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

 Lead Consultant (in case of JV)

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, Web site: 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 Eol.
- 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	Name Qualification Designation / Responsibility		Area of specialization	Years of experience	Remarks

1.2.3 Internal Quality Control

Describe how the deliverables are scrutinized and quality control is done internally:

1.2.4 Infrastructures and Logistics

(in case of the association or joint venture of two or more firms, to be filled separately for each firm).

Provide the information on the office space, equipment and other facilities

S.N.	Office Space/Equipment/logistics	Quantities
1	Office Room	
2	Desk top computer	
3	Laptop Computer	
4	Digital Camera	
5	Fax Machine	
6	Internet facility	
7	Others	

2) Financial Capacity

Annual turnover of the last five years substantiated by auditor's reports. (in case of the association or joint venture of two or more firms, to be filled separately for each firm).

Year	Turnover NRs
2072/073	
2071/072	
2070/071	
2069/070	
2068/069	
Average	

3) Availability of professional staff

Provide list of relevant professionals:

S.N	Name	Qualification	Area of specialization	Years of experience	Remarks (regular employee / Contracted)

4)	Experience of the Firm in Environment Friendly Awareness Program related
-	to SWM facilities during the last 10 years substantiated by the certificate of
	completion issued by the Employer

(in case of the association or joint venture of two or more firms, to be filled separately for each firm).

4.1 Experience in Awareness raising, capacity building training and workshop program 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
					_	

4.2 Experience in developing SWM Planning and System or SWM activities within last ten years substantiated by the certificate of completion issued by the Employer

List at least 5 most relevant consulting assignments with contract values.

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

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

	torument or comprehensive and an arranged					
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

_	vide neren	-	 _	-	on	Code	of	Ethic	s and	their	med	hanisı	n to	monito	r the	

6) Adherence to Anti Corruption

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