Standard Form for Expression of Interest (EOI) for consultancy Services

Ref: Makerspace project at KVS under future project

November 2024
Makerspace- Future program
Kopila Valley Sewa Samaj (KVSS) Nepal
Birendranagar-4, Surkhet

<div align="center">

Standard form
Expression of interest (EOI) for the consultant service

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1. Application

(please write an application subjecting expression of the interest of the interest (EOI) for the consultant service addressing to the managing director of the Kopila Valley Sewa samaj (KVSS) Birendranagar-4, Surkhet as a cover letter for the consultancy service including the qualification and experiences of the firm and the human resources in short)

2. Information of the firm

2.1. Detail of the firm

Name of the firm:	
Address:	
Telephone No.	Fax No.
Email:	Post Box no.

2.2. Core area of expertise of the firm:
(please mention the objective of the establishment of the firm and the expertise related to the project with which you are applying for in detail)

2.3. Contact person
Name:
Designation:
Phone No.
Email:

2.4. Mention the legally registered
VAT No.
PAN No.

2.5. Staff detail of the firm:
Total No. of regular staff of the firm:
Professional staff related to the project:
Professional staff with other backgrounds:
Support staff for the project:

2.6.   This project lead person:
        Name:
        Designation:
        Contact No.
        Email:

3. Company/Firms' profile

(Please mention the company profile if any other information related to this project are to be mentioned here, insert all the legal documents of the firm with timely renewables, tax clearance certificates and other which you prefer to include in this profile.)

4. Experience of the firm

4.1. General experience of the firm

S. N.	Name of the assignment	Name of the client	Address of the client	Duration of the assignment			Total Cost of the assignment NRs ('000)
				From (Date)	To (Date)	Total months	

4.2. **Experience of the firm related to the project:**

S. N.	Name of the assignment	Name of the client	Address of the client	Duration of the assignment			Total Cost of the assignment
				From (Date)	To (Date)	Total months	NRs ('000)

4.3.   Relevant experience of the professional staff:

S. No	Name of the staff	Qualification	Total years of experience	Relevant experience					
				Name of assignment Duration	Client	Position	Duration		
							From	To	Total month

5. Bill of Quantity (BOQ)

S.N	Main Category	Sub-category	unit	quantity	Total person	Rate per person	Total
1	Initial assessment and space making	Floor plain	Days				
2	Recommendation of equipment and tools.	3D printers	Days				
		Electronics components	Days				
		Conventional power tools	Days				
		Paper Recycling	Days				
		Safety Equipment	Days				
		Documents for recommendation	Days				
3	Workstation setup	Design of the workstation	Days				
4	Technical guidance and calibration	3D printer setup and calibration	Days				
		Power tool test and run	Days				
		Installation and recommendation of relevant CAD software	Days				
		Paper recycling setup	Days				
5	Training and workshops	Curriculum development	Days				
		Equipment training	Days				
		Software training	Days				
		Safety training	Days				
6	Documentation and guidelines	Safety protocol posters	Days				
7	Local travel for technical staff		Days				
8	Accommodation for technical team		Days				

6. Detail implementation plan (DIP)

S.N	Main Category	Sub-category	unit	Nov	Dec	Jan	Feb	March
1	Initial assessment and space making	Floor plain	Days					
2	Recommendation of equipment and tools.	3D printers	Days					
		Electronics components	Days					
		Conventional power tools	Days					
		Paper Recycling	Days					
		Safety Equipment	Days					
		Documents for recommendation	Days					
3	Workstation setup	Design of the workstation	Days					
4	Technical guidance and calibration	3D printer setup and calibration	Days					
		Power tool test and run	Days					
		Installation and recommendation of relevant CAD software	Days					
		Paper recycling setup	Days					
5	Training and workshops	Curriculum development	Days					
		Equipment training	Days					
		Software training	Days					
		Safety training	Days					
6	Documentation and guidelines	Safety protocol posters	Days					
7	Local travel for technical staff		Days					
8	Accommodation for technical team		Days					