

Expression of Interest (Eoi)

for

**Consulting Service for the implementing  
Environment Friendly School Awareness Program**

Contract ID No. SWMTSC/S/QCBS/073/074-IV

**Consulting Firm/Joint Venture**

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.....  
Lead Consultant (in case of JV)  
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**Ministry of Federal Affairs and Local Development  
Solid Waste Management Technical Support Centre (SWMTSC),  
Lalitpur, Nepal**

Telephone: 977-1-5544404 , Fax: 977-1-5544405  
e-mail: [swmrmc1@gmail.com](mailto:swmrmc1@gmail.com), Web site: [www.swmtsc.gov.np](http://www.swmtsc.gov.np)

**Cover Letter** (*this letter should be prepared on the applicant's letter head*)

**The Executive Director  
Solid Waste Management Technical Support Center (SWMTSC),  
Shree Mahal, Pulchowk,  
Lalitpur, Nepal**

**Subject: Submission of Expression of Interest (EOI)**

Dear Sir/Madam,

We, the undersigned, offer to provide consulting services for **Environment Friendly Awareness Program**, Contract ID No: SWMTSC/S/QCBS/073/074-IV in accordance with your advertisement for short-listing of firms and declare the followings:

We are duly registered. We confirm that there was no involvement by us in preparing the EOI. We have not been declared ineligible by Government of Nepal (GoN) .

- a. We are in business for the last ..... Years
- b. Our Firm registration certificate, Permanent Account Number (PAN) and Value Added Tax (VAT) Registration Certificate(s) and Tax Clearance Certificate (F/Y 2072/2073) from the Inland Revenue Office are included.
- c. We have read the ToR and understood scope of services for the assignment.
- d. We authorize you and your authorized representatives to conduct any inquiries or investigations to verify the statements, documents, and information submitted in this EOI.
- e. We understand that you may cancel the short-listing process at any time and that you are not bound to accept any or all EOIs that you may receive without incurring any liability to the firms.

Signed by:.....

Print Name:.....

Position:.....

Duly authorized to sign the EOI for and on behalf of the Firm:.....

In case of JV:

Name of the Lead Partner:

Name of the JV Partner:

Date: . . . . - . . . . . \_ . . . . . . . . . .

**1) General Information of the consulting firm**  
(in case of the association or joint venture of two or more firms to be filled separately for each firm).

**1.1 Corporate Information**

- Name of Consulting Firm/Company/NGO
- Type of firm (Partnership/Pvt. Ltd./Public Ltd., etc.)
- Date of registration/incorporation
- Place of registration/incorporation
- Type of services provided
- Registered office (place, country)
- VAT/PAN registration (if applicable)
- Tax clearance certificate (up to F/Y 2072/073)
- Name of contact person and designation
- Telephone No., Fax No., Email address

**1.2 Management Competence**

**1.2.1 Organization Chart of the firm**

Provide the organizational structure of the firm

**1.2.2 Quality of Directors**

Provide the name, qualification and relevant experience of the lead firm's director or manager who will assume overall responsibility for the firm's association's or joint venture's team coordination, management and output.

S.N	Name	Qualification	Designation / Responsibility	Area of specialization	Years of experience	Remarks





**4.3 Experience in Awareness raising program in School within last ten years substantiated by the certificate of completion issued by the Employer**

List not more than 10 most relevant consulting assignments with contract values.

S.N.	Name of Project and scope of work of Consulting Contract	Name of Client / Location	Values of Work (NRs)	Date of Commencement	Date of Completion	Name and Email of contact person

**4.4 Experience in conducting exhibition within last ten years substantiated by the certificate of completion issued by the Employer**

S.N.	Name of Project and scope of work of Consulting Contract	Name of Client	Values of Work (NRs)	Date of Commencement	Date of Completion	Name and Email of contact person

**5) Adherence to Code of Ethics**

Provide the firms' commitment on Code of Ethics and their mechanism to monitor the adherence to these policies.

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**6) Adherence to Anti Corruption**

Provide the firms' commitment on Code of Ethics and their mechanism to monitor the adherence to these policies.

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**7) EOI Evaluation Criteria**

The EOI application will be evaluated based on following criteria. EOI who obtain less than 60 marks will be disqualified and qualified EOIs shall shortlisted on the merit basis

i) Core business /years in business	- 20
ii) Technical competency	- 60
iii) Financial capability	- 15
iv) Geographical experience	- 5
Total	100
Minimum marks for short listing	60

Signed by:.....

Print Name:.....

Position:.....

Duly authorized to sign the EOI for and on behalf of the Firm:.....

In case of JV:

Name of the Lead Partner:

Name of the JV Partner:

Date: . . . . - . . . . . \_ . . . . .