

**Expression of Interest (EOI)
For
Short-Listing of Consulting Form**

Prakashraj Poudel
2070/2081
Chief Administrative Officer


Rainas Municipality
Office of the Municipal Executive
Tinpipla, Lamjung
Gandaki Province, Nepal

**For the preperation
of
Revenue Improvement Action Planning (RIAP)
of Rainas Municipality**



**Issued by:
Rainas Municipality
Office of Municipal Executive
Tinpipla, Lamjung Gandaki province, Nepal**

Issued on: 22nd Magh 2080

Fiscal Year: 2080/81


Rainas Municipality
Office of the Municipal Executive
Timpile, Lamjung
Gandaki Province, Nepal
2017

A. REQUEST FOR EXPRESSION OF INTEREST

Name of Employer: Rainas Municipality Office of Municipal Executive, Gandaki Province, Nepal

Date: 2080-10-23

Name of Project: Revenue Improvement Action Planning (RIAP) of Rainas Municipality

Rainas Municipality has received a grant from Provincial and Local Governance Support Programme (PLGSP) /MOFAGA/GoN for implementing an Annual Strategic Implementation Plan (ASIP) of Provincial Centre for Good Governance (PCGG)/GPTA, for which this Expression of Interest (EOI) is invited for National Consulting Services.

1. The Rainas Municipality now invites EOI from eligible consulting Firms/Service Providers (Consultants – only legal persons or entities not natural persons) to provide consulting service for **Revenue Improvement Action Planning (RIAP) of Rainas Municipality**.
2. Interested eligible consultants may obtain EOI document free of cost at the Rainas Municipality website www.rainasmun.gov.np within 10 days from the date of this EOI Call.
3. Consultants may associate with other consultant(s) (as a Joint Venture – JV) to enhance their qualifications.
4. EOI should be delivered/submitted in a sealed envelope and must reach the Rainas Municipality Office, located in Tinpile, Lamjung, Gandaki Province, no later than **Office hour (5:00 PM) on the 15th day** of the first publication of this notice.
5. 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 same as stipulated.
6. EOI will be assessed based on Qualification, Experience, and Capacity of the Consultants and Human Resources (experts). Based on evaluation of EOI, only shortlisted Consultants will be invited to submit technical and financial proposal through a Request for Proposal (RFP).
7. Minimum score to pass the EOI is **70 (Seventy)** in general.

B. INSTRUCTION FOR SUBMISSION OF EOI

1. Expression of Interest may be submitted by a sole consultant (legal person or entity) or a Joint Venture (JV) of consultants (legal persons/entities) of partners in JV shall be limited to three. A sole applicant is not allowed to be a JV partner and a JV partner of a JV is not allowed for another JV.
2. Interested Consultants must provide information indicating that they are qualified to perform the services. At least **3 (three) years'** relevant work experiences in the field of **Revenue development planning, public revenue related strategy development, capacity building, assessment and support** to the local levels /governments or public sector. The applicants should propose at **least 2 teams of Experts** (Each Team should comprise Team Leader/Revenue-1 and Team Member/Revenue Expert-1). This requirement is mandatory. (Please, refer ToR for detail requirement of the applicant and human resources /experts).
3. This EOI is open to all eligible consultants (legal persons/entities) (not to the natural persons /individuals).
4. The assignment has been scheduled for the period of **90 days**.

5. A Consultant/applicant will be selected in accordance with the Quality and Cost Based Selection (QCBS) method.
6. Expression of Interest should contain following information:
- A covering letter addressed to the representative of the client on the official letter head of the Firm/service provider duly signed by authorized signatory.
 - Applicants shall provide the following information in the respective formats given in the EOI document:

Form-1: Letter of Application

Form-2: Applicant's Information

Form-3 (A) and 3 (B): Work Experience Details

Form-4: Capacity Details

Form-5: Key Experts List

7. Applicant may submit additional information with their application but shortlisting will be based on the evaluation of information of interested and included in the format provided in the EOI document.
8. EOI application shall be submitted Hard Copy. The EOI document must be duly completed and submitted in sealed envelope and should clearly marked as **"EOI Application for Shortlisting for the RIAP of Rainas Municipality"**. The Envelope should also clearly indicate the **Name and Address of the Applicant**.
9. **Applicant Deadline:** EOI should be received within **Office hour of 15th day from the date of the first publication of EOI notice**. Any EOI received after the deadline will not be accepted.
10. All EOI related documents should be compiled and submitted in a **single envelope**.
11. **Address of EOI Submission:**

