

# **EXPRESSION OF INTEREST (EOI)**

**Title of Consulting Service: 01-QOS-2078/79**

**Method of Consulting Service: National**

**Project Name : Consultancy Service to access, measure and analyze Quality of Service of fixed broadband Internet Services in 7 provinces.**

**EOI : 01-QOS-2078/79**

**Office Name: Nepal Telecommunications Authority**

**Office Address: Kathmandu Kathmandu**

**Funding agency : Internal Resources**

# Abbreviations

DS.....	Data Sheet
RFP .....	Request For Proposal
DCS.....	Delivery and Completion Schedule
DoIT.....	Department of Information Technology
DP .....	Development Partner
EQC .....	Evaluation and Qualification Criteria
GCC .....	General Conditions of Contract
GoN .....	Government of Nepal
IFP .....	Invitation for Proposals
ITC .....	Instructions to Consultants
LGRS .....	List of Goods and Related Services
NCB .....	National Competitive Bidding
NTA .....	Nepal Telecommunications Authority
PAN .....	Permanent Account Number
PPMO .....	Public Procurement Monitoring Office
SBQ.....	Schedule of Bidder Qualifications
SCC.....	Special Conditions of Contract
SR .....	Schedule of Requirements
TOR.....	Terms of Reference
VAT .....	Value Added Tax

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## **A. Request for Expression of Interest**

# Request for Expression of Interest

## Government of Nepal (GoN)

Name of Employer: Nepal Telecommunications Authority

Date: 24-12-2021 22:00

Name of Project: Consultancy Service to access, measure and analyze Quality of Service of fixed broadband Internet Services in 7 provinces.

1. Government of Nepal (GoN) has allocated fund toward the cost of Consultancy Service to access, measure and analyze Quality of Service of fixed broadband Internet Services in 7 provinces. and intend to apply portion of this fund to eligible payments under the Contract for which this Expression of Interest is invited for National consulting service
2. The Nepal Telecommunications Authority now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: To assess ,measure and analyze the current status of the QoS of fixed broadband internet service provided by the incumbent operators in different provinces of Nepal. To conduct customer survey and analyze the customers perception on quality of services of fixed broadband internet service in different provinces of Nepal.
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Nepal Telecommunications Authority,Only EGP during office hours on or before 09-01-2022 12:00 or visit e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) or visit the client’s website <https://nta.gov.np/en/>
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered online through e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) only Electronic on or before 09-01-2022 12:00
6. 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.
7. EOI will be assessed based on Qualification 40.0 %, Experience 50.0 %, and Capacity 10.0 % 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.
8. Minimum score to pass the EOI is 60

## **B. Instructions for Submission of Expression of**

# 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/person/ company/ organization.
4. In case, the applicant is individual consultant, details of similar assignment experience, their location in the previous 4 years and audited balance sheet and bio data shall be considered for evaluation.
5. The assignment has been scheduled for a period of [Insert time, period in years and/or months]. Expected date of commencement of the assignment is 16-02-2022.
6. A Consultant will be selected in accordance with the QCBS method.
7. 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).
8. 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.
9. 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 Consultancy Service to access, measure and analyze Quality of Service of fixed broadband Internet Services in 7 provinces..The Envelope should also clearly indicate the name and address of the Applicant. Alternatively, applicants can submit their EOI application through e-GP system by using the forms and instructions provided by the system.
10. 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.

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



# **TOR**

## **for**

### **“Consultancy Service to assess, measure and analyze QoS of fixed Broadband Internet Services (Package 1, Package 2 and Package 3)”**

#### **1. Background :**

Nepal Telecommunications Authority (NTA) is an autonomous telecommunications regulatory body established in February 1998 pursuant to Telecommunications Act, 1997 and Telecommunications Regulation, 1998. As per the provision of Sub-Section (f) of Section 13 of the Telecommunication Act, 1997, the Authority has to prescribe, fix and approve the standard and quality standard of the plant and equipment relating to the Telecommunications and the Telecommunications Service. And as per Section 14 of the same act, the Authority shall determine the quality and standard of the machine, equipment and facilities relating to the Telecommunications and the Telecommunications Service and prescribe the minimum standard to be maintained by a Licensee in operating the Telecommunications Service.

