

STANDARD REQUEST  
FOR EXPRESSION OF INTEREST  
Consulting Services



Royal Government of Bhutan  
Ministry of Finance

2019

## **PREFACE**

This Standard Request for Expression of Interest (SREoI) is based on the Procurement Rules and Regulations of the Royal Government of Bhutan. The SREoI must be used for the Procurement of Consulting Services (Firm). This document will come into effect from 1<sup>st</sup> July, 2019.

To obtain further information on procurement you may contact:

Government Procurement and Property Management Division  
Department of National Properties  
Ministry of Finance  
Royal Government of Bhutan

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## **REQUEST FOR EXPRESSION OF INTEREST**

**REoI No. REC/Pro/01/2019-20**

**Project Name: Expression of Interest on  
Evaluation of the current Dzongkha  
curriculum (PP-XII).**

**Procuring Agency: Royal Education  
Council, Paro.**



## SECTION I: INSTRUCTIONS TO CONSULTANT

1. Scope of Assignment: The Employer has received a budget from RGoB and intends to select a Consultant for the specific assignment as specified in the Terms of Reference in Section III.
2. Qualifications of the Consultant: Prospective Consultants shall demonstrate in their EoI that they meet the required qualifications and experiences and are fully capable of carrying out the assignment.
3. Conflict of Interest: The Consultant shall hold the Procuring Agency's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or its own corporate interests. For this purpose, the provisions of the Procurement Rules and Regulations on Conflict of Interest shall apply.
4. Unfair Advantage: If a Consultant could derive a unfair competitive advantage from having provided Consulting Services related to the assignment in question, the Procuring Agency shall make available to all Consultants together with this REoI all information that would in that respect give such Consultant any unfair competitive advantage over competing Consultants.
5. Preparation of EoI: EoI shall be typed or written in indelible ink in English language and shall be signed by the Consultant. Consultants are required to complete the following Forms including supporting documents to substantiate the qualification and experience of the firm:

### **Section I - Instructions to Consultants**

### **Section II - Standard Forms**

### **Section III- Terms of Reference**

6. Submission of EoI : The prospective Consultant may deliver their EoI by hand ,courier service to the address mentioned in the REoI.
7. The EoI shall be properly sealed in envelopes addressed to the Procuring Agency as mentioned in the REoI advertisement and bear the name & address of the Consultant as well as the name of the assignment.
8. The closing date for submission of EoI is on or before 13<sup>th</sup> September *at 10:00am & same shall be opened on same day at 10:30pm*. Any EoI received after the deadline for submission of EoI shall be declared late, and returned unopened to the Consultant.
9. The EoI may be modified or substituted before the deadline for submission. The Procuring Agency may at its sole discretion, extend the deadline for submission of EoI.
10. At any time prior to the deadline for submission of EoI the Procuring Agency for any reason or on its own initiative may revise the REoI Document by issuing an addendum, which shall form an integral part of the Document.
11. Evaluation: The Consultants shall be evaluated on the following criteria:  
*[The Procuring Agency may modify and allocate the following indicative points based on their requirements and further breakdown each criteria into sub- criteria and allocate points accordingly].*

<b>Sl. No</b>	<b>Criteria</b>	<b>Points</b>
1	General experience of the firm	[10]
2	Relevant experience of the firm that best fit with proposed assignment a) Technical approach and methodology 15 a) Work plan <b>10</b> b) Organization and staffing <b>5</b>	[30]
3	Relevant experience of Firm's professional staff in reference to the proposed assignment (refer ToR) a) Team Leader <b>20</b> b) Research Expert <b>10</b> c) Curriculum Background <b>10</b> d) Surveyor <b>5</b>	[45]
4	(iv) Suitability of the transfer of knowledge (training) program:  a) Relevance of training program <b>2</b> b) Training approach and methodology <b>2</b> c) Qualifications of experts and trainers <b>1</b>	5
	(v) Participation by nationals among proposed key staff <b>10</b>	10

The individual firms should score minimum point of 65 to qualify for next stage.

12. Immediately after the closing date and time for submission, the Procuring Agency shall open all EoI documents, including any substitutions accompanied by a properly authorized substitution notice.
13. Following the opening of the EoI, and until the Request for Proposal (RFP) is issued; no Consultant shall make any unsolicited communication to the Procuring Agency. Such an attempt to influence the Procuring Agency in its decisions on the examination, evaluation, and comparison of the EoI may result in the rejection of the EoI.
14. EoIs shall be evaluated based on the criteria outlined under clause 11. Request for Proposal (RFP) documents shall be issued to the shortlisted consultants only.



