

Prescribed Format for Submission of Expression of Interest (EOI)

(In case of Joint Venture, this Form to be completed by each partner of the JV)

Package No.	:	SD-41A								
Title of Service	:	Consulting Services for Safeguard Training – Social and Environmental TOT for Community Members								
1. Letter of Submission [Addressing Project Director, SUFAL Project, BFD]										
2. Firm's legal title:										
3. Firm's registered and Head Office address:										
4. Firm's year of registration (years in business): (Year of Establishment/Years in business as per Trade License/Registration Certificate etc.) (Necessary Attachments: Copy of Company/Firm's Trade License, Registration Certificate etc.)										
5. Firm/Company Background (General Information including Core Business) (Necessary Attachments: Brochure, Annual Report etc.)										
6. Experience of the Firm in similar nature assignment successfully completed within last 10 years (List only those assignments for which the Firm was legally contracted by the Client/Procuring Entity as a firm or as one of the partners of joint venture.)										
	Name of the Assignment	Brief Description of the Assignment (main deliverables/ Outputs)	Role in the Assignment (Single Entity/ Lead partner in a JV/JV partner)	Name and address of the client. Contact information for references.	Service Duration (Start & End Dates)	Value of Service		Man-Month Input		
						Total Value	No. of Partners (if Any)	Value of Service Provided by the Firm	Firm's Input	Partners' Input
(Necessary Attachments: Details Description of the assignment supported by copy of Project Data Sheet (PDS), Contract Agreement, Completion Certificate etc.)										
7. List of Professional/Managerial staff of the Firm: (List Full time and Part time staff separately)										
	SN	Name of Professionals	Position held in the Firm	Educational Qualification	Total Years of Experience	No. of Years as Firm's Employee				
8. Organizational & Financial Capability and capacity of the Firm:										
(i) Organizational Capacity, equipment and logistics capability of the Firm										
a) Office Space (Area, Floor No. etc.):										
b) No. of Support Staffs:										
c) Description of Important Office Equipment and other logistics:										
(ii) Financial capability of the firm (Turnover of last 3 years)										
a) 2020-21 (Up to present) :										
b) 2019-20 :										
c) 2018-19 :										

