

EXPRESSION OF INTEREST (EOI)

**Title of Consulting Service:
EoI#AEPC/NRREP/Outreach/2018/19-01**

Method of Consulting Service: National

**Project Name : Short listing of National/Provincial Technical Service Providers
For
Providing Technical Support in Implementing AEPC/NRREP Activities**

EOI : EoI#AEPC/NRREP/Outreach/2018/19-01

Office Name: Alternative Energy Promotion Centre

Office Address: Lalitpur Lalitpur

Funding agency : Government Budget

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A. Request for Expression of Interest

Request for Expression of Interest

Government of Nepal (GoN)

Name of Employer: Alternative Energy Promotion Centre

Date: 30-12-2018 18:00

Name of Project: Short listing of National/Provincial Technical Service Providers

For

Providing Technical Support in Implementing AEPC/NRREP Activities

1. Government of Nepal (GoN) has allocated fund toward the cost of Short listing of National/Provincial Technical Service Providers
For
Providing Technical Support in Implementing AEPC/NRREP Activities
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 Alternative Energy Promotion Centre now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: Short listing of National/Provincial Technical Service Providers
For
Providing Technical Support in Implementing AEPC/NRREP Activities
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Alternative Energy Promotion Centre, Alternative Energy Promotion Centre
Lalitpur
Lalitpur
Nepal during office hours on or before 14-01-2019 15:00 or visit e-GP system www.bolpatra.gov.np/egp or visit the client’s website www.aepc.gov.np
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 or manually to the address [insert: Name of the client and address] on or before 14-01-2019 15:00
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 65

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/ 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 6 month. Expected date of commencement of the assignment is 01-04-2019.
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 Short listing of National/Provincial Technical Service Providers For Providing Technical Support in Implementing AEPC/NRREP Activities". 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

B. Objective of Consultancy Services or Brief TOR

Background

The Government of Nepal (GoN) and External Development Partners have been supporting Nepal's rural and renewable energy sector through National Rural and Renewable Energy Programme (NRREP) and it was implemented by Alternative Energy Promotion Centre (AEPC), Ministry of Population and Environment for five years from mid-July 2012 and ended on mid-July 2017 in a single programme modality. Programme had achieved majority of goals set during the design phase of the programme including establishment and institutionalization of Central Renewable Energy Fund (CREF). But due to its importance and achieved results, Government of Nepal has decided to continue this Program until the new program will take place with the support of DFID, UK and other External Development Partners in F.Y. 2017-2018. There are also some ongoing projects mainly community based mini-grid -micro and mini hydro projects, solar energy, wind energy and biomass technologies. Additionally, Government of Nepal has also provided the funding to RE installations and technical assistance activities to AEPC based on household and community based technologies which are Micro Hydro Projects, Solar, Biogas, Biomass, Improved Water Mill and Wind Energy etc. Apparently, AEPC has also responsibility to implement the Climate and Carbon Trade related, Gender & Social Inclusion and CREF related activities this year as well.

In the past, the role of the Provincial service centers was very important to provide the technical support to the households and community based systems and projects and they were key local partners of the programmes/projects supported through AEPC. As AEPC did not involve directly in implementation, it has outsourced the local level implementation to the NGOs and private companies.

Objective of the assignment:

The TSPs will provide facilitation supports and work as a bridge / mediator between the developer / private sector and AEPC and end users. With this broader intend, the following objectives are in general.

- Support AEPC in implementation of renewable energy activities for the communities/institutional based projects for defined period
- Support AEPC in identification of various RE related activities in provincial and

local levels. Support to create awareness, facilitate between communities and private companies in implementation of AEPC activities.

- Act as an extended technical arm of AEPC in planning, monitoring and assessment of communities and institutional based RETs, as applicable
- Coordinate with and assist AEPC assigned professionals, Technical Staff such as Engineers & Consultant, etc. as per directives of AEPC
- Generate the rural and unreached area deemed demand for Community/Institutional Technologies as assigned by AEPC
- Provide technical and other support to local government to implement the RE projects.
- Provide technical support to Provincial government in regards to the RE subjects at province level.
- Support to communities for whole cycle of the project completion from initiation to completion and handover
- Support to AEPC in assessment of projects documents, supervision of under construction projects
- Support to communities/institutions and private sector to resolve the issues during installations/construction of the projects
- Support to delivery of equipment, testing, HHs verifications and one year Guarantee test of RE projects
- Support to AEPC for providing data as required for CDM
- Support to AEPC for completion of past under construction projects.
- Support to activities under Renewable Energy for Rural Livelihoods Programme (RERL), Scaling of Renewable Energy Programme (SREP), South Asia Sub-Provincial Economic Cooperation (SASEC), Climate and Carbon, Renewable Energy for Rural Access (RERA) and bridging gap activities of NRREP to enter into new phase of the program (as assigned by AEPC).
- Any other tasks as mentioned in agreement between AEPC and PTSP.

