



Standard Expression of Interest (EOI) Document for Shortlisting of Consultants and Consulting Services

Procurement of Consulting Services (For National Consulting Services)

Issued By:
Vocational and Skill Development Training Academy
Bhainsepati, Lalitpur

Mangsir 25, 2076

Standard EOI Document

Expression of Interest (EOI)

**Title of Consulting Services: Vocational Training
Implementation**

**Method of Consulting Service
National**

Project Name : Vocational Training Implementation

EOI: 2

**Office Name : Vocational and Skill Development Training Academy, MoLE,
GoN**

Office Address: Bhainsepati, Lalitpur

Issued on: Mangsir 25, 2076

Financing Agency: Government of Nepal

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Abbreviations

CTEVT	: Council for Technical Education and Vocational Training
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
TTP	: Technical Training Provider
VAT	: Value Added Tax
VSDTA	: Vocational and Skill Development Training Academy

Standard EOI Document

Contents

A. Request for Expression of Interest..... 5

B. Instructions for submission of Expression of Interest..... 6

C. Objective of Consultancy Services or Brief TOR 7

D. Evaluation of Consultant’s EOI Application 9

E. EOI Forms & Formats 10

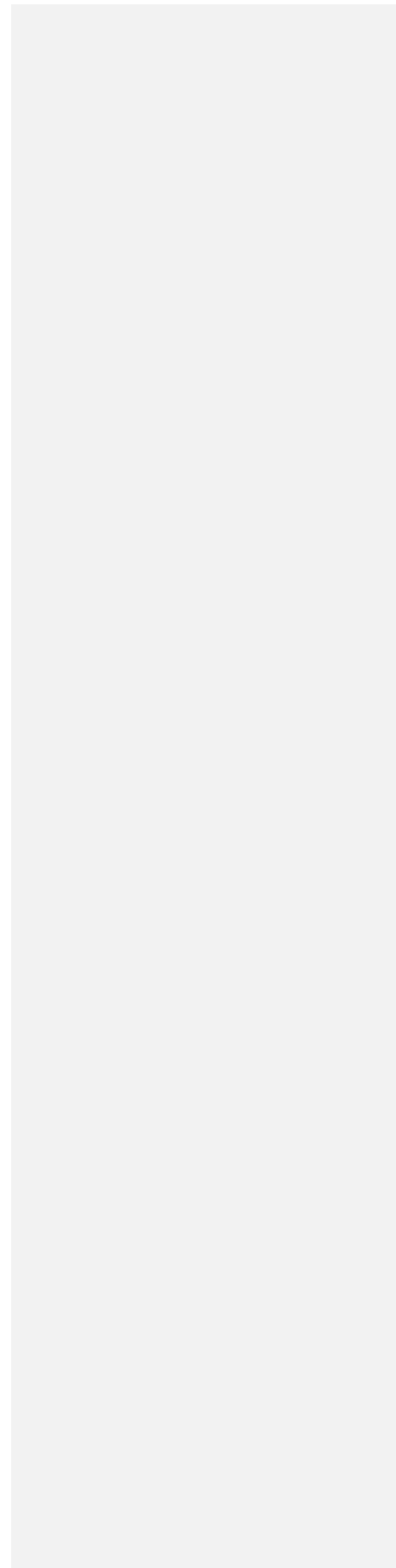
 1. Letter of Application 11

 2. Applicant’s Information Form..... 13

 3. Experience 14

 4. Capacity..... 17

 5. Key Experts (Include details of Key Experts only)..... 18



Standard EOI Document

A. Request for Expression of Interest

Government of Nepal
Ministry of Labour, Employment and Social Security
Vocational and Skill Development Training Academy

Date: _____

Name of Project: Vocational Training Implementation

Name of the Donor Agency: NA

Donor Loan/Credit/Grant No: NA

1. Government of Nepal (GoN) has allocated fund **toward the cost of Vocational Skills Training** and intends to apply a portion of this **fund** to eligible payments under the Contract for which this Expression of Interest is invited for **National Consulting Services**.
2. The **Vocational and Skill Development Training Academy, Ministry of Labour, Employment and Social security, GoN**, now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: to deliver quality skill training services for the targeted beneficiaries following the approved curricula in the following occupations. The training should assure the standards as provisioned by curriculum.

