



# Expression of Interest

(EOI)

**Procurement of Consulting Services  
for  
Survey, Detail Design and Cost Estimate of the  
Public Buildings Reconstruction in Jajarkot and  
Rukum West of Karnali Province.**

EOI : SRP/EOI/01/2024  
Client Name : SRP/Helvetas Nepal  
Client Address : Bakhundole, Lalitpur  
Issued on : 05 April 2024

Approved by:  
Authorized signature:

A handwritten signature in blue ink, appearing to be "Ravi Prasad", written over a horizontal line.

Office stamp:



## *Expression of Interest (EOI)*

### **Abbreviations**

|     |                                  |
|-----|----------------------------------|
| CV  | Curriculum Vitae                 |
| FM  | Finance Manual of Helvetas Nepal |
| CD  | Country Director                 |
| PFP | Procurement Focal Person         |
| ToR | Terms of Reference               |
| VAT | Value Added Tax                  |
| EOI | Expression of Interest           |
| RFP | Request for Proposal             |
| TP  | Technical Proposal               |
| FP  | Financial Proposal               |
| PM  | Pass marks                       |
| FM  | Full Marks                       |

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## Expression of Interest (EOI)

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## Expression of Interest (EOI)

### A. Notice for Expression of Interest (Eol)

#### Expression of Interest (Eol)

For the selection of consultant for Survey, Detail Design and Cost Estimate of the Public Buildings Reconstruction in Jajarkot and Rukum West of Karnali Province

Date of first publication: 05 April 2024

Skills and Reconstruction Project (SRP) having overall goal of "the programme is to contribute to the reconstruction ensuring gender sensitivity and social inclusion in the delivery, leaving no-one behind" is a Swiss Agency for Development and Cooperation SDC project implemented by Helvetas Nepal. This project will contribute to achieving two outputs of reconstruction of damaged public infrastructure such as schools and health posts, and a total of 500 masons (20% women; 50% DAGs) trained in earthquake (EQ) resilient construction practices from the most affected area in Karnali Province.

SRP/Helvetas Nepal intends to call for Eol from the eligible and interested consulting firms to procure the consulting service for Survey, Detail Design and Cost Estimate of the Public Buildings Reconstruction in Jajarkot and Rukum West of Karnali Province.

1. Expressions of interest (Eol) document should be available to download from [notice.helvetasnepal.org](http://notice.helvetasnepal.org) free of cost. Further information about Eol can be obtained before submission deadline.
2. Interested eligible consultants should submit hard copy Eol latest by **19 April 2024 before 2PM** to below address.
3. Consultants may associate with other consultants to enhance their competency and qualifications as joint venture (JV). JV agreement among/between the consultants should be submitted.
4. Minimum score to pass the EOI to shortlist is 70% of the full marks.
5. SRP/Helvetas Nepal hold the rights to accept or reject any proposals partially or wholly.

**Skills and Reconstruction Project (SRP) /Helvetas Nepal**

Lalitpur-3, Bakhundole, Lalitpur  
G.P.O. Box - 688, Kathmandu, Nepal  
Email: [procurement.np@helvetas.org](mailto:procurement.np@helvetas.org)

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## *Expression of Interest (EOI)*

### **B. Instructions for submission of Expression of Interest**

1. Expressions of Interest (EOI) may be submitted by a sole firm or in a form of joint venture of consulting firms and the maximum number of partners in JV shall not be more two.
2. Interested consultants must provide information such descriptions, organization, and employee and of the firm or company, description of assignments of similar nature completed and their location, experience in similar conditions, general qualifications and the key experts to be involved in that assignment.
3. This expression of interest is open to all eligible and interested consulting firms.
4. Consultants will be shortlisted at least 5 on merit basis.
5. Expression of Interest should contain following information:
  - EOI Form-1: Letter of interest
  - EOI Form-2: Full information of consultant
  - EOI Form-3: Details of consultants' past experience
  - EOI Form-4: Detail of consultant capacity
  - EOI Form-5: List of key experts proposed
6. The Expression of Interest (EOI) document must be duly filled, completed, and submitted **to the address mentioned in this document.**
7. The sealed envelope shall be clearly marked as "EOI Application for **[insert Name of assignment]**". The Envelope shall also clearly indicate the **name and address of the Applicant.**
8. 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.



