

Standard Form for Expression of Interest (EOI) for consultancy Services

Ref: Survey, Design and Cost Estimate of Rural Water Supply and Sanitation Schemes

Dec, 2013

Water Resources Management Programme (WARM-P)

HELVETAS Swiss Intercooperation Nepal

Itram Surkhet

Standard Form

Expression of Interest (EOI) for Consultancy services

1. Application (*Sample below*)

Date:

To

Water Resources Management Programme/HELVETAS Swiss Intercooperation
Ittram-8, Surkhet

Sub: **Expression of Interest (EOI) for the Consultancy Service**

Dear Sir/Madam,

This is in response to your public notice published in [.....] on [.....], inviting expression of interest for survey design and estimate of drinking water and sanitation schemes, we hereby submit our expression of interest. We have attached necessary information according to the standard form. The information furnished by us in this expression of interest is correct to the best of our knowledge. Based on these information, we understand you would be able to evaluate our proposals in order to pre-qualify for the above mentioned assignment. We, however, understand that the WARM-P/HELVETAS Swiss Intercooperation Nepal reserves the right to decide whether or not to pre-qualify our firm without disclosing the reason whatsoever.

We remain

Sincerely yours,

On behalf of the firm:

Signature:

Name of signatory:

Designation:

Company Seal

Firm Information

2.1 Name and address

Name of the firm:

Address:

Telephone No:

Fax:

Email:

Post Box no:

2.2 Date of establishment:

2.3 Core Area of expertise of the firm

2.4 Contact person:

Name:

Designation:

Telephone No:

Email:

2.5 VAT/Pan registration:

VAT No:

Pan No:

2.6 Proposed lead person:

Name:

Education:

Experience year:

Area of Expertise:

2.7 Staff of the firm

No of regular staff:

Total:

Professional staff with technical background:

Professional staff with other background:

Administrative/support staff

3. Supporting documents:

3.1 Company Profile, if any

3.2 Legal documents

→ *Provide copy of the legal registration, VAT and PAN registration certificates of the firm; with their latest renewals where applicable*

3.3 Work Experience certificate:

→ Provide supporting document for the completed contract assignment, especially indicating those which are relevant to proposed assignment and completed within last five years

4. Experience of the Firm

4.1 General experience of the firm

→ List all experiences of the firm during the last five years (Ref: table 1)

4.2 Relevant experience of the firm that best fit with proposed assignment

→ List relevant experiences related to this assignment of the firm during the last five years (Ref: table 2)

4.3 Relevant experience of Firm's professional staff in reference to the proposed assignment

→ Describe experience of professional staff relevant to the proposed assignment (Ref: table 3)

4.4 Pool of human resources available to the firm with relevant experience to the proposed assignment

→ Describe experience of external professional staff relevant to the proposed assignment (Ref: table 4)

5. Equipment

5.1 Available Equipment

→ Provide list of equipment owned by the firm and relevant for the assignment

Table -3: Relevant Experience of the Firm's Professional Staff

S. No	Name of the staff	Qualification	Total years of experience	Relevant experience					
				Name of assignment Duration	Client	Position	Duration		
							From	To	Total month

Table -4: Relevant Experience of the External Professional Staff available to the Firm

S. No	Name of the staff	Qualification	Total years of experience	Relevant experience					
				Name of assignment Duration	Client	Position	Duration		
							From	To	Total month