organizational Structure (key components)	10	10
C. Capacity		
<i>i.) Financial Capacity</i>	5	30
Average annual turnover of best three years out of last seven years (minimum NRs. 45 Lakhs)		
<i>ii.) Infrastructure/equipment related to the proposed assignment</i>	10	
Minimum 4 nos. of Industrial scanner with capacity of minimum 150 images per minute		
<i>iii.) Data entry software and compression technology</i>	15	

Notes:

- 1. In case of Joint Venture (JV) the consulting firms must mention the name of the leading firm with financial liabilities.**
- 2. Maximum number of JV firm is three.**
- 3. Same firm is not allowed to submit EoI individually and in JV.**

E. EOI Forms & Formats

Form 1. Letter of Application

Form 2. Applicant's information

Form 3. Experience (*General and Specific*)

Form 4. Capacity

Form 5. Qualification of Key Experts

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 *EHRP, CL-PIU, Jwagal, Lalitpur* 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. *EHRP, CL-PIU, Jwagal, Lalitpur* 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. *EHRP, CL-PIU, Jwagal, Lalitpur* 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

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

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

Signed _____ :

Name _____ :

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

2. Applicant's Information Form

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

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

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

3. Experience

3(A). General Work Experience

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

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

3(B). Specific Experience

Details of similar assignments undertaken in the previous seven years

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

Assignment name:	Approx. value of the contract (in current NRs)
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs; 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: _____

3(C). Geographic Experience Not Applicable

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>
1.			
2.			
3.			
4.			
5.			
6.			
7.			

4. Capacity

4(A). Financial Capacity

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

Annual Turnover	
Year	Amount Currency

- Average Annual Turnover

--

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

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

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

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)