## **Section 3. Application Forms**

Form 3A: Application Submission Form

Form 3B: CV of the Applicant

Form 3C: Remuneration and Reimbursable

# Form 3A. Application Submission

[Location: dd/mm/yy]

To:	
[Name]	
[Address of Client]	
Dear Sirs:	
I am hereby submitting my Application to provide in strict accordance with your Request for Applicat	the consulting Services for [Insert title of assignment] ion dated [dd/mm/yy].
	een associated in the past, directly or indirectly, prepared the design, specifications and others
	ineligible by the Government of Bangladesh on lusive or coercive practices in accordance with
I undertake, if I am selected, to commence the than the date indicated in Clause 12.1.	consulting Services for the assignment not later
I understand that you are not bound to accept any	Application that you may receive.
I remain,	
Yours sincerely,	
	Signature
	Print name Address:
	Tel:

Attachment:

### Form 3B. Curriculum Vitae (CV) of the Applicant

1 PROPOSED POSITION FOR [From the Terms of Reference, state the position for which the Consultant will be engaged.]. THIS PROJECT NAME OF PERSON 2 [state full name] 3 DATE OF BIRTH [ dd/mm/yy] 4 **NATIONALITY** 5 MEMBERSHIP IN PROFESSIONAL [state rank and name of society and year of attaining that rank]. **SOCIETIES** 6 **EDUCATION** flist all the colleges/universities which the Applicant attended, stating degrees obtained, and dates, and list any other specialised education of the Applicant ]. 7 OTHER TRAINING *lindicate* significant training since degrees under EDUCATION were obtained, which is pertinent to the proposed tasks of the Consultant]. 8 LANGUAGES & DEGREE OF Language Speaking Reading Writing **PROFICIENCY** Fluent Excellent Excellent e.g. English 9 COUNTRIES OF WORK EXPERIENCE 10 EMPLOYMENT RECORD [The Applicant should clearly distinguish whether as an "employee" of the firm or as a "Consultant" or "Advisor" of [starting with present position list in the firm]. reverse order [every employment held and state the start and end dates of [The Applicant should clearly indicate the Position held each employment] and give a brief description of the duties in which the Applicant was involved]. EMPLOYER 1 FROM: [e.g. January TO: [e.g. December 2001 1999] **EMPLOYER 2** FROM: TO:

	EMPLOYER 3	FROM:	TO:
	EMPLOYER 4 (etc)	FROM:	TO:
11	WORK UNDERTAKEN THAT BEST ILLUSTRATES THE CAPABILITY TO HANDLE THIS ASSIGNMENT		ience and training most pertinent ent, with degree of responsibility page A4].
12	COMPUTER SKILL		

#### CERTIFICATION

[Do not amend this Certification].

I, the undersigned, certify that (i) I was not a former employee of the Client immediately before the submission of this proposal, and (ii) 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.

Signature		
Print name		
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Date of Signing		
dd / mm / yyyy		

## Form 3C. Indicative Remuneration & Expenses

The Consultant should provide an indication of the remuneration as per the format shown below. This will not be used for evaluation of the Consultant's Application but solely for the purposes of Application Negotiations to be held as stated in Clause 9.1. Finally after negotiation Remuneration & Reimbursable will be part of fixed lump-sum amount as per agreed deliverable in the contract.

#### (1) Remuneration

Rate (per month / day / hour in Tk)	Staff Time (No. month / day / hour)	Total (Tk)	

Note: A month consists of 30 calendar days.

#### (2) Reimbursable (as applicable)

	Rate per unit	Total unit	Total Amount (Tk)
(a) Per Diem Allowance			
(b) Air Travel Costs			
(c) Other Travel Costs (state mode of travel)			
(d) Communication charges			
(e) Reproduction of Reports			
(f) Other Expenses (to be listed)			
		Sub-total	

CONTRACT CEILING (1) + (2)	
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