

STANDARD REQUEST

FOR EXPRESSION OF INTEREST

Consulting Services (Firms Selection)

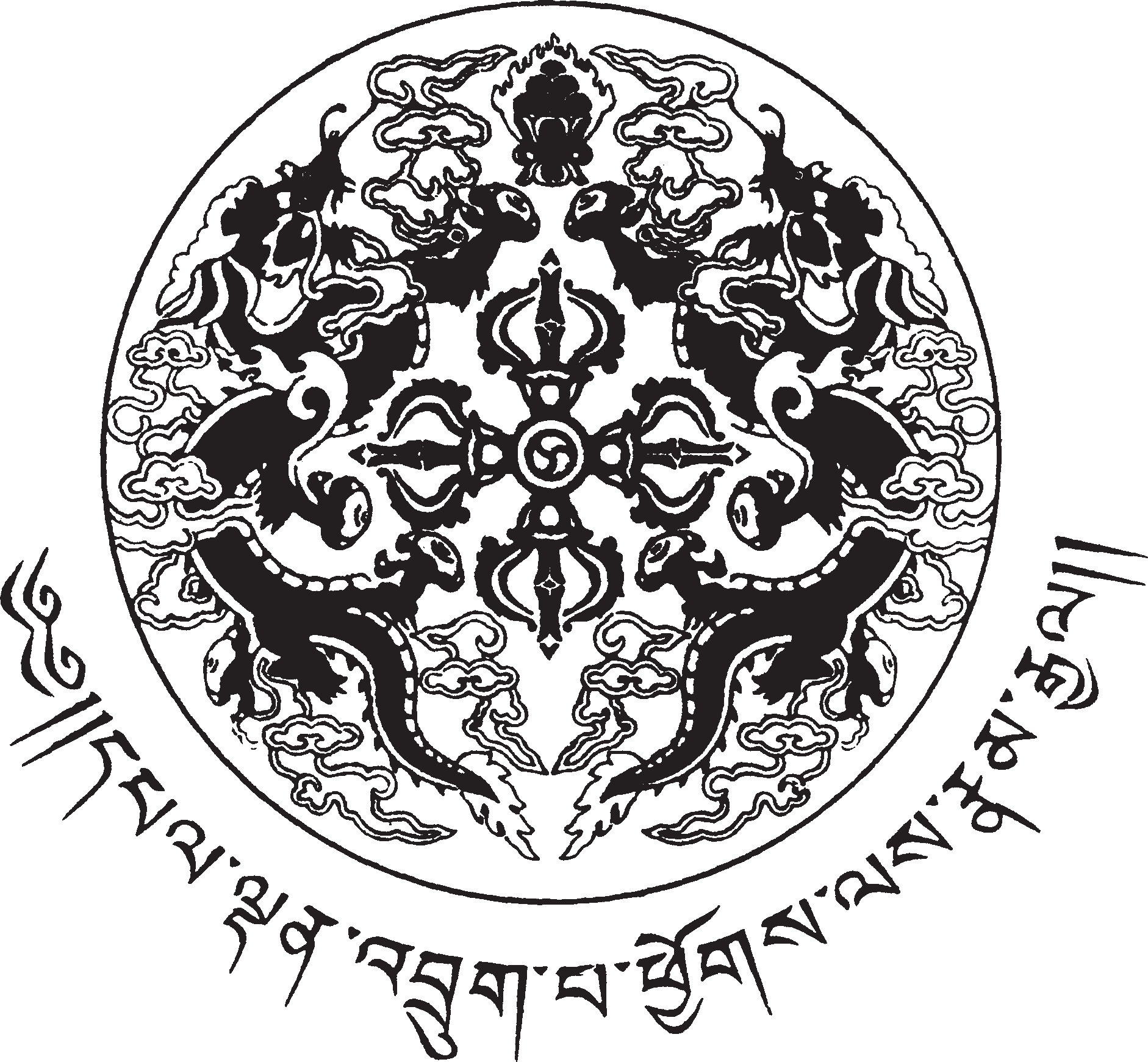
Royal Government of Bhutan Ministry of Finance

2019

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**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 1st 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. ECB/AT/P5/2019-20/2325**

#### Project Name: Enhancement of BERMS

#### Procuring Agency: Election Commission of Bhutan

#### Title of Consulting Services: Enhancement of BERMS

# INVITATION FOR EXPRESSION OF INTEREST

**ECB/AT/P5/2019-20/2325 dated 26 November 2019**

The **Election Commission of Bhutan**invites expression of interest to provide the following consulting services: **Enhancement of Bhutan Electoral Registration** **System (BERMS)** **to register all eligible voters of the country and maintain an updated list of voters for any type of elections, at all times. The project development period is approximately for 6 Months.** More details on the services are provided in the Terms of Reference.

A Consultant will be selected as per the procedures described in this REoI, in accordance with Procurement Rules and Regulations of the Royal Government of Bhutan

The EoIs are to be submitted at the latest by **13 December 2019 at 10AM (BST)*.***

The procedural requirements for responding to this invitation are provided in the complete REoI document, which includes the following:

### Section I - Instructions to Consultants Section II - Standard Forms

### Section III- Terms of Reference

Address for response/ Address of Procuring Agency:

**Election Commission of Bhutan, KawangJangsa, Thim Throm, Thimphu, Bhutan**

Yours sincerely,

**Chief Administrative Officer,**

**AFD, Election Commission of Bhutan**

**17710946/77710946 (Concerned Officials)**

# SECTION I: INSTRUCTIONS TO CONSULTANT

1. Scope of Assignment: The Employer has received a budget from **Royal Government of Bhutan**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

1. Submission of EoI : The prospective Consultant may deliver their EoI by hand, mail, courier service to the address mentioned in the REoI.
2. 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.
3. The closing date for submission of EoI is **13 December 2019**up to **10AM (BST).** Any EoI received after the deadline for submission of EoI shall be declared late, and returned unopened to the Consultant.
4. 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.
5. 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.
6. Evaluation: The Consultants shall be evaluated on the following criteria:

|  |  |  |
| --- | --- | --- |
| **Sl. No** | **Criteria** | **Points** |
| 1 | General experience of the firm | [10] |
| 2 | Relevant experience of the firm that best fit with proposed assignment | [20] |
| 3 | Relevant experience of Firm’s professional staff (including external professionals to be hired for the proposed assignment) in reference to the proposed assignment | [20] |
| 4 | Presentation of proposal (To-Be workflow diagram, prototype) | [40] |
| 5 | Available Equipment | [5] |
| 6 | Any others | [5] |
| 7 | Total | 100 |

1. 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.
2. Following the opening of the EoI, and until the 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.
3. 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 …….***[Insert title of Consulting Services]*

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

### Consulting Services Data

|  |  |
| --- | --- |
| Name of the consulting services |  |
| Brief Description of the Assignment |  |

### (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 (*if applicable*): | Position/Designation: |
| Contact Person details:  Name, Designation, email and phone number |  |

*[Attach valid Trade License /Registration certificate]*

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

* 1. **Core Area of expertise of the firm** *[Provide a brief Description]*
  2. **Company Profile** *[Provide a brief Description]*
  3. **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

9

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. 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)** |
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## Form 4: Relevant Experience of the Firm during the Last 5 calendar Years

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| **Sl. 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)** |
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## Form 5: Relevant Experience of the Firm’s Professional Staff

11

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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)** |
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## Form 6: Relevant Experience of the External Professional Staff available to the Firm

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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)** |
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# 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:

**[TOR Attached]**