For further regulation of service quality of telecommunication services, the Authority has issued Bylaw Regarding Telecom Service Quality, 2017. As per this Bylaw Regarding Telecom Service Quality, NTA has prescribed different QoS KPIs for Internet Service.

NTA is seeking a consultancy service to measure fixed broadband internet service quality and conduct the consumer satisfaction survey regarding the QoS of fixed broadband internet service as well in different districts of Nepal and report to NTA. The study intends to find out the current quality of fixed broadband internet service provided by operators in different districts. The QoS measurement focuses to identify the quality issues of the internet service and possible recommendation after the actual measurement. So that it helps to prioritize the area to be improved to increase the quality of service standard and it also aims to get different recommendations for different districts based on the actual quality of service status in different districts. Similarly , Consumer Satisfaction Survey will provide the current status of services of the operators and perception of the consumer will be identified. The survey will instruct the operators regarding the area in which operators have to improve based on the perception of the consumer or feedback of the consumers.

#### **2. Objective:**

The study aims to

- To assess ,measure and analyze the current status of the QoS of fixed broadband internet service provided by the incumbent operators in different provinces of Nepal.

- To conduct customer survey and analyze the customers perception on quality of services of fixed broadband internet service in different provinces of Nepal.

### 3. Scope of Work :

The scope of the work for consultancy is as mentioned below:

#### 3.1 Measurement of the Technical KPIs of Fixed Broadband Internet Service :

3.1.1 Shall measure following Key Performance Indicators (KPIs) of internet services.

- i. Latency (Round Trip Time)
- ii. Packet Loss
- iii. Jitter
- iv. Throughput: Upload and Download
- v. Browsing Delay
- vi. DNS resolution time

3.1.2 Shall perform national and international tests using the speedtest application available at NTA website(<https://speedtest.nta.gov.np/>) and other international standard tools for each location and present the collected speedtest data in the tabular format as in the Annex 1.

3.1.3 Shall perform QoS Measurement from ethernet port of CPE device whenever possible, otherwise can measure via Wi-Fi but need to remark those sites. While performing the test, it should be ensured that no live users are present in the network.

3.1.4 Shall verify subscribed bandwidth from the Service Level Agreement with ISP or otherwise.

3.1.5 Shall graphically present the QoS measurement values and KPIs district wise and ISP wise with their detail comparison for both national and international nodes/servers.

#### 3.2 Consumer Satisfaction Survey regarding the QoS of Fixed Broadband Internet Service :

3.2.1 Shall propose the *Consumer Satisfaction Survey Form* format to the NTA while submitting Inception Report to the NTA . The form shall include non-technical Key Performance Indicators (KPIs) of the QoS of Fixed Broadband Internet Service.

3.2.2 Shall collect the duly filled *Consumer Satisfaction Survey Form* from every measurement location ( same location as per the section 3.1.3 ) , and henceforth analyze the forms and provide a report to NTA in suitable format.

### 3.3 Packaging Details:

The consultant shall measure and analyze QoS of fixed Broadband internet Services as mentioned in the following table:

Package	Region	District	Number of measurements to be taken(Samples)
Package 1	Province 1	Udayapur	300
		sunsari	300
		Morang	300
		ilam	200
		dhankutta	200
		bhojpur	100
		Khotang	100
		solukhumbu	100
		<b>8 Districts</b>	<b>1600</b>
	Province 2	Saptari	300
		Siraha	300
		Dhanusha	300
		mahottari	300
		sarlahi	300
		Rautahat	200
		bara	300
		Parsa	300
<b>8 Districts</b>		<b>2400</b>	
	<b>Total</b>	<b>16 Districts</b>	<b>4000</b>

<b>Package 2</b>	<b>Bagmati</b>	Makwanpur	300
		Sindhuli	200
		Dolakha	200
		Sindhupalchowk	200
		Nuwakot	200
		Kathmandu	500
		Bhaktapur	500
		Lalitpur	500
		<b>8 Districts</b>	<b>2600</b>
	<b>Gandaki</b>	Myagdi	200
		Kaski	200
		Syangja	200
		Tanahu	200
		Lamjung	200
		Gorkha	200
		Manang	100
		Mustang	100
<b>8 Districts</b>		<b>1400</b>	
<b>Total</b>	<b>16 Districts</b>	<b>4000</b>	
<b>Package 3</b>	<b>Lumbini</b>	Banke	300
		Dang	300
		Kapilbastu	200
		Rupandehi	200
		Palpa	200
		Gulmi	200