Occupations:

S N	Occupations	Number of Trainees	Training Duration (hrs)	Location
1	Barber	100	390	Mahottari (Bardibas) -60 Nos, Ilam – 40 Nos
2	Dhaka Weaver	80	390	Kathmandu Valley- 40 Nos, Palpa- 40 Nos
3	Cook	140	160	Kathmandu Valley- 80 Nos, Sarlahi (Haripur, Hariwan, Barathawa) – 60 Nos
4	Waiter/Waitress	100	160	Kathmandu Valley – 20 Nos, Kaski – 40 Nos, Sarlahi (Haripur, Hariwan, Barathawa) – 40 Nos
5	House Keeper	140	160	Morang (Biratnagar) -60 Nos, Surkhet (Birendranagar) -40 Nos, Kailali (Attariya) -40 Nos

3. Interested eligible consultants may obtain further information and EOI document free of cost at the address **Vocational and Skill Development Training Academy, Bhainsepati, Lalitpur** during office hours on or before Poush 9, 2076 or visit e-GP system www.bolpatra.gov.np/egp or visit the client’s website www.training.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 Vocational and Skill Development Training Academy, Bhainsepati, Lalitpur** on or before 5:00 PM of Poush 10, 2076.
6. In case the last date of obtaining and submission of the EOI document 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 30 %, Experience 50 % and Capacity 20 %** 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 (sixty) percent.

Standard EOI Document

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 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 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 7 months (until the end of Ashad 2077). Expected date of commencement of the assignment is after 2.5 months of the notice publication date.
6. A Consultant will be selected in accordance with the **Quality and Cost Based Selection** 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 **Implementation of Vocational Skills Training**". 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.

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C. Objective of Consultancy Services or Brief TOR

1. Background

- 1.1 Government of Nepal has its plan to provide skills training to needy people in the fiscal year 2076-077 through Vocational and Skill Development Training Academy under Ministry of Labour, Employment and Social Security. The aim of the program is to equip people with skills so that trained people either join in employment or create their own self-employment through enterprise development on an individual or group of people basis.
- 1.2 VSDTA has plan to deliver vocational training to at least 5300 people within the fiscal year 2076-077.
- 1.3 In order to accomplish the approved programs, VSDTA aims to conduct training programs through Technical Training Provider Companies/ Firms and wants to make TTPs more responsible to facilitate trained youths in gainful employment opportunities.
- 1.4 The Technical Training Providers will be selected based on quality and cost based selection (QCBS) in accordance with the PPMO Guidelines.
- 1.5 These TORs provide guidelines to aspire TTPs about the scope of work and deliverables.

2. Scope of Work

- 2.1 The main objective of the Consulting Service is to deliver quality skill training services for the targeted beneficiaries following the approved curricula.
- 2.2 The TTPs will be responsible for providing skills training to the above mentioned target groups. The trades/ occupations identified for training are: (a) Hair Cutting, (390 hrs); (b) Dhaka Weaver (390 hrs); (c) Waiter/Waitress (160 hrs) (d) Cook (160 hrs) and (e) House Keeper (160 hrs)
- 2.3 The training period should be maximum 390 hours as specified by prescribed curriculum.
- 2.4 The TTPs will establish a reliable internal monitoring and supervision mechanism during training delivery period.
- 2.5 The trainings being provided by TTPs need to assure the standards as provisioned by curriculum.
- 2.6 The service contract period may vary from occupation to occupations and should accomplish within the agreed time period.
- 2.7 The annual turnover of the last three years should be minimum Eight Million Nepalese rupees.

Standard EOI Document

3. Conditions

- 3.1 The related training organization should have been registered in the Company Office of the government and have minimum 3 years' of training implementation experience.
- 3.2 A company/firm/organization/person can submit EOI for maximum **three hundreds** trainees only.
- 3.3 VSDTA reserves the right to accept or reject the EOI application with or without mentioning any reason.
- 3.4 VSDTA may conduct the onsite visit of the training center of the EOI submitting individual/firm/company/organization.
- 3.5 The organization must have obtained the affiliation from CTEVT for the proposed occupations for the training.
- 3.6 The organization should have the necessary physical infrastructure (Class room -10 m², workshop - 30 m² for one group of trainees and required tools, equipment and training materials for the training).
- 3.7 The training organization should have at least one main trainer and one assistant trainer with required qualification and experience for proposed each group of 20 trainees.
- 3.8 The training providers should have required support staff, at least lab assistant, accountant/ admin assistant.
- 3.9 Experience of only one training Provider (Individual, company, organization, or firm) will be valid while counting the experience. Experience of multiple companies/organization of the same owner will not be counted. However, in case of the Joint Venture, it will be as per the prevailing public Procurement Act.
- 3.10 The TTP should maintain electronic attendance of the trainers and trainees three times a day and should provide online access to VSDTA.
- 3.11 VSDTA may add or reduce the proposed number of trainees by fifteen percent as per the requirement of the training arrangements. Therefore, the TTP may propose additional number of trainees and training locations accordingly as per the available training facilities of the TTP. VSDTA reserves the right to change the proposed training location in order to ensure the effectiveness of the training within the same province.
- 3.12 The TTP should precisely mention the proposed location to deliver the training. In case of the existing infrastructure available of the TTP, it can be additionally proposed in the EoI.

Standard EOI Document

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.

i) Eligibility & Completeness Test (EOI will be rejected if required documents mentioned in this section are not submitted)	Compliance
Copy of Registration of the company/firm	
Copy of certificate of Council for Technical Education and Vocational Training (CTEVT) affiliation	
Value Added Tax (VAT)/Personal Account Number (PAN) Registration (for National consulting firm only)	
Proof of minimum 3 years' experience in the similar nature of Work (maximum seven years)	
Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission of fiscal year 2075/076.	
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.	
EOI Form 1: Letter of Application	
EOI Form 2: Applicant's Information Form	
EOI Form 3: Experience (3(A) and 3(B))	
EOI Form 4: Capacity	
EOI Form 5: Qualification of Key Experts	

ii) EOI Evaluation Criteria	Insert Minimum Requirement if Applicable	Score [Out of 100%]
A. Qualification		
<i>Qualification of Key Experts</i>		30 %
<i>Experience of Key Experts</i>		
B. Experience		
<i>General experience of consulting firm</i>		50 %
<i>Specific experience of consulting firm within last 7 years. In case of person, specific experience of the person within last 4 years.</i>		
<i>Similar Geographical experience of consulting firm</i>		
C. Capacity		
<i>Financial Capacity</i>		20 %
<i>Infrastructure/equipment related to the proposed assignment</i>		

Note: In case, a corruption case is being filed to Court against the Natural Person or Board of Directors 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 firm's or JV EOI shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.

Standard EOI Document

EOI Forms & Formats

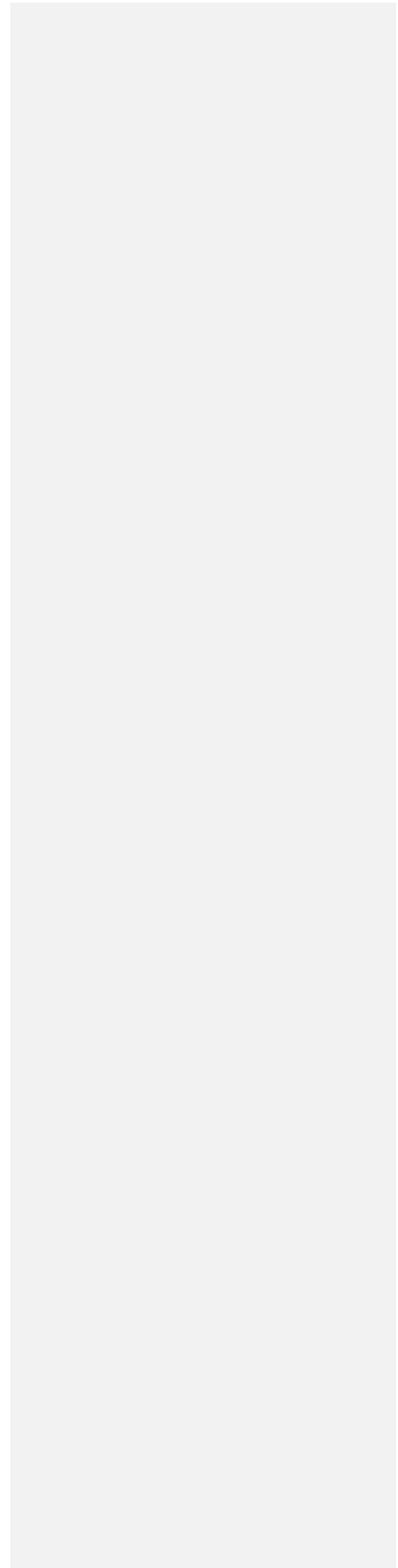
Form 1. Letter of Application

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 for following training to be short-listed by Vocational and Skill Development Training Academy as Consultant to deliver quality skill training services for the targeted beneficiaries following the approved curriculum in the trades.