Scope of the assignment:

The scope of work shall include following, but shall not necessarily be limited to the following:

Relating to Biogas Activities

Demand creation and Collection of Large Biogas Plant

Pre-Feasibility Study of Large Biogas

Testing and Commissioning (T&C)

Quality Assurance (QA) of domestic biogas plant (during under construction)

Biogas promotion in LPD (Focusing in LPD) covering domestic and large biogas

Technical support to local and province level focusing domestic and large biogas

Relating to Solar Energy Activities Relating to Rural community based Solar Drinking Water Pumping Projects (RSDWP), Institutional Solar Photo Voltaic System (ISPS) & Solar Irrigation Project (SIP)

Please find the activities for provincial and National partners:

1. **Solar Drinking Project:** As discussed in last meeting this activity requirement will depend upon the implementation support from KFW. If we get implementation support from KFW this task will be carried out from that support and provincial partner will not be required to do this activity
 - a. Awareness and Demand creation support.
 - b. Demand Pre – Screening i.e. collection of pre feasibility form, screening as per approved criteria and recommending shortlisted projects.
 - c. Conducting detail feasibility study and preparation of detail project report as per format approved by AEPC.
 - d. Supporting community to ensure financial closure.
 - e. Assist user committee technically during construction of civil structure.
 - f. Prepare bidding documents for procurement of electromechanical parts.
 - g. Assist user committee in technical evaluation of the received bids.
 - h. Assist user committee in contracting the lowest responsive bid.
 - i. Assist user committee to check quality of electromechanical components
 - j. Supervise installation of system
 - k. Conduct testing and commissioning of the project
 - l. Ensure smooth operation and after sales service of system.
2. **Institutional Solar Power System**
 - a. Visit site of installation and conduct testing and commission of the system
 - b. Collect all the required documents and field data
 - c. Prepare the T&C report
3. **Solar Irrigation Project**
 - a. Support farmers for detail feasibility study if required.

- b. Visit site of installation and conduct testing and commission of the system
- c. Collect all the required documents and field data
- d. Prepare the T&C report

Relating to Micro/Mini Hydro Projects / Improved Water Mills

A) *Mini/Micro Hydro Projects (M/MHP)*

- a) Coordinate with Local and Provincial Government organizations
- b) Organize meetings and seminars in coordination with local Government organizations for disseminations of AEPC activities, GoN rules and regulations, familiarizations of AEPC's norms and guidelines etc.
- c) Demand creation / collection of Mini/Micro Hydro Projects
- d) Pre-Feasibility Studies
- e) Detail Feasibility Studies
- f) Support to community people for procurement process (Company Selection)
- g) Supervise, monitor and provide technical supports to under construction projects.
- h) Support to community people during supply of Electro Mechanical equipments EDF/running bills.
- i) Perform Testing and Commissioning (T&C) of Projects
- j) Perform One Year Guarantee Check (OYGC)
- k) Provide technical as well as management trainings to the User's Committees.
- l) Prepare and update data /information related to Mini/Micro Hydro Projects.
- m) Prepare Provincial level Mini/Micro Hydro Projects partner organizations list.
- n) Act as a technical centre of the Province
- o) Send updated progress report and information to AEPC
- p) Social facilitation (institutional set up, community mobilization, public hearing etc)

B) *Improved Water Mills (IWM)*

- a) Coordinate with Local and Provincial Government organizations
- b) Demand creation / collection of IWM
- c) Support community people and installer companies for promotion of IWMs
- d) Monitor and provide technical supports to under construction IWMs.
- e) Follow up and check completed IWMs
- f) Provide technical as well as management trainings to the User's Committees.
- g) Prepare and update data /information related to Mini/Micro Hydro Projects.
- h) Prepare Provincial level Mini/Micro Hydro Projects partner organizations list.
- i) Act as a technical centre of IWM of the Province

Send updated progress report and information to AEPC **Relating to Biomass**

1. Physical and electronic handover of all the earlier filled up ICS User Manual to AEPC
2. Information dissemination of subsidy policy and subsidy delivery mechanism regarding BETs to relevant stakeholders such as public, community based institutions, SMEs, communities, private sectors, government entities etc.
3. Identification of sites; coordination with public, community based institutions, screening of sites, feasibility study, tender call, evaluation and facilitation for installation of Institutional Improved cooking stoves as per subsidy delivery mechanism
4. Identification of sites; coordination with SMEs, screening of sites, feasibility study, tender call, evaluation and facilitation of installation of Institutional Gasifier thermal processing plants as per subsidy delivery mechanism
5. Identification of sites; coordination with communities, screening of sites, pre-feasibility study, tender call, facilitation in evaluation and installation of Gasifier Electrification Systems as per subsidy delivery mechanism
6. Monitoring of installed/disseminated M/ICS, IICS, Gasifiers for thermal processing as well as electrification systems,
7. Information of promotion/use/market linkages of briquette/pellets in the respective areas
8. Coordination and technical support to local and province level government to utilize the conditional grant of RET.

Relating to Climate and Carbon Activities

- a) Energy Meter data collection, monitoring and data management of MHP CDM project.
- b) Monitoring of CDM-ID code and implementation
- c) Data management/information collection on ICS CDM

Relating to CREF

- Encourage and advocate the adoption of credit mechanism for enhancing the access of RET users to financial services, conceived under CREF
- Organize meetings, workshops and networking between potential financiers and borrowers.
- Facilitate the Financial Institutions and Insurance companies for site visit and inspections.

