

EXPRESSION OF INTEREST (EOI)

Office Name: TMJ Learning Ground (TMJLG), Province 1
Office Address: Madi Municipality-1, Sankhuwasabha

Office Name: Tamor Parmaculture Sikai Thalo (TLG), Province 1
Office Address: Chaubise Rural Municipality-3, Dhankuta

Office Name: Koshi Tappu Learning Grounds (KTLG), Province 1
Office Address: Koshi Rural Municipality-3, Sunsari

Office Name: Dhokpya Learning Grounds (DLG), Province 1
Office Address: Mikhwakhola Rural Municipality-5, Taplejung

Table of Contents:

Section I.	A. Request for Expression of Interest
Section II.	B. Instructions for submission of Expression of Interest
Section III.	C. Objective of Consultancy Services or Brief TOR
Section IV.	D. Evaluation of Consultant's EOI Application
Section V.	E. EOI Forms and Formats

Request for Expression of Interest

Name of Employer: TMJ Learning Grounds (TMJLG),
Tamor Parmaculture Sikai Thalo (TLG),
Koshi Tappu Learning Grounds (KTLG),
Dhokpya Learning Grounds (DLG)

Date: 10th September 2022

Name of Project: Architecture and Construction Consultancy

1. The organizations have allocated funds toward the Designing and intend to apply a portion of this fund to eligible payments under the Contract for which this Expression of Interest is invited for national consulting service
2. The organizations now invite Expression of Interest (EOI) from eligible consulting firms/companies (“consultant”) to provide the following consulting services:
 - a. Designing in Working Areas
 - b. Construction in Working Areas
3. Expressions of interest shall be delivered online through email at hr@belt-project.org on or before 10th September 2022 5:00 p.m.
4. In case the day of submission of the EOI falls on a public holiday, the EOI shall be submitted on the following working day. Only those shortlisted Consultants/Consulting Firm(s) shall be invited to submit the ‘Request for Proposal (RFP)’ for the mentioned job. The firm(s) shall include in their Expressions of Interest the following information in measurable terms and any other information that they may feel will support their application.
 - a. Financial Capacity and Annual Turnover of the last 3 fiscal years.
 - b. General Experience of the Firm/Company(s).
 - c. Work Experience in Similar Works.
 - d. Human Resources
 - e. Infrastructure and Technical Competency
 - f. Response to the scope of work.
5. EOI will be assessed based on Qualification of 50.0 %, Experience of 40.0 %, and Capacity of 10.0 % of consulting firms and key personnel. Based on the evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposals through a request for proposal.
6. The organizations reserve the right to shortlist or not to shortlist any or all of the Firms without assigning any reasons whatsoever.

Instructions for Submission of Expression of Interest

Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms.

1. 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 past years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment).
2. This expression of interest is open to all eligible consulting firms.
3. In case, the applicant is an individual consultant, details of similar assignment experience, their location in the previous 5 years, and audited financial statements and bio data shall be considered for evaluation.
4. Expression of Interest should contain the following information:
 - a. A covering letter addressed to the representative of the client on the official letterhead of the company duly signed by an authorized signatory.
 - b. 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).
5. 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.
6. The Expression of Interest (EOI) document must be duly completed and submitted online through email at hr@belt-project.org subject to "EOI Application for Architecture and Construction Consultancy"
7. The completed EOI document must be submitted on or before the date and address mentioned in the "Request for Expression of Interest". Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.

Objective of Consultancy Services or Brief TOR

Background:

The organizations aim to create a place-based learning space at Madi Municipality-1, Chauki, Sankhuwasabha; Chaubise Rural Municipality-3, Dhankuta; Koshi Municipality-3, Hattisar, Sunsari and; Mikhwakhola Rural Municipality -5, Taplejung respectively which require firms with relevant experience in Architecture and Construction. The detailed scope of work for this EOI is as follows:

Scope of Work:

Phase 1: Design and Development of Learning Grounds' facilities

- Sensitively and respectfully engage with the local clients to understand their needs, spatial requirements, and budgetary constraints.
- Based on the project brief design or support the designs for the facilities based on client requirements, budget, and site constraints.
- Develop the designs for the schematic, design development, and construction documentation phases with ongoing approval from the local clients and INGO partners.
- Develop accurate cost estimates based on equipment, materials, and labor requirements for each of the phases to assist with the input process.
- Ensure that construction projects meet environmental, safety, structural, zoning, and aesthetic standards
- Determine and schedule different stages of the building process, in accordance with the client's needs.
- Develop a strategy that is sustainable, place-based, and sensitive to local cultures and ecologies.

Phase 2: Construction Drawing Production and Permitting

- Develop the technical drawings for construction.
- Get buildings and all legal permits required for construction.
- Get approvals from all relevant authorities.
- Develop appropriate and accurate cost estimates for the final construction and receive client approval.
- Review plans and specifications for constructability, completeness, clarity, and coordination of disciplines.
- Prepare a master schedule showing duration, responsibility, and priority for all major activities.
- Update the master budget to reflect any changes in the construction process.
- Develop a detailed recruitment strategy for skilled and community volunteer labour.
- Recommend the division of labor into separate contracts to permit phasing. Consider such factors as construction durations, construction document preparation, and labour availability.
- Take responsibility for overall progress and use of resources.
- Ensure all technical inputs and cost estimates related to the construction components are accurate, timely, and included in the project proposals and budgets.
- Identify and manage risks and initiate corrective action where necessary, ensuring maximum benefit to client and stakeholders is achieved.
- Manage project budgets, cash flow, and obligations to ensure that deliverables are met and payments to contractors and personnel are received on time.

