

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

No.: 03.07.0000.020.11.016.2019-3551 Date: 22 December 2019

### **CORRIGENDUM NOTICE**

**Request for Expressions of Interest (REOI) for Selection of  
Procurement Consultant (Individual) for Bangladesh  
Economic Zones Authority (National) (Re-Advertisement)  
(PS 06-BEZA-2019)**

This circular outlines changes to the Invitation of Expression of Interest Notice No. 03.07.0000.020.11.016.2019-3519 dated 18 December 2019. Please READ '23 January 2020 at 03:00 PM' instead of '31 July 2019 at 03:00 PM' in Section 16(4) of the Request for Expression of Interest (REOI) Advertisement circulated in this newspaper on 19 December 2019.

The all other terms and conditions will remain unchanged.

  
(Doyananda Debnath)  
Manager (MIS & Research)  
Phone: + 88 02 9632463  
Email: [mmis@beza.gov.bd](mailto:mmis@beza.gov.bd)

Government of the People's Republic of Bangladesh  
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Memo No.: 03.07.0000.020.11.016.2019- 3519

Date: 18 December 2019

Request for Expressions of Interest (EOI)  
for  
Selection of Procurement Consultant (Individual) for Bangladesh Economic Zones Authority (National)  
(Re-Advertisement)

1. Ministry/Division : Prime Minister's Office
2. Agency : Bangladesh Economic Zones Authority
3. Name of Procuring Entity : Bangladesh Economic Zones Authority
4. Procuring Entity District : Dhaka
5. Expression of Interest for : Selection of Procurement Consultant (Individual) for Bangladesh Economic Zones Authority (National).
6. EOI Ref. (Package) No. : PS 06-BEZA-2019
7. EOI Publication Date : 24 December 2019 or before
8. Budget and Source of funds : Revenue (Own Fund)
9. EOI Closing Date and time : 23 January 2020 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 (but renewable annually).

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](http://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](http://www.beza.gov.bd))

13. Other Details : *Duration of employment:* Initially for 02 (two) years (renewable annually). It may be extended depending on satisfactory completion of work.  
*Workplace:* Head Office of BEZA.
14. Name & Address of Official Inviting EOI : Mohammad Soheler Rahman Chowdury  
General Manager (Joint Secretary)


Planning & Development  
Bangladesh Economic Zones Authority  
Prime Minister's Office  
Phone: + 88 02 9632470  
Email: [gm.planning@beza.gov.bd](mailto:gm.planning@beza.gov.bd)

15. Contact Details of Adminstrating Official :

Doyananda Debnath  
Manager (MIS & Research)  
Planning & Development  
Bangladesh Economic Zones Authority  
Prime Minister's Office  
Phone: + 88 02 9632463  
Email: [mmis@beza.gov.bd](mailto:mmis@beza.gov.bd)

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 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.

  
18.12.2019

(Doyananda Debnath)  
Manager (MIS & Research)  
Phone: + 88 02 9632463  
Email: [mmis@beza.gov.bd](mailto:mmis@beza.gov.bd)



**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF  
BANGLADESH**

**Standard Request for Application (SRFA)  
Selection of Individual Consultant (National)**

**(Time Based)**

**Selection of Procurement Consultant (Individual)) for BEZA (National)  
(Contract Package No.: PS 06-BEZA-2019)**

**Bangladesh Economic Zones Authority (BEZA)  
Prime Minister's Office  
Monem Business District (Level 12)  
111 Bir Uttam C R Dutta Road, Dhaka**

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**December 2019**

**PS4**

## **Guidance Notes on the Use of the Standard Request for Application for Selection of Individual Consultants (National)**

These guidance notes have been prepared by the CPTU to assist a Client in the preparation, using the Standard Request for Application (SRFA), for procurement of Individual Consultants (National). The Client should also refer to the Public Procurement Act 2006 (Act No 24 of 2006), and the Public Procurement Rules 2008, issued to supplement the Act available on CPTU's website: [www.cptu.gov.bd/](http://www.cptu.gov.bd/). All concerned are advised to refer to the aforementioned Act and Rules while participating in any selection process of Consultants.

