

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

Ref: Conduction of On the Job Training for Masons

**August, 2017
Earthquake Recovery Program
Association for Rural Social Welfare Nepal
ARSOW Nepal
Banepa, Kavrepalanchok**

Standard Form
Expression of Interest (EOI) for Consultancy services

1. Application (*Sample below*) Date:

To
The chairperson
ARSOW Nepal

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 per-qualify for the above mentioned assignment. We, however, understand that the ARSOW Nepal/ on the Job Training for Masons 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:

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

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 three 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-1: General Experience of the Firm during the Last 3 Years

S. N.	Name of the assignment	Name of the client	Address of the client	Duration of the assignment			Total Cost of the assignment NRs ('000)	Remarks
				From (Date)	To (Date)	Total months		

Table -2: Relevant Experience of the Firm during the Last 3 Years

S. N.	Name of the assignment	Name of the client	Address of the client	Duration of the assignment			Total Cost of the assignment NRs ('000)	Remarks
				From (Date)	To (Date)	Total months		

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



Earthquake Recovery Programme (Mercy Corps/ARSOW)

Technical Proposal Document (Minimum information but not limited to)

Project Name :- 50 days Mason Training -OJT

District: Kavrepalanchok

Existing Human Resource					
Sn	Position	Academic background	No. of existing staff	Years of experience in instruction and supervision of EQ resilient building construction and training delivery	Remarks
1	Instructor	Civil Engineer			
		Civil Sub-Engineer			
		Assistant Sub-engineer			
2	Trained Constuction Masons	CTEVT skill test completed			
3	Finacial/ Administration and others				

B. Experience of Firm/company in earthquake resistant training deliveries

Fiscal Year	Number of training Delivered	Number of trained masons	Type of Training	Remarks
073/074				
072/073				
071/072				
070/071				
069/070				
068/069				

C. Working with international funding partners for capacity building training of construction masons

Fiscal Year	Name of international partner	Name of project	District coverage	Remarks
073/074				
072/073				
071/072				
070/071				
069/070				
068/069				

Name of Consultant/Firm:

Signature:

Stamp:



Earthquake Recovery Programme (Mercy Corps/ARSOW)

Financial Proposal Document (Minimum information but not limited to)

Project Name :- 50 days Mason Training -OJT
 District: Kavrepalanchok

SN	Description	Quantity	Durations	Rate/Unit	Total	Remarks
A.	Total Mason trained at one event					
1	Fixed cost per training site					
a)	Lead mason					
b)	Trainee Mason					
c)	Inskilled Labor					
d)	Skill Test for each mason					
	Total fixed cost					
2	Tools and Equipments (Procurement/ rent)					
3	Minimun Personal Protective Equipment					
4	First Aid Kits					
5	Consumable Training Materials for training(stationary, flex and printable document)					
6	Training Facility cost(hall rent, electricity)					
7	Distribution Tools for masons (measuring tape, sprit level and others)					
	Total Training Cost					
	Toal cost per mason					

Expression of Interest, ARSOW Nepal

B	Human Resource per site	Total no. of Staff per site	Total Salary for OJT completion	Remarks
1	Instructors			
	Civil Engineer			
	Civil Sub-Engineer			
	Assistant Sub-engineer			
	Trained/Lead Mason			

Name of Consultant/Firm:

Signature:

Stamp: