

Government of the People's Republic of Bangladesh  
Prime Minister's Office  
Bangladesh Economic Zones Authority  
Monem Business District (Level 12)  
111 Bir Uttam C R Dutta Road, Dhaka-1205  
[www.beza.gov.bd](http://www.beza.gov.bd)

Memo No.: 03.777.000.00.00.047.2018-7755

Date: 31 July 2018

**Request for Expressions of Interest (REOI)**  
**for**  
**Selection of Infrastructure Consultant (Civil) (Individual) for Bangladesh Economic Zones Authority (National)**  
**(Contract Package No.: PS 02(2)-BEZA-2018)**

1. Ministry/Division : Prime Minister's Office
2. Agency : Bangladesh Economic Zones Authority (BEZA)
3. Name of Procuring Entity : General Manager (Planning and Development)
4. Procuring Entity District : Dhaka
5. Expression of Interest for : Selection of Infrastructure Consultant (Civil) (Individual) for Bangladesh Economic Zones Authority (National).
6. EOI Ref. No. : 03.777.000.00.00.047.2018-7755
7. EOI Publication Date : 03 August 2018 or before
8. Budget and Source of funds : Revenue (Own Fund)
9. EOI Closing Date and time : 30 August 2018 at 03:00 PM
10. Qualification and Experience of the Firm : BEZA is intended to appoint an Infrastructure Consultant (Civil) (National).

The candidate for Infrastructure Consultant (Civil) should have a minimum Bachelor Degree in Engineering (Civil). The applicant should have at least ten (10) years working experience in the field of civil works. Post Graduation in related discipline will be given preference.

The detail for the individual consultant are stated in TOR which is available at [www.beza.gov.bd](http://www.beza.gov.bd).

11. The Criteria for Selection : (a) Educational & Professional Qualifications; (b) Relevant working experience and adequacy for the assignment; and (c) Capability to carry out the assignment [overall suitability considering age, skill (Training, computer skills, proficiency in English and Bengali, knowledge of local conditions, administrative systems, etc.)];
12. Brief Description of the Assignment : The Infrastructure Consultant (Civil) needs to perform the following duties/services:
  - Preparing relevant drawing and detailed design, and estimating official cost of Civil Works taken by BEZA own fund;
  - Preparing technical specifications, BOQs, bidding documents, and bidding advertisements of all Civil Works;
  - Monitoring implementation progress of Civil Works, preparing weekly, monthly, and quarterly progress reports as necessary;
  - Reviewing and producing reports for the procurement of Works, and verifying bills for payment purpose;
  - Monitoring the contracts and implementation of activities so that they are in harmony with development objectives and budget estimates;
  - Coordinating activities and progress with relevant stakeholders;
  - Coordinating closely with PMO and maintaining regular flow of information with different ministries/divisions or agencies; and
  - Any other relevant works as required by the Authority.
13. Other Details : *Duration of employment:* Initially for 02 (two) years. It may be extended depending on satisfactory completion of work.  
*Workplace:* Head office located at Dhaka.

14. Name&Address of Official Inviting EOI : Mohammad Soheler Rahman Chowdury  
Joint Secretary  
General Manager (Planning & Development)  
Bangladesh Economic Zones Authority  
Prime Minister's Office  
Monem Business District (Level 12)  
111 Bir Uttam C R Dutta Road, Dhaka.  
Phone: + 88 02 9632470  
Email: [gm.planning@beza.gov.bd](mailto:gm.planning@beza.gov.bd)
15. Contact Details of Administrating Official : Md. A. Alim Khan  
Deputy Secretary  
Manager (Planning)  
Bangladesh Economic Zones Authority  
Prime Minister's Office  
Phone: + 88 02 9632463  
Email: [alimrhd@gmail.com](mailto:alimrhd@gmail.com)
16. Particular Instructions : (1) The consultant will be selected with the procedure set out in PPA (2006) and PPR (2008) and its updates;  
(2) Applicants should obtain Terms of Reference from the website of BEZA ([www.beza.gov.bd](http://www.beza.gov.bd)) and further information (if required) from the office;  
(3) BEZA now invites eligible applicants to indicate their interest in providing the services. Applicants are requested to submit their interest through customized SRFA-PS4 form (available in [www.beza.gov.bd](http://www.beza.gov.bd)) or can be collected from BEZA office) accompanied by: (a) CV; (b) Two passport size photographs and (c) All documents supported to CV;  
(4) Interested Applicants are requested to send their Expressions of Interest for the position by 30 August 2018 at 03:00 PM, in sealed envelope, clearly marked "Request for Expression of Interest (REOI) for Infrastructure Consultant (Civil) (National)" to the undersigned by direct delivery/mail/courier service; and  
(5) The procuring entity reserves the right to accept or rejects any or all the EOIs without assigning any reason whatsoever.

Mohammed Shoheler Rahman Chowdhury  
General Manager (Planning & Development)  
Phone: + 88 02 9632470  
Email: [gm.planning@beza.gov.bd](mailto:gm.planning@beza.gov.bd)