Individual Consultants shall be employed in accordance with Section 38 of the Public Procurement Act 2006 and Rule 112 & Rule 104(d) of the Public Procurement Rule 2008 for assignments for which the qualifications and experience of the individual are the overriding requirements and no team of staff and no additional professional support are required.

This document shall be used when a Procuring Entity (the Client) wishes to select an Individual Consultant (National) for **assignments for which the qualifications and experience of the individual are the overriding requirement**, for which remuneration is being determined on the basis of the time actually spent by the Consultant in carrying out the services.

Time-based Contracts are recommended when the Scope of the Services cannot be established with sufficient precision, or the duration and quantity of Services depends on variables that are beyond the control of the Consultant, or the output required of the consultants is difficult to assess.

Consultant's remuneration is based on (i) agreed unit rates for the Consultant multiplied by the actual time spent by him/her in executing the assignment, and (ii) reimbursable expenses using actual expenses and/or agreed unit prices. This type of Contract requires the Client to closely supervise consultants and to be involved in the daily execution of the assignment.

SRFA (PS4) has been designed to suit the particular needs of procurement within Bangladesh, and has four (4) Sections, of which **Section 1: Information to the Applicants and the Contract Agreement in Section 4 must not be altered or modified under any circumstances.**

The Client addresses its specific needs through the **Section 2: Terms of Reference (TOR)**. The way in which an Applicant expresses his/her interest is by completion and submission of the Application Forms in **Section 3**.

Guidance notes in brackets and italics are provided for both the Client and the Applicants and as such the Client should carefully decide what notes need to remain and what other guidance notes might be required to assist the Applicant in preparing its Application submission; so as to minimize the inept Selection process.

SRFA (PS4), when properly completed will provide all the information that an Individual Consultant (National) needs in order to prepare and submit an Application. This should provide a sound basis on which the Client can fairly, transparently and accurately carry out an evaluation process on the application submitted by the Individual Consultant.

SRFA (PS4) duly tailored may also be used for the purpose of Single Source Selection Method.

The following briefly describes the Section of SRFA (PS4) and how a Client should use these when preparing a particular request for Applications.

## **Section 1: Information to the Applicants**

This Section provides relevant information to help Consultants prepare their Applications. Information is also provided for submission, opening, and evaluation of Applications and on the award of Contract.

This Section also contains the criteria for selection of suitable Applicant  
**The text of the clauses in this section shall not be modified.**

## **Section 2: Terms of Reference**

This section defines clearly the Objectives, Goals, and Scope of the assignment, and provides background information (including a list of existing relevant studies and basic data) to enable the Individual Consultant to clearly understand the assignment. This section lists the Services and surveys that may be necessary to carry out the assignment and the expected outputs (for example, reports, data, maps, surveys); it also clearly defines the Client's and Consultants' respective responsibilities.

## **Section 3: Application Forms**

This section provides the standard format that permits the requested information to be presented in a clear, precise and readily available manner and allows the Client to readily understand and evaluate Applications in accordance with the pre-disclosed criteria. The completed forms will indicate details of the Applicant's qualifications and experience best suited to the specific assignment.



## Section 2: Terms of Reference

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### 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 Degree in Engineering or Master 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 duties/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 finalize 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 (but renewable annually). 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.



## **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.

⋮

⋮

⋮

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>
<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>								
9	COUNTRIES OF WORK EXPERIENCE										
10	<b>EMPLOYMENT RECORD</b> <i>[starting with present position list in reverse order <b>every employment held and state the start and end dates of each employment</b>]</i>		<i>[The Applicant should clearly distinguish whether as an "employee" of the firm or as a "Consultant" or "Advisor" of the firm].</i>  <i>[The Applicant should clearly indicate the Position held and <b>give a brief description of the duties</b> in which the Applicant was involved].</i>								
	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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