

# **Expression of Interest (EOI)**

## **DAMAGE ASSESSMENT SURVEY OF MONASTRIES IN EARTHQUAKE AFFECTED DISTRICTS**

**Method of Consulting Service: *National***

**Project Name :** *Earthquake Monasteries Reconstruction Program(EMRP)*

**EOI:** *MoFALD-CLPIU/EMRP/DA-01/2074/75*

**Office Name :** *Ministry of Federal Affairs and Local Development-Central Level  
Project Implementation Unit (MoFALD-CLPIU)*

**Office Address:** *Jwagal, Lalitpur*

**Issued on:** 15 August 2017

Financing Agency: Government of Nepal

**Abbreviations**

CV	-	Curriculum Vitae
DO	-	Development Partner
EA	-	Executive Agency
EOI	-	Expression of Interest
GON	-	Government of Nepal
PAN	-	Permanent Account Number
PPA	-	Public Procurement Act
PPR	-	Public Procurement Regulation
TOR	-	Terms of Reference
VAT	-	Value Added Tax



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Standard EOI Document

Request for Expression of Interest



Government of Nepal  
Ministry of Federal Affairs and Local Development  
Central Level Project Implementation Unit  
Jwagal, Lalitpur

Date of Publication: 15 August 2017

1. Government of Nepal (GoN) has allocated fund and intends 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 MoFALD-CLPIU now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services.
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address MoFALD-CLPIU, Jwagal, Lalitpur during office hours or from the website : [www.mofald-clpiu.gov.np](http://www.mofald-clpiu.gov.np) on or before 21 August 2017.
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered to the MoFALD-CLPIU, Jwagal, Lalitpur on or before 12.00 noon 22 August 2017.
6. Submitted EOI shall be opened in the presence of interested consultants representative on 14.00 hours, 22 August 2017 in the MoFALD- CLPIU office Jwagal, Lalitpur.
7. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.
8. EOI will be assessed based on **Qualification 45%, Experience 40%, and Financial Capacity 15%** of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
9. The Consultant will be selected in accordance with QCBS method.
10. MoFALD-CLPIU reserves the right to accept or reject any or all applications, or to cancel the entire proceedings without giving any reasons whatsoever.
11. *Consultants can submit the EOI for any two packages only.*
12. Minimum score to pass the EOI is **60**.

S.N.	Package No.	Districts	No. of Monastries
1	MoFALD-CLPIU/EMRP/DA-01/2074/75	Dhankuta, Bhojpur, Sankhuwasabha, Solukhumbu, Khotang, Ramechhap, Okhaldhunga & Sindhuli	249
2	MoFALD-CLPIU/EMRP/DA-02/2074/75	Kathmandu, Bhaktapur, Lalitpur, Makwanpur, Dolakha, Kabhrepalanchowk & Sindhupalchowk	477
3	MoFALD-CLPIU/EMRP/DA-03/2074/75	Nuwakot, Dhading, Gorkha, Lamjung, Tanahu, Nawalparasi, Chitawan, Parbat, Baglung, Gulmi, Rasuwa, Syangja, & Kaski	397



**B. Instructions for submission of Expression of Interest**

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms.
2. 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 last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment*).
3. This expression of interest is open to all eligible **consulting firm**<sup>1</sup>
4. The assignment has been scheduled for a period of 45 days. Expected date of commencement of the assignment is 15 October 2017..
5. A Consultant will be selected in accordance with the **QCBS** method.
6. Expression of Interest should contain following information:
  - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
  - (ii) 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).*
7. 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.
8. The Expression of Interest (EOI) document must be duly completed and submitted in sealed envelope and should be clearly marked as "EOI Application for Short-listing for the DAMAGE ASSESSMENT SURVEY and package no. The Envelope should also clearly indicate the **name and address of the Applicant**.
9. The completed EOI document must be submitted on or before the date and address mentioned in the "**Request for Expression of Interest**". In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.

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<sup>1</sup> Client should delete as appropriate.



## **C. Objective of Consultancy Services or Brief TOR**

MoFALD CL-PIU is preparing to allocate the budget for reconstruction/retrofitting to the real damaged Monasteries which will only be assured after engineering survey of damage. It was recorded that 1123 Monasteries were damaged in 28 districts but engineering assessment has not been done yet. The damaged list was prepared on the basis of police report, local institution recommendation and public application which is not scientific and liable.