Rainas Municipality

Tinipile, Lamjung, Gandaki Province, Nepal

12. Applicant should submit a letter of Self-Declaration of 'Not-Black listed' in public procurement. Besides, in case of JV, a written MOU between/among partners should be submitted.
13. Declaration that Applicant/Service provider is not blacklisted (self-declaration)
14. The Rainas Municipality will notify the short-listed applicants to initiate the process of RFP immediate after the completion of EOI evaluation.
15. The applicant should read, agree, sign the EOI-TOR and send to back along with application.
16. If any query concerning this EOI call, the interested consultants can contact to the focal person (Sijan Devkota, 9840012464) withing 7 days from the date of this notice published.

C. PROJECT DETAILS: Revenue Improvement Action Planning (RIAP) of Rainas Municipality (please, refer ToR for details).

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.


D.1. Eligibility and Completeness Test

SN	Documents and Letter of Declaration Required	YES/NO
1	Firms/Service provider Registration and Renewal Certificates	

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2.	VAT Registration (VAT is Mandatory)	
3.	Updated Evidence of Tax Clearance of FY 2079/80	
4.	Audit report of FY 2079/80	
5.	Organization Profiles of Applicants (Max. 10 pages)	
6.	A letter of Self-Declaration that Applicant is not blacklisted	
7.	EOI-Form-1: Letter of Application	
8.	EOI-Form-2: Applicant's Information	
9.	EOI-Form-3: Experiences - [3(A)] and [3(B)]	
10.	EOI-Form-4: Capacity	
11.	EOI-Form-5: Qualification of Key Experts (including CVs)	
12.	Written MOU of JV (if applicable)	
13.	Documents of at least 3-year's relevant work experiences of Applicant	

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Please, enter the information requested in the spaces provided. Applicants refer companies, firms, NGOs and their joint ventures.

(PLEASE KEEP THE DOCUMENT IN SEQUENTIAL ORDER)

D.2. EOI Evaluation Criteria

SN	Description	Score
1.	Qualification of Human Resource/Experts	50
1.1	Qualification and Experience of Proposed Team Leaders	30
1.2	Qualification and Experience of Proposed Team Leaders	20
2.	Experience of Applicant (lead partner, in case of JV)	40
2.1	General Experience of the Applicant	15
2.2	Relevant Experience of the Applicant	25
3.	Financial Capacity of Applicant (lead-partner, in case of JV)	10
3.1	Average Annual turnover of the last 3 years (at least Rs. 20 Lakhs)	
Total Marks		100
Note: Minimum Technical Score required to pass EOI		70 (Seventy)

D.3. Human Resource/Experts (for the project) (only national)

S.N.	Human Resource	No.	Academic Qualification	Relevant Experience
1	Team Leader/Public Finance Expert	3	Master's degree in Economics or Public Finance or Commerce or other related subjects	7 Years
2	Team member /Revenue Expert	3	Master's degree in Economics or Public Finance or Commerce or other related subjects	5 years

FORM-1: LETTER OF APPLICATION

(in a Letter head with Office seal and signature of Authorized person of the Applicant or partner responsible for a JV)

Date: 2080 / /



To,

Rainas Municipality
Tinpiple, Lamjung, Gandaki Province, Nepal .

Sir/Madam,

1. Being duly authorized to repent and act on behalf of (hereinafter "the applicant"), and having reviewed and duly understood all the short-listing information provided, the undersigned hereby apply to be short-listed by **Rainas Municipality** as consultant for **Revenue Improvement Action Planning (RIAP) of Rainas Municipality** .
2. Attached to this letter are photocopies of original documents defining;
 - a) The applicant's legal status;
 - b) The principal place of business;
3. Rainas Municipality 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, experiences, and competence of the applicant.
4. Rainas Municipality and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.
5. All further communication concerning this application should be addressed to the following contact person,
(Contact Person)
(Applicant Firm/Service Provider)
(Address)
(Phone, Email Address)
6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for offensive relating to the concerned profession of business and our firm/organization 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/organization or JV member(s) 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:

Office Seal

For and on behalf of (Name of Applicant or Lead member/partner of JV)

FORM-2: APPLICANT'S INFORMATION

(In case of JV, each JV member should fill up this form/following formats separately and compile all under this section)

(in case of JV, name of JV member)

1. Name of Firm/Service provider:	
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 and agency:	
5. Registered Office/Place of Business:	
6. Telephone No; Email Address (Compulsory)	
7. Name of Authorized Contact Person, Designation/Address/Phone:	
8. Name of Authorized Local Agent/Address/Phone:	
9. Total Number of Existing staffs:	
10. Number of regular professional staff:	

Note: Also provide a Profile of Applicant (all JV partners, in case of JV) with description of the background and other relevant information.