Proposed Training Occupations, number and location

SN	Proposed Occupation	Proposed Number	Location			Remarks
			Province	District	Municipality/Ward No	
1						
2						
3						
4						
5						
6						

2. Attached to this letter are photocopies of original documents defining:
 - a) the Applicant's legal status;
 - b) the principal place of business;
3. Vocational and Skill Development Training Academy 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. Vocational and Skill Development Training Academy and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.¹

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

Standard EOI Document

5. All further communication concerning this Application should be addressed to the following person,

Mr. Dinesh Dhakal, Section Officer

Vocational & Skill Development Training Academy

Bhainsepati, Lalitpur

Telephone: 01-5590800, [U1]Email: vsdtcbhainsepati@yahoo.com

6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or business and our Company/firm has not been declared ineligible.

7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.

8. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed :

Name :

For and on behalf of (name of Applicant or partner of a joint venture):

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 (including CTEVT affiliation):
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 (including Organogram):
10. Total number of staff:
11. Number of regular professional staff:
12. Name of Occupations affiliated by CTEVT:

(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

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.						

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: Training name:	Approx. value of the contract (in current NRs)
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs; US\$ or Euro):

Standard EOI Document

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:						
Number of skill test passed and year: <table border="1" data-bbox="513 678 940 772"><thead><tr><th>Number</th><th>Year</th></tr></thead><tbody><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr></tbody></table>		Number	Year				
Number	Year						
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: _____

Standard EOI Document

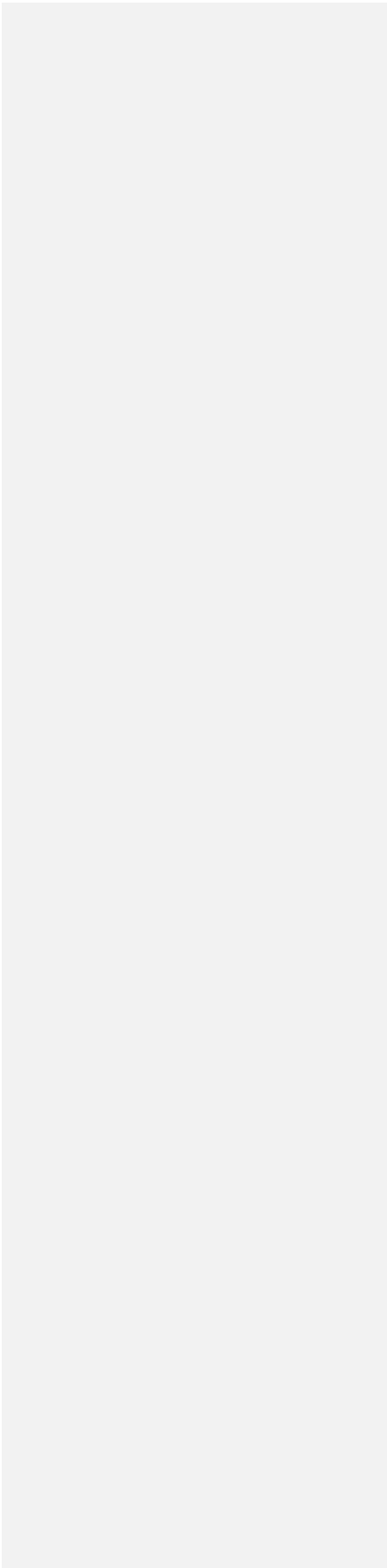
3(C). Geographic Experience

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)

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

(Please insert more rows as necessary)



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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 of Best of 3 Fiscal Year of Last 7 Fiscal Years

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

Standard EOI Document

4(B). Infrastructure/equipment related to the proposed assignment²

SN	Description	Infrastructure/equipment Required		Requirements Description
		Unit	Size	Remarks
1	Office and Training Building			
2	Class Rooms			
3	Lab/Workshop			
4	Store			
5	Office Rooms			
6	Toilet (Male/Female)			

List of Available Tools, Equipment and Materials required for proposed each occupation:

SN	Description	Specification	Unit	Number	Remarks
1					
2					
3					

(Please insert more rows as necessary)

4(C). 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)

² Delete this table if infrastructure/equipment for the proposed assignment is not required.