## *Expression of Interest (EOI)*

### **C. Objective of Consultancy Services or Brief TOR**

*[Provide detail objectives of the consultancy services with expected deliverables or alternatively provide Brief TOR]*

#### ***Survey, Detail Design and Cost Estimate of the Public Buildings Reconstruction in Jajarkot and Rukum West of Karnali Province.***

##### **1.0 Background**

The recent Earthquake of 3<sup>rd</sup> November 2023 in western Nepal has highlighted the need for local communities to equip with skills on earthquake resilient construction method as well as to support government effort for reconstruction of public infrastructures such as school and health posts. Swiss agency for Development and Cooperation SDC is supporting the national and international efforts for effective recovery of earthquake affected people in Jajarkot and Rukum west through a project called Skills and Reconstruction Project (SRP), which is implemented by Helvetas Nepal. The overall goal of the program is to contribute to the reconstruction ensuring gender sensitivity and social inclusion in the delivery, leaving no-one behind.

##### **2.0 Objective and scope of the Service**

The main objective of hiring consulting firm's service is to assist implementing agency of the program for preparation of Detail Project Report (DPR) for Construction of different Schools and health post buildings, which must include detailed architectural drawings, structural design and drawings, cost estimates, rate analysis, bill of quantities, detailed technical specifications, quality control and monitoring plan and tender documents in compliance with prevailing national standard, building code, and building by law in practice for education and health services to execute the construction works. The specific objectives of the assignments are:

The main tasks are as listed below, but not limited to:

1. Conduct necessary and complete survey for the design of the identified buildings (altogether 6 totaling around 15000 sqft)
2. Preparation of Detailed Project Reports of 4 school buildings in Jajarkot and Rukum west.
3. Preparation of Detailed Project Reports of 2 health post in Jajarkot and Rukum west.

##### **3.0 Client's Requirements**

1. The design needs to follow the vernacular architecture. The design needs to be aligned with the style and concept that reflects the geographic and cultural context of the site and surroundings, focusing on local construction with traditional and regional materials. The design shall also include the design of the landscape around the buildings, electricals (with both the city supply and solar system), plumbings and sanitation (water supply and drainage) systems.
2. The building design shall incorporate the "passive architecture" making buildings capable of ensuring living comfort without other heating or cooling systems, to the extent possible.
3. The Consultant needs to adopt innovate and suitable building technologies and use of materials.
4. All the proposed infrastructures design needs to be structurally Earthquake resilient based on the existing relevant code provisions and requirements.

At the outset of the design, the Consultant shall present the conceptual sketches and drawings with the proposed building materials and technologies. It is preferred that the consultant presents more than one option in each case of school buildings and health posts.

## Expression of Interest (EOI)

### 4.0 Consultant's Team

The Consultant shall deploy team comprising of the following key staff. Consultants should have a minimum of two teams to carry out the assigned work parallelly to meet the time demand of clients.

| <b>SN</b> | <b>Title</b>        | <b>Minimum Requirement</b>   | <b>Preferable</b>   |
|-----------|---------------------|--|---|
| 1         | Team Leader         | Master's degree in Architect/ or Masters degree in project Management/ Infrastructure Planning with bachelors degree in architect minimum 10 years of work experience. | Specific experience in planning / project development / Team Management and mobilization in design and implementation management of public infrastructures like school/health services.   |
| 2         | Structural Engineer | Masters degree in Structural Engineering, with 7 years of experience   | Specific experience in structural design with understanding of seismic principles, and design of EQ resilient public buildings. Experience in innovative design methodologies including, energy saving technology in rural area. Design of and of buildings with local non-conventional material. |

Apart from the abovementioned key experts, the consultant shall deploy the all the required support technical person, equipment and logistics. This consulting service contract will be lump-sum contract, subjected to the payment upon the completion of the various intermediate milestone



**Expression of Interest (EOI)**

**D. Evaluation of Consultant's EOI Application**

Eligibility and completeness [as shown below (i)] and evaluation criteria/scoring criteria [as shown below (ii)] evaluation shall be conducted in accordance with the pre-defined criteria.

| <b>i) Eligibility and completeness test</b>   | <b>Submission</b> |
|---|-------------------|
| Copy of Registration of the company/firm  | Yes/No            |
| Copy of VAT/PAN Registration ( <b>for National consulting firm only</b> )   | Yes/No            |
| Copy of Tax clearance certificate current or previous with letter of time extension ( <b>National consulting firm/individual only</b> ) | Yes/No            |
| Self-declaration letter for not being blacklisted by Government of Nepal.   | Yes/No            |
| <b>Availability of following documents:</b>   |                   |
| EOI Form-1: Letter of interest  | Yes/No            |
| EOI Form-2: Full information of consultant  | Yes/No            |
| EOI Form-3: Details of consultants' experience  | Yes/No            |
| EOI Form-4: Detail of consultant capacity   | Yes/No            |
| EOI Form-5: List of key experts proposed  | Yes/No            |

