

## Request for Expression of Interest (EOI)

for

### Selection of Consulting Firm for 3<sup>rd</sup> Performance Assessment Survey of Upazila Parishads

|     |   |  |                      |
|-----|---|--|----------------------|
| 1.  | Ministry/Division   | Ministry of Local Government, Rural Development & Cooperatives   |                      |
| 2.  | Agency  | Local Government Division  |                      |
| 3.  | Procuring Entity Name   | Project Director, Upazila Governance and Development Project (UGDP)  |                      |
| 4.  | Procuring Entity Code   | -  |                      |
| 5.  | Procuring Entity District   | Dhaka  |                      |
| 6.  | Invitation for  | Hiring of consulting firm for Performance Assessment of Upazila Parishad   |                      |
| 7.  | Invitation Ref. No.   | 46.600.007.00.00.004/2.2018. 1616  |                      |
| 8.  | Date  | 28/06/2018   |                      |
| 9.  | Budget and Source of Funds  | JICA Loan Agreement No. BD-P85 through GoB   |                      |
| 10. | Development Partners (if applicable)  | JICA   |                      |
| 11. | Project/Program Code (if applicable)  | 5005   |                      |
| 12. | Project/Program Name (if applicable)  | Upazila Governance and Development Project (UDGP)  |                      |
| 13. | EOI Package Nos.  | UGDP/SD-13   |                      |
| 14. | EOI Package Name  | Selection of Consulting firm for 3 <sup>rd</sup> Performance Assessment Survey of Upazila Parishads  |                      |
| 15. | Procurement Method  | QCBS (Quality and Cost Based Selection)  |                      |
| 16. | EOI Publication Date  | 28/06/2018   |                      |
| 17. | EOI Closing Date and Time   | Date : 18/07/2018  | 03.00 pm             |
| 18. | EOI Opening Date and Time   | Date : 18/07/2018  | 04.00 pm             |
| 19. | EOI submission place  | Office of the Project Director, Upazila Governance and Development Project (UGDP), DPHE Bhaban (Ground floor), 14, Shahid Captain Monsur Ali Sarani, Kakrail, Dhaka-1000..   |                      |
| 20. | Brief description of the Assignment   | The Consulting firm will accomplish the following tasks:<br>Task 1: Preparatory Work<br>Task 2: Data Collection<br>Task 3: Data Aggregation and Analysis;<br>Task 4: Preparation of Final Report<br>The detail description of assignment will be available in ToR  |                      |
| 21. | Eligibility of the firm   | <ul style="list-style-type: none"> <li>• Minimum five (5) years' experience in Professional areas similar type of studies.</li> <li>• Consulting firm should submit all updated Trade License, VAT, TIN, and others certificate.</li> <li>• Completing three (03) such similar types of survey under any local governance with user certificate in letter head pad of the organization.</li> <li>• Availability of appropriate experience and professional qualifications among applicant's staff and resources to carry out the assignment.</li> <li>• Brochure summarizing their facilities, areas of the expertise and general information including legal documents.</li> <li>• Administrative strength, logistic and financial capability (last 3 years audit report)</li> <li>• Description of similar completed and ongoing works along with documents/certificate.</li> <li>• Experience certificate (s) duly issued by the officer not below the rank of Grade-5 officer /equivalent in case of Govt. /Semi Govt./Autonomous organization/ Banks &amp; Financial institution or competent authority in case of private organization.</li> <li>• The satisfactory completion of providing of similar services of minimum BDT eighty (80) lacs in last three (03) years.</li> <li>• Consulting firm should submit Bank Solvency Certificate from any Scheduled Bank of Bangladesh.</li> </ul> |                      |
| 22. | Other information   | <ol style="list-style-type: none"> <li>1) A Firm/Company will be selected in accordance with the Public Procurement Act 2006 and Public Procurement Regulations 2008.</li> <li>2) Interested firms should obtain detail ToR from the website of UGDP (<a href="http://www.ugdp-lgd.org">www.ugdp-lgd.org</a>), LGD (<a href="http://www.lgd.gov.bd">www.lgd.gov.bd</a>) or CPTU. (<a href="http://www.cptu.gov.bd">www.cptu.gov.bd</a>) and further information (if required) from the office of the undersigned from 9.0 am to 4.0 pm. (except holidays).</li> <li>3) The no. of working partner in case of joint venture (if any) not more than two (02).</li> <li>4) Envelope containing application/proposal (EOI) along with relevant supporting documents to be marked "Expression of Interest (EOI) for Selection of Consulting firm for 3<sup>rd</sup> Performance Assessment Survey under Upazila Governance and Development Project (UGDP) (Package no. UGDP/SD13)".</li> <li>5) Late submission will be rejected.</li> </ol>  |                      |
| 23. | Name of Official Inviting EOI   | Md. Mohsin   |                      |
| 24. | Designation of Official EOI   | Project Director   |                      |
| 25. | Address of Official EOI   | Office of the Project Director, Upazila Governance and Development Project (UGDP), DPHE Bhaban (Ground floor), 14, Shahid Captain Monsur Ali Sarani, Kakrail, Dhaka-1000.  |                      |
| 26. | Contact details of Official Inviting Tender   | Tel: 02-9359832  | mdmohsin64@gmail.com |
| 27. | This EOI will be available in the website of UGDP ( <a href="http://www.ugdp-lgd.org">www.ugdp-lgd.org</a> ), LGD ( <a href="http://www.lgd.gov.bd">www.lgd.gov.bd</a> ) or CPTU ( <a href="http://www.cptu.gov.bd">www.cptu.gov.bd</a> ) |  |                      |
| 28. | The Authority reserves all rights to accept or reject any or all EOIs without assigning any reason thereof.   |  |                      |

*Md. Mohsin*  
28.06.18  
(Md. Mohsin)  
Project Director ( Joint Secretary)  
peMmW: 9359832