The damage assessment survey data will give the information's and proof about Monasteries whether those were fully /partially damaged or not at all. It will provide ideas to set out the priority for phase wise reconstruction of the earthquake damaged. It contributes development of Monasteries with build back better. All the basic and engineering data will be recorded by using electronic device so that validation and relevance of data will be more acceptable. As per the requirement, the CL-PIU intends to hire consultant for damage assisment survey of the enlisted damage Monasteries.

The main objective of hiring the Consultants is to collect structured data in the checklist and tablet of enlisted damage Monasteries. The survey should cover earthquake affected districts.



## D. 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.

<b>i) Eligibility &amp; Completeness Test</b>	<b>Compliance</b>
Copy of Registration of the company/firm	
VAT/PAN Registration	
Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission up to F/Y 2073/74	
EOI Form 1: Letter of Application	
EOI Form 2: Applicant's Information Form	
EOI Form 3: Experience (3(A) and 3(B))	
EOI Form 4: Capacity	
EOI Form 5: Qualification of Key Experts	

<b>ii) EOI Evaluation Criteria</b>	<b>Minimum Requirement</b>	<b>Score Out of 100%</b>
<b>A. Qualification</b>		
<i>Qualification of Key Experts</i>	<i>Team Leader: 1no. Masters in structural engineering / geotechnical engineering. Deputy Team Leader: 1no. Master in civil engineering Engineer: 12 nos. Bachelor Degree in Civil engineering.</i>	<b>45%</b>
<i>Experience of Key Experts</i>	<i>Team leader: 5 years general experience and one year experience in disaster related works. Deputy Team Leader - 1no. : 3 years general experience in civil engineering work. Engineer: 12 nos. One year general experience</i>	
<b>B. Experience</b>		
<i>General experience of consulting firm</i>	<i>Three Years</i>	<b>40%</b>
<i>Specific experience of consulting firm within last 7 years.</i>	<i>Min. One no of works related to damage assessment of buildings.</i>	
<i>Similar Geographical experience of consulting firm</i>	<i>Minimum one number of work in the hilly or mountainous districts.</i>	
<b>C. Capacity</b>		
<i>Financial Capacity<sup>2</sup></i>	<i>4000000.00</i>	<b>15%</b>

<sup>2</sup> Average turnover required shall not exceed 150% of cost estimate



**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



A handwritten signature in black ink, appearing to be "P. M.", is located to the right of the CPI logo.



**Standard EOI Document**

**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.<sup>3</sup>
5. All further communication concerning this Application should be addressed to the following person,

[Person]

[Company]

[Address]

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<sup>3</sup> Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.



**Standard EOI Document**

*[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):**



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**Standard EOI Document**

**2. Applicant's Information Form**

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

1. Name of Firm/Company:
2. Type of Constitution (*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 description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)*



A handwritten signature in black ink, consisting of a stylized, cursive name.

**Standard EOI Document**

**3. Experience**

**3(A). General Work Experience**

*(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)*

<b>S. N.</b>	<b>Name of assignment</b>	<b>Location</b>	<b>Value of Contract</b>	<b>Year Completed</b>	<b>Client</b>	<b>Description of work carried out</b>
1.						
2.						
3.						
4.						
5.						
6.						
7.						



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**Standard EOI Document**

**3(B). Specific Experience**

**Details of similar assignments undertaken in the previous seven 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; )
Country: Location within country:	Duration of assignment (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; ):
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:  <b>Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.</b>	

Firm's Name: \_\_\_\_\_



**Standard EOI Document**

**3(C). Geographic Experience**

**Experience of working in similar geographic region or country**

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

<b>No</b>	<b>Name of the Project</b>	<b>Location (Country/ Region)</b>	<b>Execution Year and Duration</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			



### 4. Capacity

#### 4(A). Financial Capacity

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

Annual Turnover	
Year	Amount Currency

- Average Annual Turnover

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(Note: Supporting documents for Average Turnover should be submitted for the above.)



**Standard EOI Document**

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

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

<b>SN</b>	<b>Name</b>	<b>Position</b>	<b>Highest Qualification</b>	<b>Work Experience (in year)</b>	<b>Specific Work Experience (in year)</b>	<b>Nationality</b>
1						
2						
3						
4						
5						

(Please insert more rows as necessary)



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