



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

## **Procurement of Consulting Services (For National Consulting Services)**

EOI Notice:2/TEPC/2077/2078

**Issued By:  
Government of Nepal  
Ministry of Industry, Commerce and Supplies  
Trade and Export Promotion Centre  
Pulchowk, Lalitpur**

**October 2020**



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# **Expression of Interest (EOI)**

## **Skill Development Training of Handicraft Related Products**

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

**Project Name** : Skill Development Training of Handicraft Related Products  
**EOI Notice no** : 2/TEPC/2077/2078  
**Office Name** : Trade and Export Promotion Centre  
**Office Address** : Pulchowk, Lalitpur  
**Issued on** : 2077/07/02

Financing Agency: Government Budget



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## Abbreviations

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

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## A. Request for Expression of Interest

Government of Nepal  
Trade and Export Promotion Centre  
Pulchowk, Lalitpur  
Notice No: 2/TEPC/2077/2078  
Date of Publication: 2077/7/2 (Oct 18, 2020)  
Name of Project: Skill Development Training of Handicraft Related Products

1. Government of Nepal (GoN) has allocated fund for which this Expression of Interest is invited for **National Consulting Services**.
2. The **Trade and Export Promotion Centre** now invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the following consulting services: **Skill Development Training of Handicraft Related Products**.
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address **Trade and Export Promotion Centre, Pulchowk, Lalitpur** during office hours on or before one months from the date of publication Or visit e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) or visit the client's website [www.tepc.gov.np](http://www.tepc.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](http://www.bolpatra.gov.np/egp) [or manually to the address **Trade and Export Promotion Centre, Pulchowk, Lalitpur** on or before one months from the date of publication.
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. The evaluation of EOI will be based on the format provided by the client.
8. EOI will be assessed based on **Qualification [35%], Experience [50%] and Capacity [15%]** of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
9. Minimum score to pass the EOI is **60**.
10. Trade and Export Promotion Centre reserve the right to accept or reject fully or partially the submitted proposals.
11. Description of the Training:

S.N	Name of Project	No. of Trainee	Training Area	Estimated Cost (With VAT)
1	Skill Development Training of Handicraft Related Products	500	Decision of the TEPC	NPR.4,999,435/-



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## B. Instructions for submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or organization 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 organization/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 **mentioned in the above no 2**.
4. The assignment has been scheduled for a period of **One month from the date of sign of contract**. Expected date of commencement of the assignment is end of **Jestha 2078 BS**.
5. A Consultant will be selected in accordance with the **Quality and Cost Based Selection Method (QCBS)**.
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 organization/firm/company duly signed by authorized signatory.
  - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
    - *EOI Form: Letter of Application (Form 1)*
    - *EOI Form: Applicant's Information (Form 2)*
    - *EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))*
    - *EOI Form: Capacity Details (Form 4)*
    - *EOI Form: Key Experts List (form 5)*.
7. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
8. The Expression of Interest (EOI) document must be duly completed and submitted in sealed envelope and should be clearly marked as "EOI Application for Short-listing for the **Skill Development Training of Handicraft Related Product**. 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.
9. The completed EOI document must be submitted on or before the date and address mentioned in the "**Request for Expression of Interest**". In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.



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## **C. Brief Term of Reference of Consultancy Services**

### **I. Background:**

Nepali handicrafts are a living example of Nepal's traditional and glorious culture. This industry is also the oldest industry in Nepal. The origins of handicrafts have been associated with human civilization. Before any tools or hand weapon were produced, stones were used as a weapon by providing artistry. Nepali traditional handicraft products have succeeded in making a separate identity in the world market. Handicrafts producing are being transferred from one generation to the next as a legacy to preserve the family profession. In the current context, handicraft training seems to be indispensable to make skilled crafter as the transfer of skills and techniques is essential to make the products uniform and of equal quality. Nepali handicrafts are produced in almost all parts of the country. There are usually 42 types of handicraft products. They are mainly metal (Sculpture, Utensils), Pashmina, Thanka, Silver and Gold ornaments, Stone Sculptures, Wooden Sculptures and Crafts, Bags, Baskets, Filigree, Handmade paper, Handcuffs, Ceramics, Decorative items, Sea horn, Bone made, Fancy, Hats (Dhaka and Bhadgaule), Dolls, Handmade Fabrics, Paintings, Pots (pots made from tree wood and branches) Hems and Allo Fabrics and Toys etc. Therefore, in order to revive the endogenous works of art, to preserve and promote the original art, there is a need to train the new generation of artists / craftsmen by attracting them to the traditional profession and to carry on to the next generations. Nepali handicrafts are being exported to different countries. Exports of painting, sculpture and sculpture products increased by 16 percent from Rs. 680 million in 2017/18 to Rs. 792 million in 2018/19. For the further development of this sector, the youths returning from abroad and other will be provided skill in this sector and will be employed within the country by organizing skill development training.

### **2. Objectives of the Assignment:**

The main objective of this work is to give training for the interested individuals on making of handicraft. This training work aim to create potential manpower in the field of handicraft as well as create more employment opportunities.

### **3. Scope of the Assignment:**

The consultant/firm/organization shall be responsible to organize training and facilitates trainee for theoretical as well as practical teaching. The scope of work to be carried out by the consultant/firm shall include but may not be limited to the following task:

- Should carried out skill development training on Handicraft. Training is theoretical as well as practical class.
- Should provide high skilled trainers for training
- Provide employment to the trainee in this sector's industries.