Phase 3: Bidding and Construction

- Develop all bidding and construction documentation for the construction of the facilities.
- Develop a detailed market survey for building materials in conjunction with architects, local contractors, and skilled engineers.
- Develop a detailed materials procurement procedure. Selection of suppliers for materials, and agreements with said suppliers.
- Engage, and fairly pay all contractors, and labor workers to ensure a safe, fair, and inclusive work environment.
- Always engage local labor at any given possibility to ensure long-term engagement in the project from the community.
- Follow all labor laws, and salary requirements while hiring local or national laborers.
- Ensure that the client vetoes the selection of all contractors and sub-consultants.
- Develop a detailed materials procurement procedure. Develop a detailed market survey for building materials in conjunction with architects, local contractors, and skilled engineers.

Phase 4: Construction lead

- Follow all guidelines and sensitive information from the local clients to ensure smooth operations on the ground.
- Day-to-day site supervision and guidance, including overseeing the delivery of materials to the site, planning, and assignment of labor teams.
- On-going development of construction strategy, scheduling, and construction quality control.
- Regular communication with the design team and support for materials testing procedures and reviews with the structural engineer. Conduct site surveys, evaluation, analysis, and structural design, based on the details prepared in the Design.
- Train local builders in the implementation of small-scale interventions.
- Undertake routine inspection of all work sites to confirm the essence and work quality executed; confirm the substances, hardware, and labor employed at the site; ensure that the work is implemented in accordance with the approved standards; and ensure that the quality control procedures outlined in the contract are followed.
- Provide overall technical assistance to the organization's construction projects, from their planning to their implementation and monitoring.
- Responsible for ensuring that effective implementation, monitoring, and supervision tools are developed and implemented.
- Develop a detailed recruitment strategy for skilled and community volunteer labor.
- Ensure all technical inputs and cost estimates related to the construction components are accurate, timely, and included in the project proposals and budgets.
- Take responsibility for overall progress and use of resources.
- Identify and manage risks and initiate corrective action where necessary, ensuring maximum benefit to client and stakeholders is achieved.
- Manage project budgets, cash flow, and obligations to ensure that deliverables are met and payments to contractors and personnel are received on time.
- Provide ongoing weekly reports and monthly reports to the clients to ensure all work monitoring is continuously communicated.

Phase 5: Post Occupancy

- Ensure a proper handover of the project to the local clients and community members.
- Take input and feedback from the local clients on any issues and respond to questions until all problems are resolved and the facility is properly handed over.
- Train local team to manage the facility
- Provide a report and guidance on the post-construction handover.

Essential documents:

- Cover Letter
- Profile of Company/Firm/Consultant
- Company/Firm registration certificate
- VAT registration certificate
- Latest Income tax clearance certificate
- Proof of experience to prove competency in relevant field
- Proof of previous similar work with samples and references
- CV(s) of the key personnel to be involved
- Three (3) professional references of clients/projects you have completed in the past including name, title, email and phone number

Criteria for Selection:

1. Compliance to General Mandatory Requirement
2. Minimum Score required in evaluation criteria

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

S.N	Criteria Title	Compliance
1	Corporate Registration	
2	Tax Clearance/	
3	PAN Registration with VAT	
4	EOI Form 1: Letter of Application	
5	EOI Form 2: Applicants 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 an 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**

S.N	Criteria	Minimum Requirement
1	Qualification of Key Experts	as per TOR
2	Experience of Key Experts	as per TOR

Score: 50.0

B. Experience

S.N	Criteria	Minimum Requirement
1	General Experience of consulting firm	Experience in building conservation-oriented, environmentally sensitive infrastructure projects
2	Specific experience of consulting firm 3-5 years	Experience in building conservation-oriented, environmentally sensitive infrastructure projects in remote areas
3	Similar Geographical experience of consulting firm	Experience in building conservation-oriented, environmentally sensitive infrastructure projects in remote areas lacking motorable road access
4	Experience working in environmental work	

Score: 40.0

C. Capacity

S.N	Criteria	Minimum Requirement
1	Financial Capacity.[Average turnover required shall not exceed 150% of cost estimate]	more than 30 lakhs

Score: 10.0

Minimum score to pass the EOI is: 60

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

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

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. *(Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.)*
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 a joint venture of two or more firms to be filled separately for each constituent member)

1. Name of Firm/Company:
2. Type of Constitution (Sole Proprietorship/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 the 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 out
1.						
2.						
3.						
4.						
5.						
6.						
7.						

3(B). Specific Experience

Details of similar assignments undertaken in the previous 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 assignments (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 highlights 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

3(C). Geographic Experience

Experience of working in a similar geographic region or country

(In case of a 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.			

4. Capacity

4(A). Financial Capacity

(In case of a 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 assignment

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

Note: Delete this table if infrastructure/equipment for the proposed assignment is not required.

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

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

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

(Please insert more rows as necessary)