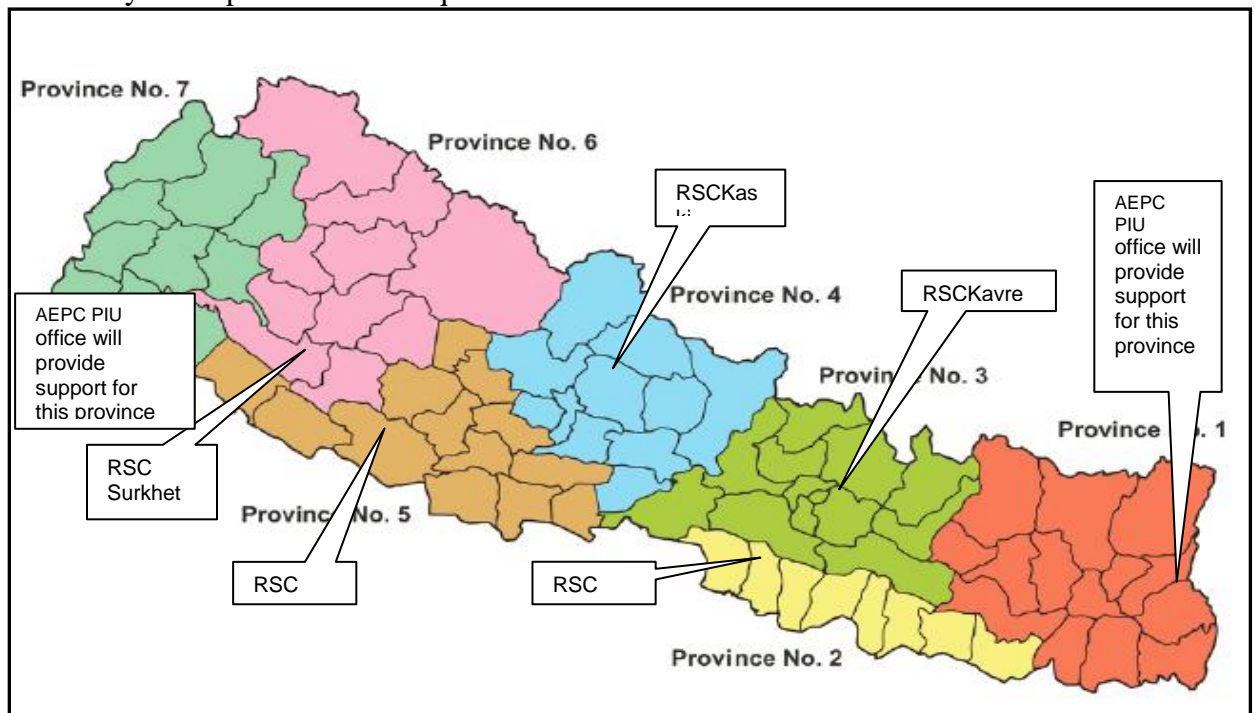
Timing and Budget

Timing: Expected date of commencement of the assignment is from first Jan. 2019 for One year.

Budget: The agreement will be made on technology wise per unit basis and payment will be made against tax invoice of the completed tasks.

Deliverables:

the actual expected output will be during the time of issuing of RFP and agreement. In case of Biogas Technology, separate single National Service Provider (NTSP) will be selected for around all provinces. The Organization may apply for any provinces of Nepal. The head office of the PTSP will be as per the following map but there can be slightly changed in the location of PTSP head office based on the accessibility of the working location. The head office of the Provincial Technical Service Provider will be eventually at the provincial head quarter.



In addition to this, the PTSP shall deliver the following reports in trimester/Quarter basis.

- Monthly Report:** The Technical Service Provider shall submit the monthly report that covers the physical and financial progress in each month.
- Trimester /Quarterly Report:** The Technical Service Provider shall submit the trimester /quarter report that covers the physical and financial progress of the reporting trimester.

- c) Annual Report: The Technical Service Provider shall provide the annual physical and financial report at the first week of the first month of next Physical Year.

Required Human Resources:

The team shall be comprised of following members:

- **Team Leader:** A dedicated team leader should be provisioned for overall managing the PTSP. The Team Leader will be the responsible focal point to coordinate with AEPC in day to day matter.
- **Technical Expert:** The Technical Service Provider shall have adequate technical experts.
- **Program Support Staffs:** In addition to the technical staffs, the technical service provider also shall have non technical program staffs.

Inputs from AEPC:

After selection of PTSPs, AEPC, based on the agreed activities and work plan shall bear the following costs of the SPs.

- ☐ Technical Support includes orientation and training as required;
- ☐ Necessary service fee as per agreement in support based on the agreed activities and outputs.
- Outreach Sub- component will be the focal unit for the selected Service Provider.

Detailed work plans and, subsequently, final budgets will be prepared jointly by the PTSPs and AEPC. AEPC shall assist in the process. It should be noted that cost effectiveness is one of the main aims of subcontracting ProvincialService Center activities to PTSPs.

Technical Service Provider Selection Method:

The selection method will be as per Public Procurement Act / Public Procurement Regulations (PPA / PPR). The provision of this document shall be void to the extent of such inconsistency and the provision of PPA and PPR shall prevail. Being base on the PPA/PPR, AEPC may also outsource a consultant/consulting firm to facilitate the selection process of service provider.

C. 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.

SN	<u>i) Eligibility & Completeness Test</u>	Compliance
1	Copy of Organization Registration Certificate with updated renewed	
2	Copy of PAN/VAT Registration Certificate	
3	Tax clearances certificate of FY 2074/75 or evidence of tax return submission or Letter of Time Extension for Tax Return Submission	
4	Self-Declaration* (Regarding not blacklisted, not ineligible to participate in the contract and has no punished in the business offence) , Commitment for Code of Ethics* and Commitment for adherence to Anti-Corruption Policy *	
5	Minimum average annual Turnover of best three years in past recent five years NRs. 5,000,000.00 (NRs. Five Million except province no.2)	
6	Well established office (should have minimum 5 well-furnished office room with computers/ Laptop, telephone & internet connection, power back up system etc.) in case of province number 2, the normal office with minimum office space with adequate furnishing is required. *	
7	Minimum Years of Standing and Operation (5 Years)	

* For SN 5 & 7, The **Self Declaration, Commitments and condition of office** should be declared in writing in the official letter head of the Organization, and should be duly signed by the authorized person and stamped.

<u>ii) Ranking Criteria</u>	<u>Score</u>
General Experience of the Organizations	10%

Experience of working in particular province area	20%
Experiences in similar field (environment, climate change, rural technologies)	20%
Specific Experience of Organizations in the related specified in the TOR	30%
Professional Employees of the Organizations (Only assignment related experts to be considered)	20%
Total	100%

Note: The short list will be prepared out of those Organizations that obtain at least 60% marks from the evaluation and the “Request for Proposal (RFP)” will be sent to those short-listed firms only.

Breakdown of the ranking criteria and scoring system will be as follow:

- General Experience of Applicant Firm (10 marks)
 - Experience 5-7 years (8 marks)
 - More than 7 years experience (10 marks)
 - Below 5 years experience (no marks)
- Experience of working in particular province area(20 marks)
 - i. Implementing RET covering all districts of particular province (20)
 - ii. Covering more than 50% (15)
 - iii. Covering 25-50% (10)
 - iv. Covering 10- 25% (5)
 - v. Below 10% (0)
- Experiences in similar field (environment, climate change, rural technologies (20 marks)
 - i. implementing the environment, climate change and in any rural technology (20)
 - ii. covering at least two out of three area (15)
 - iii. covering at least one area (10)
- Specific Experience of Organization in the related field (implementation of RET projects) specified in the TOR(30 marks)

- Implementation of MHP& PHP (20)
 - i. > OR = 1000 KW (20)
 - ii. < 1000 OR => 500 KW (15)
 - iii. < 500 OR =100 (10)
 - iv. 50-100 (5)
- Implementation of Solar Water Pumping System (10)
 - i. > OR = 5 (10)
 - ii. < 5 OR= >3 (7)
 - iii. 1-3 (5)

In case of PTSP applying for province no. 2 (30)

Implementation of ICS (20) :

- i. > OR = 5000 (20)
 - ii. < 5000 OR => 1000 (15)
 - iii. < 1000 OR =500 (10)
 - iv. 100-500 (5)
- Implementation of Solar Water Pumping System (10)
 - iv. > OR = 3000 (10)
 - v. < 3000 OR= >1000 (7)
 - vi. 500-1000 (5)

In case of NTSP applying for Biogas Technology (30)

Implementation of domestic biogas plants (20)

- Above 10000 plants (20)
- 5001 to 10000 biogas plants (15)
- 1001-5000 biogas plants (10)
- 5001 – 1000 (5)
- below 500 biogas plants (0)

Implementation of institutional/ commercial biogas plants (10)

- Above 10 plants (10)
- 5 to 10 biogas plants (5)
- Below 5 biogas plants (0)

➤ Professional Employees of the Organization related to the assignment (20 marks)

- Team Leader with 5 year working experience in RET with Master degree or 10 year experience in RET with bachelor degree (5)
- At least 3 Technical Professionals having bachelor degree with 2 years experience in RET and 2 sub engineer with 2 years experience in RET (10 Marks)
- At least 5 program support staffs including finance officer (5)

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	

ii) EOI Evaluation Criteria

A. Qualification

Sl. No.	Criteria	Minimum Requirement
1	Qualification of Key Experts	As per TOR
2	Experience of Key Experts	As per TOR

Score: 40.0

B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm	As per TOR
2	Specific experience of consulting firm within last 7 years. In case of person, specific experience of the person within last 4 years.	As per TOR
3	Similar Geographical experience of consulting firm	As per TOR

Score: 50.0

C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity.[Average turnover required shall not exceed 150% of cost estimate]	As per TOR
2	Infrastructure/equipment related to the proposed assignment.[This Evaluation criteria should be deleted if infrastructure/equipment are not the part of the proposed assignment]	As per TOR

Score: 10.0

Minimum score to pass the EOI is: 65

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.¹
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

¹ 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.)

S. N.	Name of assignment	Location	Value of Contract	Year Completed	Client	Description of work carried out
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) ² :
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: Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.	