| <b>ii) EOI Evaluation Criteria</b>                       | <b>Minimum Requirement</b> | <b>Score [100%]</b> |
|--|----------------------------|---------------------|
| <b>A. Qualification &amp; Experience of Key Experts</b>  |                            |                     |
| A1. Qualification of                                     | <i>as per ToR</i>          | <b>20%</b>          |
| <i>a. Team leader</i>                                    |                            |                     |
| <i>b. Structural Engineer</i>                            |                            |                     |
| A2. Experience of  | <i>as per ToR</i>          | <b>40%</b>          |
| <i>a. Team leader</i>                                    |                            |                     |
| <i>b. Structural Engineer</i>                            |                            |                     |
| A3. Inclusive Team (Female and underrepresented members) |                            | <b>10%</b>          |
| <b>B. Experience</b>                                     |                            |                     |
| General experience of consulting firm                    | <i>as per ToR</i>          | <b>30%</b>          |
| Specific experience of consulting firm/individual        |                            |                     |
| Similar Geographical experience of consulting firm       |                            |                     |

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## *Expression of Interest (EOI)*

### **E. EOI Forms & Formats**

1. EOI Form-1: Letter of interest
2. EOI Form-2: Full information of consultant
3. EOI Form-3: Details of consultants' past experience
4. EOI Form-4: Detail of consultant capacity
5. EOI Form-5: List of key experts proposed

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*Expression of Interest (EOI)*

**1. Letter of Application**

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

Date:  
.....

To,  
SRP/Helvetas Nepal  
Address

Sir/Madam,

1. Being duly authorized to represent and act on behalf of applicant (hereinafter "the Applicant") and having reviewed and fully understood all the short-listing information/criteria provided herewith, I hereby submit application of EOI to be short-listed by **SRP/Helvetas Nepal** as Consultant for ***Insert brief description of assignment.***
2. All further communication concerning this Application should be addressed to the following person,

*[Authorized Person]*

*[Company]*

*[Address]*

*[Email and mobile]*

3. 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.
4. 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.
5. We declare that the statements made, and the information provided in the duly completed application of EOI are complete, true, and correct in every detail.

**Authorized signature:**

**Name:**

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



**Expression of Interest (EOI)**

**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:
6. Telephone 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. Number of regular professional staff:

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*Expression of Interest (EOI)*

**3. Experience**

**3(A). General Experience**

*(Detail of assignments undertaken. Each consultant or member of a JV must fill in this form.)*

| S. N. | Name of assignment | Geographical Location | Value of Contract | Year of Completion | Client's Name | Description/sector of assignment |
|-------|--------------------|-----------------------|-------------------|--------------------|---------------|----------------------------------|
| 1.    |                    |                       |                   |                    |               |                                  |
| 2.    |                    |                       |                   |                    |               |                                  |
| 3.    |                    |                       |                   |                    |               |                                  |
| 4.    |                    |                       |                   |                    |               |                                  |
| 5.    |                    |                       |                   |                    |               |                                  |
| 6.    |                    |                       |                   |                    |               |                                  |
| 7.    |                    |                       |                   |                    |               |                                  |
| 8.    |                    |                       |                   |                    |               |                                  |
| 9.    |                    |                       |                   |                    |               |                                  |
| 10.   |                    |                       |                   |                    |               |                                  |

|   |  |
|---|--|
| <i>Total Experience in Yrs</i>                              |  |
| <i>Total Experience in No. (total assignment completed)</i> |  |

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**Expression of Interest (EOI)**

**3(B). Specific Experience**

**Details of similar/specific assignments undertaken.**

*(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 applicable currency).  |
| Country:<br>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 applicable currency): |
| Start date (month/year):<br>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:<br><br><b>Note: Provide highlights on similar services provided by the consultant as required by the EOI assignment.</b> |  |

|   |  |
|---|--|
| <i>Total Experience in Yrs</i>                              |  |
| <i>Total Experience in No. (total assignment completed)</i> |  |

Consultant's name, address, and stamp: \_\_\_\_\_ 



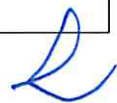
*Expression of Interest (EOI)*

**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)*

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



*Expression of Interest (EOI)*

**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 | Designation | Highest Academic Qualification | General Work Experience (in year) | Specific Work Experience (in year) |
|----|------|-------------|--------------------------------|-----------------------------------|------------------------------------|
| 1  |      |             |                                |                                   |                                    |
| 2  |      |             |                                |                                   |                                    |
| 3  |      |             |                                |                                   |                                    |
| 4  |      |             |                                |                                   |                                    |
| 5  |      |             |                                |                                   |                                    |

(Please insert more rows or copy for multiple key experts as per need)

|   | General | Specific |
|---|---------|----------|
| <i>Total Experience in Yrs</i>                              |         |          |
| <i>Total Experience in No. (total assignment completed)</i> |         |          |

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