

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.: 03.07.0000.020.11.016.2019- **1612**

Date: 19 June 2019

Request for Expressions of Interest (REOI)
for
Selection of Procurement Consultant (Individual) for Bangladesh Economic Zones Authority (National)
(Contract Package No.: PS 06-BEZA-2019)

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. : 03.07.0000.020.11.016.2019- **1612**
7. EOI Publication Date : 30 June 2019 or before
8. Budget and Source of funds : Revenue (Own Fund)
9. EOI Closing Date and time : 31 July 2019 at 03:00 PM
10. Qualification and Experience of the Firm : BEZA is intended to appoint a Procurement Consultant (National).
The individual consultant will be recruited under its own budget and the initial duration for this position is 2 (two) years.

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 is 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.)];

Only short-listed candidates will be contacted for interview/negotiation.
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 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.(The detail TOR is available at www.beza.gov.bd)
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

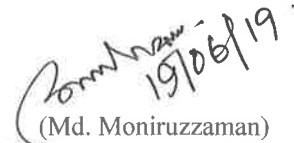
Prime Minister's Office
Monem Business District (Level 12)
111 Bir Uttam C R Dutta Road, Dhaka.
Phone: + 88 02 9632470
Email: gm.planning@beza.gov.bd

15. Contact Details of Administrating Official :

Doyananda Debnath
Manager (MIS & Research)
Bangladesh Economic Zones Authority
Prime Minister's Office
Phone: + 88 02 9632463
Email: doyananda@yahoo.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 31 July 2019 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.


(Md. Moniruzzaman)

General Manager (Planning & Development)
(Alternative)

Phone: + 88 02 9632470
Email: gm.planning@beza.gov.bd

Section 2: Terms of Reference

Individual Consultants: Procurement Consultant

1.0 Background: The government is in process of creation of Economic Zones across the country for both export and local market oriented industries based on the cluster principle for similar industries for the purpose of promoting economic development of the country. Now BEZA has allocated some fund from its own resource and intend to recruit Procurement Consultant (individual consultant) for 2 years.

2.0 Objectives: The main objective of the services of Procurement Specialist is to perform the consulting services on procurement issues including budget estimation, procurement plan, finalizing procurement documents etc. He or she should be responsible to anticipate the potential issues on procurement and must perform the consulting service to concerned Manager(s) under supervision of General Manager (Planning & Development).

3.0 Educational Qualifications: The required educational qualifications of the services of Procurement Specialist are-

- A minimum Bachelor's in Engineering or Master's Degree in Science, Business or any other related discipline.
- Professional qualification in procurement / purchasing and supply chain.
- Post Graduation in procurement will be given preference.

4.0 Practical Experiences: The required practical experiences of the services of Procurement Specialist are-

- At least ten (10) years work experience in the field of public procurement;
- Specialized knowledge in different areas of procurement (e.g. procurements of Goods, Works, Services);
- Knowledge and understanding of technical, commercial and legal aspects of public procurement & GoB financed projects;
- Knowledge of international procurement, PPP experience and experience of EPC & PMC contracts will be given preference.
- Experience on e-GP (electronic government procurement) will be given preference
- Candidates having working experience in public sector development projects as procurement consultant will be given preference;
- Fully conversant and possessing skills in MS word, Excel and other software applications on procurement monitoring system.
- Fluency in Bengali and English.

5.0 Responsibilities: The Procurement Consultant needs to perform the following tasks/services:

- Preparing overall Procurement Plan and Procurement Schedule;
- Reviewing and anticipating potential issues on procurement, and ensuring procurement according to instruction given by authority;
- Updating Procurement Plan, monitoring, reviewing and finalizing existing procurement documents;
- Assisting TEC/PEC committees to prepare the tender/proposal evaluation reports;
- Building capacity and transferring knowledge to GoB and local staff;
- Finalizing specifications of 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 and 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.

6.0 Counterpart Support: The BEZA will provide institutional support where necessary. No supporting staff is available for this position. The incumbent should have necessary computer skill to furnish the jobs/assignments with his/her own laptop. The office accommodation will be available in the working station of BEZA's premises and no transport/vehicle is provided for come/go to office.

7.0 Reporting Arrangement: The Procurement Consultant will be responsible to the concerned Manager(s) for discharging the Procurement functions funded by BEZA own fund under supervision of General Manager (Planning and Development). He will assist to ensure timely completion of all procurement activities in accordance with the procurement plan deadlines.

8.0 Duration of the Assignment and Workplace: Initially for 02 (two) years. It may be extended depending on satisfactory completion of work. The workplace is BEZA's Head Office located at Dhaka.

9.0 Payments: All remuneration and fees will be paid in Monthly basis. The payment will be made in BDT. It is noted that the all leaves and absences will be managed under existing government rules and regulations.

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Section 3: Application Forms

Form 3A : Application Submission Form

Form 3B : CV of the Applicant

Form 3C: Remuneration and Reimbursable

Form 3A: Application Submission

[Location: dd/mm/yy]

To:

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.

Dear Sir:

I am hereby submitting my Application to provide the consulting Services for [Insert title of assignment] in strict accordance with your Request for Application dated [Insert date, month and year].