Firm's Name: _____

² 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)

No	<i>Name of the Project</i>	<i>Location (Country/ Region)</i>	<i>Execution Year and Duration</i>
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)

Annual Turnover	
Year	Amount Currency

- Average Annual Turnover

--

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

Standard EOI Document

4(B). Infrastructure/equipment related to the proposed assignment³

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

³ 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)

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

(Please insert more rows as necessary)



Expression of Interest (EOI)

**Short listing of National/Provincial Technical Service
Providers
For
Providing Technical Support in Implementing
AEPC/NRREP Activities
(EoI#AEPC/NRREP/Outreach/2018/19-01)**

Method of Consulting Service: *National*

Project Name : AEPC/NRREP
EOI: (EoI#AEPC/NRREP/Outreach/2018/19-01)
Office Name : Alternative Energy Promotion Centre (AEPC)
Office Address: Khumaltar Height, Lalitpur, Nepal
Issued on: 29 December 2018

Financing Agency: AEPC

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
AEPC	–	Alternative Energy Promotion Centre
IWM	-	Improved Water Mill
NRREP	-	
CREF	–	
RET	–	
OYGC	–	
T&C	–	
ICS		
CDM		
MICS		

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A. Request for Expression of Interest

	<p>Government of Nepal Ministry of Population and Environment Alternative Energy Promotion Centre (AEPC) Khumaltar Height, Lalitpur, Nepal Phone: 01 5539390/5539391 Fax: 01 5542397 Website: www.aepc.gov.np, Email: info@aepc.gov.np</p>
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Request for Expression of Interest (EOI)

Short listing of National/Provincial Technical Service Providers
For Providing Technical Support in Implementing AEPC/NRREP Activities
(EOI#AEPC/NRREP/Outreach/2018/19-01)

Date of Notice Publication: **29 December 2018**

- 1 Government of Nepal (GoN) has allocated fund toward the cost of AEPC/NRREP's activities and it intends to apply a portion of this fund to eligible payments under the contract for which these Expression of Interests (EOI) are invited.
- 2 The AEPC now invites Expression of Interest (EOI) from eligible Consultants /Organizations for providing Technical Support in Implementing AEPC/NRREP Activities in Five Provinces (Province 2,3,4,5 and 6) of Nepal. And in case of Biogas technology we invite separate single EOI to work as National Technical Service Provider covering all seven provinces of Nepal.
- 3 Interested eligible Consultants /Organizations may obtain further information and EOI document free of cost at the address Alternative Energy Promotion Centre, Khumaltar, Lalitpur during office hours on or before 13 January 2019 or visit e-GP system www.bolpatra.gov.np/egp or visit the client's website www.aepc.gov.np.
- 4 Consultants/Organizations 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 before 15:00 Hours, 14 January 2019.
- 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% Experience 50% and Capacity 10% 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 65.

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 / Organization and the maximum number of partners in JV shall be limited to three.
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 firms / Organization
4. The assignment has been scheduled for a period of **6 MONTHS** Expected date of commencement of the assignment is **March 2019**.
5. A Consultant/ Organization will be short listed in accordance with the Qualification, Experience and Capacity of consulting firm/Organization and key personnel. The method of selection of consulting firm/Organization will be QCBS (Quality 90% and Cost 10%) 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 submit their EOI application through e-GP system by using the forms and instructions provided by the system.
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.

C. Objective of Consultancy Services or Brief TOR

Background

The Government of Nepal (GoN) and External Development Partners have been supporting Nepal's rural and renewable energy sector through National Rural and Renewable Energy Programme (NRREP) and it was implemented by Alternative Energy Promotion Centre (AEPC), Ministry of Population and Environment for five years from mid-July 2012 and ended on mid-July 2017 in a single programme modality. Programme had achieved majority of goals set during the design phase of the programme including establishment and institutionalization of Central Renewable Energy Fund (CREF). But due to its importance and achieved results, Government of Nepal has decided to continue this Program until the new program will take place with the support of DFID, UK and other External Development Partners in F.Y. 2017-2018. There are also some ongoing projects mainly community based mini-grid -micro and mini hydro projects, solar energy, wind energy and biomass technologies. Additionally, Government of Nepal has also provided the funding to RE installations and technical assistance activities to AEPC based on household and community based technologies which are Micro Hydro Projects, Solar, Biogas, Biomass, Improved Water Mill and Wind Energy etc. Apparently, AEPC has also responsibility to implement the Climate and Carbon Trade related, Gender & Social Inclusion and CREF related activities this year as well.

In the past, the role of the Provincial service centers was very important to provide the technical support to the households and community based systems and projects and they were key local partners of the programmes/projects supported through AEPC. As AEPC did not involve directly in implementation, it has outsourced the local level implementation to the NGOs and private companies.

Objective of the assignment:

The TSPs will provide facilitation supports and work as a bridge / mediator between the developer / private sector and AEPC and end users. With this broader intend, the following objectives are in general.

- Support AEPC in implementation of renewable energy activities for the communities/institutional based projects for defined period
- Support AEPC in identification of various RE related activities in provincial and local levels. Support to create awareness, facilitate between communities and private companies in implementation of AEPC activities.
- Act as an extended technical arm of AEPC in planning, monitoring and assessment of communities and institutional based RETs, as applicable
- Coordinate with and assist AEPC assigned professionals, Technical Staff such as Engineers & Consultant, etc. as per directives of AEPC
- Generate the rural and unreached area deemed demand for Community/Institutional Technologies as assigned by AEPC
- Provide technical and other support to local government to implement the RE projects.
- Provide technical support to Provincial government in regards to the RE subjects at province level.
- Support to communities for whole cycle of the project completion from initiation

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to completion and handover

- Support to AEPC in assessment of projects documents, supervision of under construction projects
- Support to communities/institutions and private sector to resolve the issues during installations/construction of the projects
- Support to delivery of equipment, testing, HHs verifications and one year Guarantee test of RE projects
- Support to AEPC for providing data as required for CDM
- Support to AEPC for completion of past under construction projects.
- Support to activities under Renewable Energy for Rural Livelihoods Programme (RERL), Scaling of Renewable Energy Programme (SREP), South Asia Sub-Provincial Economic Cooperation (SASEC), Climate and Carbon, Renewable Energy for Rural Access (RERA) and bridging gap activities of NRREP to enter into new phase of the program (as assigned by AEPC).
- Any other tasks as mentioned in agreement between AEPC and PTSP.

Scope of the assignment:

The scope of work shall include following, but shall not necessarily be limited to the following:

Relating to Biogas Activities

Demand creation and Collection of Large Biogas Plant

Pre-Feasibility Study of Large Biogas

Testing and Commissioning (T&C)

Quality Assurance (QA) of domestic biogas plant (during under construction)

Biogas promotion in LPD (Focusing in LPD) covering domestic and large biogas

Technical support to local and province level focusing domestic and large biogas

Relating to Solar Energy Activities Relating to Rural community based Solar Drinking Water Pumping Projects (RSDWP), Institutional Solar Photo Voltaic System (ISPS) & Solar Irrigation Project (SIP)

Please find the activities for provincial and National partners:

1. **Solar Drinking Project:** As discussed in last meeting this activity requirement will depend upon the implementation support from KFW. If we get implementation support from KFW this task will be carried out from that support and provincial partner will not be required to do this activity
 - a. Awareness and Demand creation support.
 - b. Demand Pre – Screening i.e. collection of pre feasibility form, screening as per approved criteria and recommending shortlisted projects.
 - c. Conducting detail feasibility study and preparation of detail project report as per format approved by AEPC.
 - d. Supporting community to ensure financial closure.
 - e. Assist user committee technically during construction of civil structure.
 - f. Prepare bidding documents for procurement of electromechanical parts.
 - g. Assist user committee in technical evaluation of the received bids.
 - h. Assist user committee in contracting the lowest responsive bid.
 - i. Assist user committee to check quality of electromechanical components
 - j. Supervise installation of system
 - k. Conduct testing and commissioning of the project

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1. Ensure smooth operation and after sales service of system.

2. Institutional Solar Power System

- a. Visit site of installation and conduct testing and commission of the system
- b. Collect all the required documents and field data
- c. Prepare the T&C report

3. Solar Irrigation Project

- a. Support farmers for detail feasibility study if required.
- b. Visit site of installation and conduct testing and commission of the system
- c. Collect all the required documents and field data
- d. Prepare the T&C report

Relating to Micro/Mini Hydro Projects / Improved Water Mills

A) *Mini/Micro Hydro Projects (M/MHP)*

- a) Coordinate with Local and Provincial Government organizations
- b) Organize meetings and seminars in coordination with local Government organizations for disseminations of AEPC activities, GoN rules and regulations, familiarizations of AEPC's norms and guidelines etc.
- c) Demand creation / collection of Mini/Micro Hydro Projects
- d) Pre-Feasibility Studies
- e) Detail Feasibility Studies
- f) Support to community people for procurement process (Company Selection)
- g) Supervise, monitor and provide technical supports to under construction projects.
- h) Support to community people during supply of Electro Mechanical equipments EDF/running bills.
- i) Perform Testing and Commissioning (T&C) of Projects
- j) Perform One Year Guarantee Check (OYGC)
- k) Provide technical as well as management trainings to the User's Committees.
- l) Prepare and update data /information related to Mini/Micro Hydro Projects.
- m) Prepare Provincial level Mini/Micro Hydro Projects partner organizations list.
- n) Act as a technical centre of the Province
- o) Send updated progress report and information to AEPC
- p) Social facilitation (institutional set up, community mobilization, public hearing etc)

B) *Improved Water Mills (IWM)*

- a) Coordinate with Local and Provincial Government organizations
- b) Demand creation / collection of IWM
- c) Support community people and installer companies for promotion of IWMs
- d) Monitor and provide technical supports to under construction IWMs.
- e) Follow up and check completed IWMs
- f) Provide technical as well as management trainings to the User's Committees.
- g) Prepare and update data /information related to Mini/Micro Hydro Projects.
- h) Prepare Provincial level Mini/Micro Hydro Projects partner organizations list.
- i) Act as a technical centre of IWM of the Province

Send updated progress report and information to AEPC Relating to Biomass

1. Physical and electronic handover of all the earlier filled up ICS User Manual to AEPC
2. Information dissemination of subsidy policy and subsidy delivery mechanism regarding BETs to relevant stakeholders such as public, community based institutions, SMEs, communities, private sectors, government entities etc.

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3. Identification of sites; coordination with public, community based institutions, screening of sites, feasibility study, tender call, evaluation and facilitation for installation of Institutional Improved cooking stoves as per subsidy delivery mechanism
4. Identification of sites; coordination with SMEs, screening of sites, feasibility study, tender call, evaluation and facilitation of installation of Institutional Gasifier thermal processing plants as per subsidy delivery mechanism
5. Identification of sites; coordination with communities, screening of sites, pre-feasibility study, tender call, facilitation in evaluation and installation of Gasifier Electrification Systems as per subsidy delivery mechanism
6. Monitoring of installed/disseminated M/ICS, IICS, Gasifiers for thermal processing as well as electrification systems,
7. Information of promotion/use/market linkages of briquette/pellets in the respective areas
8. Coordination and technical support to local and province level government to utilize the conditional grant of RET.