## **SECTION II: STANDARD FORMS**

Form 1: Sample letter of Expression of Interest

Form 2: Firm Information Sheet

Form 3: General Experience of the Firm during the Last 5 (five) calendar Years

Form 4: Relevant Experience of the Firm during the Last 5 (five) calendar Years

Form 5: Relevant Experience of the Firm's Professional Staff

Form 6: Relevant Experience of the External Professional Staff available to the Firm

**Form 1: Sample Expression of Interest (EOI) for Consultancy services**

Date:

To

*[Insert address of Procuring Agency]*

Sub: **Expression of Interest (EOI) for the Consultancy Service** .....*[Evaluation of the Dzongkha curriculum PP-XII]*

Dear Sir/Madam,

This is in response to your public notice published in *[.....insert name of paper/ website.....]* on *[.....insert date.....]*, inviting expression of interest for *[insert description of Consulting services]*. We hereby submit our expression of interest and have attached necessary information according to the standard forms.

The information furnished by us in this expression of interest is correct to the best of our knowledge. Based on this information, we understand you would be able to evaluate our proposals in order to shortlist for the above-mentioned assignment. We, however, understand that the Procuring Agency reserves the right to decide whether or not to shortlist our firm without disclosing the reason whatsoever.

Sincerely yours,

On behalf of the firm:

Signature: .....

Name of signatory:

Designation:

Company Seal

## Form 2: Firm Information Sheet

### 2.1. Consulting Services Data

Name of the consulting services	
Brief Description of the Assignment	

### 2.2. (a) Consulting Firm Information

Name of the consulting firm:	Country of Registration:
Name of the owner:	Day, month & Year of Establishment:
Name of Authorized Representative ( <i>if applicable</i> ):	Position/Designation:
Contact Person details: Name, Designation, email and phone number	

*[Attach valid Trade License /Registration certificate]*

### 2.2. (b) Associations (Joint Venture or Sub-consultancy)

Name of the consulting firm	Country of Registration	Joint Venture (JV) or Sub-consultant	Name of Owner/ Authorized representative	Position/Designation

*[Attach Certificate of Registration of the lead member, Certificate of Registration of the JV member (for each member) Certificate of Registration of the Sub-Consultant (for each sub-consultant), Letter of Association/letter of Intent to form JV/Association]*

### 2.3. Core Area of expertise of the firm *[Provide a brief Description]*

**2.4. Company Profile** *[Provide a brief Description]*

**2.5. Available Equipment** *[where applicable]*

Provide list of equipment owned by the firm and relevant for the assignment

**Form 3: General Experience of the Firm during the Last 5 (five) Calendar Years**

SI. No	Name of the assignment	Name of the client	Address of the client	Duration of the assignment			Total Cost of the assignment Nu.	Remarks
				From (Date)	To (Date)	Total (Months)		

**Form 4: Relevant Experience of the Firm during the Last 5 calendar Years**

SI. No	Name of the assignment	Name of the client	Address of the client	Duration of the assignment			Total Cost of the assignment Nu.	Remarks
				From (Date)	To (Date)	Total (Months)		

**Form 5: Relevant Experience of the Firm's Professional Staff**

Sl. No	Name of the Staff	Qualification	Total Years of experience	Relevant experience					
				Name of assignment	Client	Position	Duration		
							From (Date)	To (Date)	Duration (Months)

**Form 6: Relevant Experience of the External Professional Staff available to the Firm**

Sl. No	Name of the Staff	Qualification	Total Years of experience	Relevant experience					
				Name of assignment	Client	Position	Duration		
							From (Date)	To (Date)	Duration (Months)



### **SECTION III: TERMS OF REFERENCE**

Terms of Reference shall include the following sections:

1. Background;
2. Objective;
3. Overall task;
4. Specific Task and proposed Methodology;
5. Deliverables;
6. Reporting Requirements;
7. Qualifications and Criteria;
8. Length and Time Frame of the assignment;
9. Other Resources/ counter Facilities;
10. Any other Information(s)

**ANNEXURE:**

*Attached ToR.*