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FORM-3: APPLICANT'S EXPERIENCE

(In case of JV, each JV member should fill up this form/following formats separately and compile all under this section)

(in case of JV, name of JV member)

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3. A. General Work Experience

(Add the details of assignments undertaken. Compulsory submitted work experiences of last 7 years)

SN	Name of Assignment	Location	Value of Contract	Year completed	Client	Description of work Carried out

3.B. Experience in Relevant/Similar Assignments

Please provide project sheets of relevant projects carried out by your firm/organization. Each project sheet should demonstrate experience of work in the sector and component applied for.

Sheets should be in the format below and each sheet should be used only for one project/assignment. (please, add other sheets if needed)

Assignment name:	Approx. value of the contract: NRs ...
Country: Location (LL/District):	Duration of assignment (months):
Name of Client:	Total No. of staff-months of the assignment: Number of Staff:
Address:	Approx. value of the services provided by your firm under the contract: NRs....
Start date: Completion date:	No. of Professional staff-months: No. of professional staffs/HRs:
Name of associated Firm/organization or JV partner, if any:	Name of senior professional staff of your firm involved and functions performed:
Narrative description of Project (in brief & outputs):	
Description of actual services provided by your staff/HRs (in bullet) :	
Firm/organization' Name:	

FORM-4: CAPACITY

(In case of JV, each JV member should fill up this form/following formats separately and compile all under this section)

(in case of JV, name of JV member)

4.A. Financial Capacity

Annual Turnover (of last 3 years)	
Fiscal Year	Amount Currency (NRs)
Total	
Average	

4. B. Other Capacity

Particulars	Unit	Quantity	Own	Rented
1. Building (Office Rooms)				
2. Computers (Include numbers)				
3. Printers (Include numbers)				
4. Photocopiers (Include numbers)				
5. Vehicles (Four wheelers)				
6. Vehicles (Two wheelers)				
7. Multimedia/Projector				
8. Other machine /Office Equipment if any				

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FORM-5: KEY EXPERTS/HUMAN RESOURCE

(In case of JV, each JV member should fill up this form/following formats separately and compile all under this section)

(in case of JV, name of JV member)

5. A. Key Experts available for this assignment/available

S N	Name	Position	Highest Academic Qualification	Total Work experience in Year	Relevant Experience in year	Nationality
		Team Leader				Nepalese
						Nepalese
		Team member				Nepalese
						Nepalese
						Nepalese
						Nepalese
						Nepalese

Note: CV of the proposed HRs should be submitted (Max. 5 pages of each experts). Please, refer Annex-1 for HR-CV-Format)

5. B. Regular staff

Human Resources Details	Name	Education Qualifications	Years of Experience	Areas
Total Regular staff (Including Professional)				
Total Regular Professional staff				

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Annex-1: CV-Format for Proposed HR/Experts (related to 5.A)
Proposed Position:

(Max. 5 pages)

Prakashraj Poudel
Chief Administrative Officer

1. Personal Information:

Name:	
DoB:	Sex:
Citizenship:	Citizenship and Issue District:
Permanent Address:	
Present/Mailing Address:	
Contact No.:	
Email:	

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2. Academic Qualifications:

Name of Degree	Name of Institution	Major Subject	Passed year

3. Work Experiences and Competencies (start from latest Job):

Date (Year and Month)		Name and Address of Organization	Position	Key Responsibilities (max. 4 bullets in each position)
From	To			

(Note: Please, mention only relevant positions that you hold in the last 10 years)

3.A Total Experiences: Years

Relevant Experience: Years

4. Publications and Research (if any):

1.

2.
3.
4.

5. Languages Proficiency

(Excellent -5; Very Good - 4, Good -3 , Weak - 2, Very Weak-1)

Language	Reading	Writing	Speaking

5. References:

Name	Position	Organization and Address	Contact No.	E-mail

Declaration:

I hereby declare that all information mentioned above are true, complete and correct to the best my knowledge and belief. Nothing is stated false knowingly.

Sign: Date:

Name:

Prakashraj Poudel
07/10/22

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Annex- 2: कार्य शर्त (Terms of References of the Assignment)

[Signature]

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