		Pyuthan	150
		Rolpa	150
		<b>8 Districts</b>	<b>1700</b>
	<b>Karnali</b>	Surkhet	200
		Salyan	200
		Rukum	100
		Jajarkot	200
		Dailekh	150
		Kalikot	200
		Jumla	100
		<b>7 Districts</b>	<b>1150</b>
	<b>Sudur Paschim</b>	Kanchanpur	200
		Kailali	200
		Doti	200
		Achham	150
		Bajura	100
		Bajhang	200
		Darchula	100
		<b>7 Districts</b>	<b>1150</b>
	<b>Total</b>	<b>22 Districts</b>	<b>4000</b>

Table 1: Number of measurements to be taken in each district of different province of Nepal

**3.4** The QoS measurement location at each District shall be selected based on the followings:

- i. Shall include **Health post , Ward Office , Government High School , Hospital ,** Private Organization and client premises.
- ii. Shall include all incumbent operators (ISPs) service available in the District as far as possible.

- iii. In case location has no access or closed or unable to measure due to some reason, shall mention reason and perform measurement in another nearby location.
  - iv. If in case number of sample in any of the district is not available as mentioned in table 1 of 3.3 then total number of sample for particular province will be managed from other mentioned district of same province.
- 3.5** Shall submit the identity of each surveyor with their name, photo, ID number and contact number before survey.
- 3.6** The methodology and app used in the project shall be standard and genuine and should provide the details in the EOI/proposal.
- 3.7** The consulting firm shall submit separate EOI document for individual package. The shortlisting will be done for each package through the EOI process. In the second stage, the RFP would be issued to the shortlisted candidates and the evaluation of RFP will be done in the following order: Package 1, Package 2 and Package 3.
- 3.8** The consulting firm successful to win bid for any one package among 3 packages will not be qualified for other 2 packages. Thus if any one firm is selected in a package through RFP evaluation, the financial proposal of the firm in other remaining package/s will be returned without opening. Thus a consulting firm will be qualified to acquire consultancy service in maximum of 1 package only.

#### **4. Eligibility Requirement of the Firm**

The Company/Consultant should meet the following criteria:

1. The consulting firm must be VAT registered.
2. The consulting firm shall have Tax clearance of fiscal year **2076/77**.
3. The consulting firm shall be of at least **5** years of standing experiences.

#### **5. Duration**

The assignment for different packages must be completed within time duration as mentioned in table below:

Package	Region	Time Duration for packages
Package 1	Province 1 and Province 2	4 months effective from the date of signing the contract.
Package 2	Bagmati and Gandaki Province	4 months effective from the date of signing the contract.
Package 3	Lumbini , Karnali and Sudur Paschim	4 months effective from the date of signing the contract.

## 6. Team Composition

The Consultant shall have key professionals as mentioned hereunder:

- a. Team Leader : Should have **one** team leader with at least Master's Degree in Telecom/IT Engineering or equivalent experience of at least **7** years in Telecom Sector and also experience of at least **3** Projects in Telecom Sector as a team leader.
- b. Analyst : Should have **two** Analyst for package 1 & 2 and **three** analyst for package 3, one Analyst for each province with at least Bachelor's Degree in Telecom/IT Engineering or equivalent with minimum of **5** years experience of working in Telecom Sector with minimum of **3** project experience in relation to standardization/network as a analyst.
- c. Surveyor : Should have **eight** Surveyor for package 1 & 2 and **ten** Surveyor for package 3 with at least Bachelor's Degree in Telecom/IT Engineering.

## 7. Deliverables:

- 7.1 The consultant shall submit an inception report with an overall plan to conduct the QoS measurement and Consumer Satisfaction Survey within **15** days from the date of the contract between NTA and consultant.
- 7.2 The consultant shall submit a draft final report to NTA within **90** days from the date of the contract between NTA and consultant.
- 7.3 The consultant shall submit a final report and give a presentation to NTA officials after the completion of the work within **120** days from the date of the contract

between NTA and consultant. The consultant shall provide the surveyed data in annex of the final report.

**8. Payment Schedule:**

<b>S. No.</b>	<b>Payment Schedule</b>	<b>Payment</b>
1.	After Acceptance of inception report by NTA Management	20% of contract amount
2.	After Acceptance of draft final report by NTA Management	40% of contract amount
3.	After the Presentation of the work completed and Acceptance of final report NTA Management	40% of contract amount

**End of the Document**



## Annex 1

### Speedtest Data

Date : (From .....To .....)

Province :

District :

S.N.	Location Name	Download				Upload				Average		Browsing Delay
		Speed	Max. speed	Latency	Jitter	Speed	Max. speed	Latency	Jitter	Latency	Jitter	
1												
2												
3												
..												
...												

### Consumer Satisfaction Survey Form

१. सेवाग्राहीको परिचय

नाम : .....

ठेगाना : .....

सम्पर्क नम्बर : .....

इमेल : .....

२. सेवाग्राहीका किसिम :

- a) निजी      b) सरकारी विद्यालय      c) वडा कार्यालय      d) स्वास्थ्य चौकी  
e) अस्पताल      f) निजी संस्था

३. तपाईंले प्राप्त गर्नुभएका सेवा RTDF अन्तर्गत हो ?

- a) हो      b) होइन

४. तपाईंले जडान गर्नुभएका कुन सेवा प्रदायक कम्पनीको हो ? (कम्पनीको नाम उल्लेख गर्नुहोस)

.....

५. तपाईंले इन्टरनेट जडान कहिले गर्नुभएको हो ?

.....B.S. (Year)

६. तपाईंले कति क्षमताका इन्टरनेट जडान गर्नुभएको छ ?

- a).....Mbps      b) .....Kbps

७. तपाईंले इन्टरनेट चलाएबापत कति रकम तिर्नुहुन्छ ?

- a) मासिक रू.....      b) त्रैमासिक रू.....      c) अर्धवार्षिक रू.....  
d) वार्षिक रू.....      e) थाहा छैन      f) नि: शुल्क

८. तपाईंले प्रयोग गर्नुभएको इन्टरनेट सेवाको गुणस्तर कस्तो छ ?

- a) अत्यन्त राम्रो      b) राम्रो      c) सन्तोष जनक      d) खराब      e) एकदम खराब

९. तपाईंले प्रयोग गरिरहनुभएको इन्टरनेटमा कतिको समस्या आउँछ ?

- a) धेरै आउँछ      b) कहिलेकाँही आउँछ      c) आउँदैन

१०. इन्टरनेटमा समस्या आउँदा तपाईंले कसलाई खबर गर्नुहुन्छ ?

- a) शाखा कार्यालयमा      b) मुख्य कार्यालयमा      c) फिल्डमा खटिन कर्मचारीलाई  
d) टोल फ्री नम्बरमा      e) अन्य भएमा उल्लेख गन .....

११. तपाईंको इन्टरनेटमा समस्या आउँदा सेवा प्रदायकलाई जानकारी गराएको कति समयभित्र समधान हुन्छ ?

- a) जानकारी गराएका दिन    b) २-३ दिन    c) ४-७ दिन    d) ७ दिनभन्दा बढी

१२. सेवा प्रदायकबाट पाएको सहयोगप्रति सन्तुष्ट हुनुहुन्छ ?

- a) छु                                      b) छैन

१३. प्राप्त सेवाप्रति तपाईंकोकुनै सल्लाह सुझाव छ ?

- a) इन्टरनेट स्लो चल्यो ।  
b) इन्टरनेटका शुल्क महँगो भयो ।  
c) सेवा प्रदायक कम्पनीका सपोर्ट राम्रो छैन ।  
d) अन्य (भएमा उल्लेख गर्ने)

**Photo of the place where measurement is taken**

**Consumer's Feedback :**

.....  
.....  
..... ।

**संस्थाको हकमा**

जानकारी गराउने व्यक्तिकोनाम :

पद :

कार्यालयको छाप :

Name of Surveyor :

Designation :

ID No. :

Site visited date :

Signature :

## **D. Evaluation of Consultant's EOI Application**

# 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.

## i) Eligibility & Completeness Test

Sl. No.	Criteria Title	Compliance
1	Corporate Registration	
2	Tax Clearance/Tax Return Submission	
3	VAT/PAN Registration	
4	EOI Form 1: Letter of Application	
5	EOI Form 2: Applicant's Information Form	
6	EOI Form 3: Experience (3(A) and 3(B))	
7	EOI Form 4: Capacity	
8	EOI Form 5: Qualification of Key Experts	
9	In case of a natural person or firm/institution/company which is already declared blacklisted and ineligible by the GoN, any other new or existing firm/institution/company owned partially or fully by such Natural person or Owner or Board of director of blacklisted firm/institution/company; shall not be eligible consultant.	
10	If the corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV shall not be eligible to participate in procurement process till the concerned Court has not issued the decision of clearance against the Corruption Charges.	