I declare that I was not associated, nor have been associated in the past, directly or indirectly, with a Consultant or any other entity that has prepared the design, specifications and others documents in accordance with Clause 5.

I further declare that I have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices in accordance with Clause 4.

I undertake, if I am selected, to commence the consulting Services for the assignment not later than the date indicated in Clause 12.1.

I understand that you are not bound to accept any Application that you may receive.

I remain,

Yours sincerely,

Signature

Print name

Address:

Tel:

Email:

Attachment:

1.

2.

3.

4.

5.

Etc.



Form 3B: Curriculum Vitae (CV) of the Applicant

1	PROPOSED POSITION FOR THIS PROJECT	:	<i>[From the Terms of Reference, state the position for which the Consultant will be engaged].</i>												
2	NAME OF PERSON	:	<i>[state full name]</i>												
3	DATE OF BIRTH	:	<i>[dd/mm/yy]</i>												
4	NATIONALITY	:													
5	MEMBERSHIP IN PROFESSIONAL SOCIETIES	:	<i>[state rank and name of society and year of attaining that rank].</i>												
6	EDUCATION	:	<i>[list all the colleges/universities which the Applicant attended, stating degrees obtained, and dates, and list any other specialised education of the Applicant].</i>												
7	OTHER TRAINING	:	<i>[indicate significant training since degrees under EDUCATION were obtained, which is pertinent to the proposed tasks of the Consultant].</i>												
8	LANGUAGES & DEGREE OF PROFICIENCY	:	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><u>Language</u></td> <td style="text-align: center;"><u>Speaking</u></td> <td style="text-align: center;"><u>Reading</u></td> <td style="text-align: center;"><u>Writing</u></td> </tr> <tr> <td style="text-align: center;"><i>e.g. English</i></td> <td style="text-align: center;"><i>Fluent</i></td> <td style="text-align: center;"><i>Excellent</i></td> <td style="text-align: center;"><i>Excellent</i></td> </tr> </table>	<u>Language</u>	<u>Speaking</u>	<u>Reading</u>	<u>Writing</u>	<i>e.g. English</i>	<i>Fluent</i>	<i>Excellent</i>	<i>Excellent</i>				
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<i>e.g. English</i>	<i>Fluent</i>	<i>Excellent</i>	<i>Excellent</i>												
9	COUNTRIES OF WORK EXPERIENCE	:													
10	EMPLOYMENT RECORD	:	<p><i>[The Applicant should clearly distinguish whether as an "employee" of the firm or as a "Consultant" or "Advisor" of the firm].</i></p> <p><i>[starting with present position list in reverse order [every employment held and state the start and end dates of each employment]</i></p> <p><i>[The Applicant should clearly indicate the Position held and give a brief description of the duties in which the Applicant was involved].</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 40%;">EMPLOYER 1</td> <td style="width: 30%;">FROM: <i>[e.g. January 1999]</i></td> <td style="width: 30%;">TO: <i>[e.g. December 2001]</i></td> </tr> <tr> <td>EMPLOYER 2</td> <td>FROM:</td> <td>TO:</td> </tr> <tr> <td>EMPLOYER 3</td> <td>FROM:</td> <td>TO:</td> </tr> <tr> <td>EMPLOYER 4 (etc)</td> <td>FROM:</td> <td>TO:</td> </tr> </table>	EMPLOYER 1	FROM: <i>[e.g. January 1999]</i>	TO: <i>[e.g. December 2001]</i>	EMPLOYER 2	FROM:	TO:	EMPLOYER 3	FROM:	TO:	EMPLOYER 4 (etc)	FROM:	TO:
EMPLOYER 1	FROM: <i>[e.g. January 1999]</i>	TO: <i>[e.g. December 2001]</i>													
EMPLOYER 2	FROM:	TO:													
EMPLOYER 3	FROM:	TO:													
EMPLOYER 4 (etc)	FROM:	TO:													

11 WORK UNDERTAKEN THAT BEST
ILLUSTRATES THE CAPABILITY TO
HANDLE THIS ASSIGNMENT

*[give an outline of experience and training most pertinent to
tasks on this assignment, with degree of responsibility
held. Use about half of a page A4].*

12 COMPUTER SKILL

CERTIFICATION

[Do not amend this Certification].

I, the undersigned, certify that (i) I was not a former employee of the Client immediately before the submission of this proposal, and (ii) to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature

Print name

Date of Signing

dd / mm / yyyy

Form 3C: Indicative Remuneration & Expenses

The Consultant should provide an indication of the remuneration as per the format shown below. This will not be used for evaluation of the Consultant's Application but solely for the purposes of Application Negotiations to be held as stated in **Clause 9.1**.

(1) Remuneration

Rate (per month / day / hour in Tk)	Staff Time (No. month / day / hour)	Total (Tk)

Note: A month consists of 30 calendar days.

(2) Reimbursable (as applicable)

	Rate per unit	Total unit	Total Amount (Tk)
(a) Per Diem Allowance			
(b) Air Travel Costs			
(c) Other Travel Costs (state mode of travel)			
(d) Communication charges			
(e) Reproduction of Reports			
(f) Other Expenses (<i>to be listed</i>)			
		Sub-total	

CONTRACT CEILING (1) + (2)	
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