

Expression of Interest for the Consultancy Service

Date:

To
The Project Director
Pro-poor Urban Regeneration Pilot Project
Lalitpur Sub-Metropolitan City, Lalitpur
Nepal.
Phone:-5540904,5540905,5540906
Fax: +977-1-5553966
P.O.Box No. : 8260
Website: www.lalitpur.org.np

Sub: **Expression of Interest (EOI)**

Dear Sir,

In response to your call for expression of interest (EOI) for the **Consulting Services of Project Support Consultancy for Pro-poor Urban Regeneration Pilot Project in four wards (16, 18, 21 and 22) of Lalitpur Sub-Metropolitan City (LSMC)**, we hereby express our interest to offer our services for the assignment named above under the terms and conditions specified in your invitation letter. We are fully aware that this form intends to express our interest in **consulting services for - Project Support Consultancy for Pro-poor Urban Regeneration Pilot Project in four wards (16, 18, 21 and 22) of Lalitpur Sub-Metropolitan City (LSMC)**.The necessary information that may be required by you to assess our suitability to undertake the said assignment is given as the following.

1. Firm

1.1 Name of the firm:

Address:

Telephone:

Fax:

Email:

1.2 Name of the contact person:

Designation:

1.3 Date established:

1.4 Number of regular staff (Do not include external resource persons)

Professional staff

Non-professional technical staff

Administrative/support staff

others: (specify)

Experience of the Firm and its staff

- 2.1 General Experience of the firm: (Ref: Annex - 1)**
(List of general work experience of the firm of each contract value not less than NRs 15,000,000.00 in last 10 fiscal years)
- 2.1 Relevant/Similar Experience of the firm in the expressed interest area: (Ref: Annex - 2)**
(List of relevant work experience of the firm in the expressed interest area of each contract value not less than NRs 5,000,000.00 in last 10 fiscal years)
- 2.2 Firm's core professional staff with relevant experience in the expressed interest area. (Ref: Annex-3)**
(Please do not include external resource persons)
- 2.3 External Resource Persons previously/currently engaged with the firm with relevant experience in the expressed interest area in firm's previous and/or current work experience:(Ref: Annex-4)**
- 2.4 External Resource Persons available to the firm with relevant/similar experience in the expressed interest area: (Ref: Annex-5)**
- 2.5 Enclosures: The copy of the following documents has been attached herewith.**
1. Registration Certificate with country of origin with renewal update
 2. VAT registration Certificate
 3. Company Profile with details of work experiences
 4. Assurance of the firm's capacity based on work experience certificates (at least from two clients)

The information furnished by us in this expression of interest is correct to the best of our knowledge. Based on these information we understand you would be able to shortlist us for submitting our proposals to provide you our services for the above named assignment. We, however, understand that the Lalitpur Sub-Metropolitan City reserves the right to decide whether or not to short-list our firm / organization without disclosing the reason what so ever.

Sincerely yours,

On behalf of the firm:

Signature: _____

Name of the Signatory:

Designation:

Date:

(Company Seal)

ANNEX 2

Relevant/Similar Experience of the Firm during the Last 10 Fiscal Years of each contract value not less than NRs 5,000,000.00*

(Note * To be supported by evidence document)

S. No.	Name of the assignment	Name of the client served & Name of the Supervisor	Address of the client	Duration of the assignment			Total Cost of the assignment	Description of the assignment	No. of professional person months used for the assignment	
				From (Date)	To (Date)	Total months			Core	External
Category 1: Project Management Service Consultancy:										

ANNEX 3

Firm's Core Professional Staff(s) with Relevant Experience*

S. No.	Name of the staff	Education	Total years of experience	Relevant experience						
				Duration			Position	Name of the assignment	Client	
				From (Date)	To (Date)	Total months				

(Note *: To be supported by the Firm's Monthly Salary Sheet or other evidence)

ANNEX 4

External Resource Persons* with Relevant Experience previously/ currently engaged with the Firm in Previous and/or Current Assignment

S. No.	Name of the Resource Person	Education	Total years of experience	Present Employer	Relevant experience gained with the Firm					
					Duration			Position	Name of the assignment	Client
					From (Date)	To (Date)	Total months			

(Note *: Relevant Experience gained with the Firm to be supported by previous and/or current project document showing the input of particular professional)

ANNEX 5

External Resource Persons with Relevant Experience Available to the Firm

S. No.	Name of the Resource Person	Education	Total years of experience	Present Employer	Relevant experience					
					Duration			Position	Name of the assignment	Client
					From (Date)	To (Date)	Total months			