## ii) EOI Evaluation Criteria

### A. Qualification

Sl. No.	Criteria	Minimum Requirement
1	Team Leader	As per TOR
2	Analyst	As Per TOR
3	Surveyor	As per TOR

Score: 40.0

### B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm	at least 5 years of standing experiences
2	Specific experience of consulting firm within last 7 years. In case of person, specific experience of the person within last 4 years.	At least two Project of monitoring/verification/measure of Internet Service

Score: 50.0

### C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity	NRs 6.5 Million

Score: 10.0

**Minimum score to pass the EOI is: 60**

Note : If the corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such consultant's proposal shall be excluded during the evaluation.

## **E. EOI Forms & Formats**



## **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

**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>1</sup>
5. All further communication concerning this Application should be addressed to the following person,  
  
*[Person]*  
  
*[Company]*  
  
*[Address]*  
  
*[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

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<sup>1</sup> Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

**Standard EOI Document**

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):**

**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.)*

**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.						

**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; US\$ or Euro) <sup>2</sup> :
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; US\$ or Euro):
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: \_\_\_\_\_

<sup>2</sup> Consultant should state value in the currency as mentioned in the contract

**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.			

**Standard EOI Document**

**4. Capacity**

**4(A). Financial Capacity**

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

<b>Annual Turnover</b>	
<b>Year</b>	<b>Amount Currency</b>

- **Average Annual Turnover**

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



**Standard EOI Document**

**4(B). Infrastructure/equipment related to the proposed assignment<sup>3</sup>**

<b>No</b>	<b>Infrastructure/equipment Required</b>	<b>Requirements Description</b>
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		
<b>4.</b>		
<b>5.</b>		

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<sup>3</sup> Delete this table if infrastructure/equipment for the proposed assignment is not required.

**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)

## CURRICULUM VITAE (CV)

<b>Position Title and No.</b>	{e.g., K-1, TEAM LEADER}
<b>Name of Firm</b>	<i>Insert name of firm proposing the expert</i>
<b>Name of Expert:</b>	{Insert full name}
<b>Date of Birth:</b>	{day/month/year}
<b>Citizenship</b>	

**Education:** {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

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**Employment record relevant to the assignment:** {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, *type of employment (full time, part time, contractual)*, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

<b>Period</b>	<b>Employing organization and your title/position. Contact information for references</b>	<b>Country</b>	<b>Summary of activities performed relevant to the Assignment</b>
[e.g., May 2005-present]	[e.g., Ministry of ....., advisor/consultant to...  For references: Tel...../e-mail.....; Mr. Bbbbbb, deputy minister]		

**Membership in Professional Associations and Publications:**

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**Language Skills (indicate only languages in which you can work):** \_\_\_\_\_

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**Adequacy for the Assignment:**

<b>Detailed Tasks Assigned on Consultant's Team of Experts:</b>	<b>Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks</b>
<b>{List all deliverables/tasks as in TECH- 5 in which the Expert will be involved}</b>	

**Expert's contact information:** (e-mail....., phone.....)

**Certification:**

I, the undersigned, certify to the best of my knowledge and belief that

*(i) This CV correctly describes my qualifications and experience*

*(ii) I am not a current employee of the GoN*

*(iii) In the absence of medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified for me in Form TECH 6 provided team mobilization takes place within the validity of this proposal.*

*(iv) I was not part of the team who wrote the terms of reference for this consulting services assignment*

*(v) I am not currently debarred by a multilateral development bank (In case of DP funded project]*

*(vi) I certify that I have been informed by the firm that it is including my CV in the Proposal for the {name of project and contract}. I confirm that I will be available to carry out the assignment for which my CV has been submitted in accordance with the implementation arrangements and schedule set out in the Proposal.*

*(vii) I declare that Corruption Case is not filed against me.*

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of expert] Day/Month/Year*

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of authorized representative of the firm] Day/Month/Year*

Full name of authorized representative:

\_\_\_\_\_