

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

Memo No.: 03.777.000.00.00.047.2018-7754

Date: 31 July 2018

Request for Expressions of Interest (REOI)
for
Selection of Procurement Consultant (Individual) for Bangladesh Economic Zones Authority (National)
(Contract Package No.: PS 02(1)-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 Procurement Consultant (Individual) for Bangladesh Economic Zones Authority (National).
6. EOI Ref. No. : 03.777.000.00.00.047.2018-7754
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 a Procurement Consultant (National)..

The candidate for Procurement Consultant should have a minimum Bachelor Degree in Engineering or Master Degree in Science, Business or any other related discipline. The applicant should have at least ten (10) years working experience in the field of public procurement. The professional qualification in procurement/purchasing and supply chain and post-graduation in procurement will be given preference.

The detail for the individual consultant are stated in TOR which is available at www.beza.gov.bd.

11. The Criteria for Selecting Firm : (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 Procurement Consultant needs to perform the following duties/services:
 - Preparing overall Procurement Plan and Procurement Schedule;
 - Updating Procurement Plan, monitoring, reviewing and finalize existing procurement documents;
 - Assisting TEC/PEC committees to prepare the tender/proposal evaluation reports;
 - Finalizing specifications of Works, Goods and Services, and preparing bidding documents, bidding advertisements etc.;
 - Preparing Request for Proposal (RFP) documents for appointing zone developers and assisting in evaluation of the bid documents;
 - Providing in on-job training and organizing, as necessary, procurement seminars or workshop etc.;
 - Monitoring procurements of Goods, Works, Services; preparing weekly, monthly, and quarterly progress reports as necessary;
 - Preparing monthly performance reports for the procurement of BEZA own fund; 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
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
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) 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 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 Procurement Consultant (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