Relating to Climate and Carbon Activities

- a) Energy Meter data collection, monitoring and data management of MHP CDM project.
- b) Monitoring of CDM-ID code and implementation
- c) Data management/information collection on ICS CDM

Relating to CREF

- Encourage and advocate the adoption of credit mechanism for enhancing the access of RET users to financial services, conceived under CREF
- Organize meetings, workshops and networking between potential financiers and borrowers.
- Facilitate the Financial Institutions and Insurance companies for site visit and inspections.

Timing and Budget

Timing: Expected date of commencement of the assignment is from first Jan. 2019 for

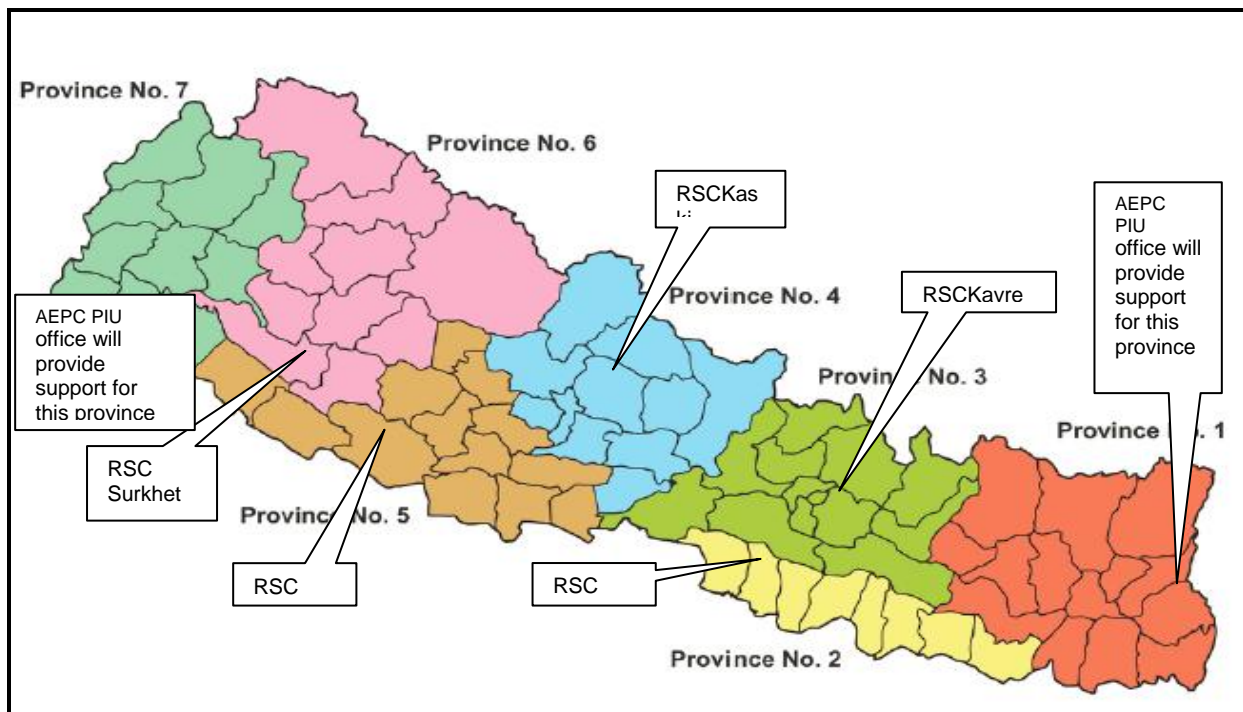
One year.

Budget: The agreement will be made on technology wise per unit basis and payment will be made against tax invoice of the completed tasks.

Deliverables:

the actual expected output will be during the time of issuing of RFP and agreement. In case of Biogas Technology, separate single National Service Provider (NTSP) will be selected for around all provinces. The Organization may apply for any provinces of Nepal. The head office of the PTSP will be as per the following map but there can be slightly changed in the location of PTSP head office based on the accessibility of the working location. The head office of the Provincial Technical Service Provider will be eventually at the provincial head quarter.

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In addition to this, the PTSP shall deliver the following reports in trimester/Quarter basis.

- Monthly Report:** The Technical Service Provider shall submit the monthly report that covers the physical and financial progress in each month.
- Trimester /Quarterly Report:** The Technical Service Provider shall submit the trimester /quarter report that covers the physical and financial progress of the reporting trimester.
- Annual Report:** The Technical Service Provider shall provide the annual physical and financial report at the first week of the first month of next Physical Year.

Required Human Resources:

The team shall be comprised of following members:

- **Team Leader:** A dedicated team leader should be provisioned for overall managing the PTSP. The Team Leader will be the responsible focal point to coordinate with AEPC in day to day matter.
- **Technical Expert:** The Technical Service Provider shall have adequate technical experts.
- **Program Support Staffs:** In addition to the technical staffs, the technical service provider also shall have non technical program staffs.