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#### 4. Expected Output:

It should provide training for interested trainee on handicraft with following expected output:

- This training should produce competent skilled manpower.
- This training should create opportunity for employment.
- This training should help to minimize foreign employment at this field of work.
- This training should generate entrepreneurship in this product sector.

#### 5. Location for Training:

Training work should be conducted as per the decision of Trade and Export promotion center, Pulchowk, Lalitpur.

#### 6. Duration and number of trainees for each training category:

Duration, Number of Trainee for each training category should be as per following table:

S.N.	Description of training	Duration	Number of Trainee
1	बाँस एवं रुखका जराबाट विभिन्न कलात्मक सामग्रीहरू निर्माण गर्ने	2 Months	150
2	परम्परागत थान्का पौभा सम्बन्धि तालिम	2 Months	250
3	बास्केट निर्माण सम्बन्धि तालिम	2 Months	100

#### 7. Daily time duration for training:

Training duration for each trainee is 2 months with four hours of training session every day. The number of trainees in each class should be at most 25.

#### 8. Eligibility and Qualification of consulting firm:

The Consultant/firm/organization will be a registered firm and has working as well as provided training on handicraft work including public/private partnership and other basis.

**Consultant/firm/organization would be eligible and consider for evaluation on EOI, if only they provide commitment for job guarantee for trainee and submit syllabus for training program. Consultant/firm/organization which have higher cost sharing in training program would get more preference for evaluation.**



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The Core Team of Consultant/firm will comprise of the following experience:

<b>SN.</b>	<b>Description</b>	<b>No.</b>	<b>Qualification/Experience</b>
1	Trainer	5	Minimum 3 years of specific experience in related field
2	Co-Trainer	5	Minimum 2 years of specific experience in related field
3	Training coordinator	2	Minimum Bachelor degree of any subject with 3 years or more general experience, one year of specific experience.

## **9. Work Schedule:**

The consultancy service shall be completed within the end of Jestha, 2078 BS.

## **10. Self-declaration and code of ethics:**

The Applicant shall submit Self Declaration as per clause 40 – 2 (e) of Public Procurement Regulation, 2064 mentioning that the consulting firm/firms/organization are not ineligible to participate in this procurement process, that the consulting firm/firms/organization does not have any conflict of interest in the proposed assignment, and that the consulting firm/firms has not received any punishment while doing consulting business and litigation history (if any). In case of JV and/or association, each individual consultant/firm/organization shall submit Self Declaration separately or they can submit the Self Deceleration jointly by signing each member of JV and/or association mentioning information requested in Self Declaration. The self-declaration letter shall be signed by an authorized person of the consulting firm/firms/organization and shall be stamped by the company's seal.

Commitment of Code of Ethics and Anti-corruption Policy



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## D. Evaluation of Consultant's EOI Application

Consultant's EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.

<b>i) Eligibility &amp; Completeness Test</b>	<b>Compliance</b>
Copy of Registration of the company/firm/organization	
VAT/PAN Registration	
Tax Clearance [FY 2075/76]/Tax Return Submission/Letter of Time Extension for Tax Return Submission <b>[FY 2076/77]</b>	
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 2: Applicant's Information Form	
EOI Form 3: Experience (3(A) and 3(B))	
EOI Form 4: Capacity	
EOI Form 5: Qualification of Key Experts	

<b>ii) EOI Evaluation Criteria</b>	<b>Score [Out of 100%]</b>
<b>A. Qualification</b>	
Qualification of Key Experts	<b>35</b>
Experience of Key Experts	
<b>B. Experience</b>	
General of consulting firm	<b>50</b>
Specific experience of consulting firm within last 7 years.	
In case of person, specific experience of the person within last 4 years.	
Similar Geographical experience of consulting firm	
<b>C. Capacity</b>	
(Annual turnover of the Consulting Firm: General Consultancy services turnover of best three years in last 5 years should Nrs.50,00,000.00)	<b>15</b>



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<i>Infrastructure/equipment related to the proposed assignment</i>	
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## **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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Letter of Application

(Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)

Date: .....

To,

Full Name of Client: \_\_\_\_\_

Full Address of Client: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by **[Insert name of Client)** as Consultant for **{Insert brief description of Work/Services}**.
2. Attached to this letter are photocopies of original documents defining:
  - a) the Applicant's legal status;
  - b) the principal place of business;
3. **[Insert name of Client]** and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. **[Insert name of Client)** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.<sup>1</sup>
5. All further communication concerning this Application should be addressed to the following person,  
*[Person]*  
*[Company]*  
*[Address]*  
*[Phone, Fax, Email]*
6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or business and our

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



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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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## **1. 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/Organization:
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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## 2. 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:	Approx. value of the contract (in current NRs):
Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs):
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment:  <b>Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.</b>	

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



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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	Name of the Project	Location (Country/ Region)	Execution Year and Duration
1.			
2.			
3.			
4.			
5.			
6.			
7.			

### 3. 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 for Average Turnover should be submitted for the above.)*



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**4(B). Infrastructure/equipment related to the proposed assignment<sup>2</sup>**

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

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



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#### 4. 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)

**Key Experts are:**

**1)Trainer**

**2)Training Coordinator**



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