Inputs from AEPC:

After selection of PTSPs, AEPC, based on the agreed activities and work plan shall bear the following costs of the SPs.

- ☐ Technical Support includes orientation and training as required;
- ☐ Necessary service fee as per agreement in support based on the agreed activities and outputs.
- Outreach Sub- component will be the focal unit for the selected Service Provider.

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Detailed work plans and, subsequently, final budgets will be prepared jointly by the PTSPs and AEPC. AEPC shall assist in the process. It should be noted that cost effectiveness is one of the main aims of subcontracting Provincial Service Center activities to PTSPs.

Technical Service Provider Selection Method:

The selection method will be as per Public Procurement Act / Public Procurement Regulations (PPA / PPR). The provision of this document shall be void to the extent of such inconsistency and the provision of PPA and PPR shall prevail. Being base on the PPA/PPR, AEPC may also outsource a consultant/consulting firm to facilitate the selection process of service provider.

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.

SN	<u>i) Eligibility & Completeness Test</u>	Compliance
1	Copy of Organization Registration Certificate with updated renewed	
2	Copy of PAN/VAT Registration Certificate	
3	Tax clearances certificate of FY 2074/75 or evidence of tax return submission or Letter of Time Extension for Tax Return Submission	
4	Self-Declaration* (Regarding not blacklisted, not ineligible to participate in the contract and has no punished in the business offence) , Commitment for Code of Ethics* and Commitment for adherence to Anti-Corruption Policy *	
5	Minimum average annual Turnover of best three years in past recent five years NRs. 5,000,000.00 (NRs. Five Million except province no.2)	
6	Well established office (should have minimum 5 well-furnished office room with computers/ Laptop, telephone & internet connection, power back up system etc.) in case of province number 2, the normal office with minimum office space with adequate furnishing is required. *	
7	Minimum Years of Standing and Operation (5 Years)	

* For SN 5 & 7, The **Self Declaration, Commitments and condition of office** should be declared in writing in the official letter head of the Organization, and should be duly signed by the authorized person and stamped.

<u>ii) Ranking Criteria</u>	<u>Score</u>
General Experience of the Organizations	10%

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Experience of working in particular province area	20%
Experiences in similar field (environment, climate change, rural technologies)	20%
Specific Experience of Organizations in the related specified in the TOR	30%
Professional Employees of the Organizations (Only assignment related experts to be considered)	20%
Total	100%

Note: The short list will be prepared out of those Organizations that obtain at least 60% marks from the evaluation and the “Request for Proposal (RFP)” will be sent to those short-listed firms only.

Breakdown of the ranking criteria and scoring system will be as follow:

- General Experience of Applicant Firm (10 marks)
 - Experience 5-7 years (8 marks)
 - More than 7 years experience (10 marks)
 - Below 5 years experience (no marks)

- Experience of working in particular province area(20 marks)
 - i. Implementing RET covering all districts of particular province (20)
 - ii. Covering more than 50% (15)
 - iii. Covering 25-50% (10)
 - iv. Covering 10- 25% (5)
 - v. Below 10% (0)

- Experiences in similar field (environment, climate change, rural technologies (20 marks)
 - i. implementing the environment, climate change and in any rural technology (20)
 - ii. covering at least two out of three area (15)
 - iii. covering at least one area (10)

- Specific Experience of Organization in the related field (implementation of RET projects) specified in the TOR(30 marks)
 - Implementation of MHP& PHP (20)
 - i. > OR = 1000 KW (20)
 - ii. < 1000 OR => 500 KW (15)
 - iii. < 500 OR =100 (10)
 - iv. 50-100 (5)
 - Implementation of Solar Water Pumping System (10)
 - i. > OR = 5 (10)
 - ii. < 5 OR= >3 (7)
 - iii. 1-3 (5)

In case of PTSP applying for province no. 2 (30)

Implementation of ICS (20) :

- i. > OR = 5000 (20)

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- ii. < 5000 OR => 1000 (15)
- iii. < 1000 OR =500 (10)
- iv. 100-500 (5)

- Implementation of Solar Water Pumping System (10)

- iv. > OR = 3000 (10)
- v. < 3000 OR= >1000 (7)
- vi. 500-1000 (5)

In case of NTSP applying for Biogas Technology (30)

Implementation of domestic biogas plants (20)

- Above 10000 plants (20)
- 5001 to 10000 biogas plants (15)
- 1001-5000 biogas plants (10)
- 5001 – 1000 (5)
- below 500 biogas plants (0)

Implementation of institutional/ commercial biogas plants (10)

- Above 10 plants (10)
- 5 to 10 biogas plants (5)
- Below 5 biogas plants (0)

➤ Professional Employees of the Organization related to the assignment (20 marks)

- Team Leader with 5 year working experience in RET with Master degree or 10 year experience in RET with bachelor degree (5)
- At least 3 Technical Professionals having bachelor degree with 2 years experience in RET and 2 sub engineer with 2 years experience in RET (10 Marks)
- At least 5 program support staffs including finance officer (5)

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

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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.¹
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

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

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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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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.)

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3. Experience

3(A). General Work Experience

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

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

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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) ² :
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: Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.	

Firm's Name: _____

² Consultant should state value in the currency as mentioned in the contract

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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)

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

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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.)

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4(B). Infrastructure/equipment related to the proposed assignment³

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

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

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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)

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

(Please insert more rows as necessary)