

Memo No.: 03.07.0000.014.11.039.2019- 1028

Date: 15 March 2021

**Request for Expressions of Interest (REOI)  
Selection of Individual Consultant (Electrical) for Bangladesh Economic Zones Authority (National)  
(Contract Package No.: PS 07-BEZA-2021)**

1. Ministry/Division : Prime Minister's Office
2. Agency : Bangladesh Economic Zones Authority (BEZA)
3. Client Name : Bangladesh Economic Zones Authority (BEZA)
4. Client District : Dhaka
5. Expression of Interest for Selection of : Individual Consultant (Electrical) for Bangladesh Economic Zones Authority (National)
6. EOI Ref. No. : PS 07-BEZA-2021
7. EOI Publication Date : 18 March 2021 or before
8. Source of Funds : Revenue (Own Fund)
9. EOI Closing Date and Time : 08 April 2021 at 03:00 PM
10. Brief Description of Assignment : BEZA is intended to appoint an Individual Consultant (Electrical) for the duration of 19 (nineteen) months (renewable annually).

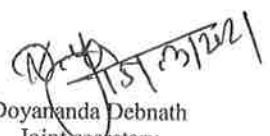
The incumbent is to perform the consulting services on electrical matters such as: design, estimation, reporting and assisting on relevant officers in implementation and execution of all electrical and electro-mechanical works on the ground of EZs taken by BEZA. He or she should be responsible to monitor the implementation of contracts/activities of all electrical and electro-mechanical works and must report to BEZA.

11. Qualification and Experience : The Individual Consultant (Electrical) must have a minimum Bachelor Degree in Engineering (Electrical)/ Electrical and Electronics or any other equivalent educational qualifications. The applicant should have at least 15 years of relevant work experience in the field of electrical/ electrical and electronics / electro-mechanical systems. The applicant should have special knowledge of technical aspects in different areas of transmission, distribution, system operation and intergraded network system. Knowledge and understanding of technical aspects of electrical works and experience in EPC contract and candidates having work experience in public sector as electrical/electrical and electronics will be given preference.

Please note that the criteria for selecting consultant will be:

- 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, language, local condition etc.).

12. Other Details : *Duration of employment:* Initially for 19 (nineteen) months (renewable annually). It may be extended depending on satisfactory completion of services.  
*Workplace:* BEZA HQ, Dhaka  
The detail is stated in TOR which is available at [www.beza.gov.bd](http://www.beza.gov.bd)
13. Name and Address of Official Inviting EOI : Doyananda Debnath, General Manager (P&D), Bangladesh Economic Zones Authority, 111, Bir Uttam C R Dutta Road, Karwan Bazar, Dhaka
14. 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 within the specified deadline mentioned above in sealed envelope, clearly marked "Request for Expression of Interest (REOI) for Individual Consultant (Electrical) (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.

  
Doyananda Debnath  
Joint secretary  
General Manager (P&D)  
Phone: +880 2 9632463



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

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

**(Time Based)**

**Selection of Individual Consultant (Electrical) for BEZA (National)  
(Contract Package No.: PS 07-BEZA-2021)**

**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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**March 2021**

**PS4**

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## 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 2: Terms of Reference

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### Terms of Reference (TOR) for Individual Consultants (Electrical)

#### 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 an Individual Consultant (Electrical) for 19 (nineteen) months but would be renewed annually based on satisfactory performance.

#### 2.0 Objectives

The main objective of the services of the Individual Consultant (Electrical) is to perform the consulting services on electrical matters such as: design, estimation, reporting and assisting on relevant officers in implementation and execution of all electrical and electro-mechanical works on the ground of EZs taken by BEZA. He or she should also responsible to monitor the implementation of contracts/activities of all electrical and electro-mechanical works and must report to concerned Manager(s)/Project Director(s) under supervision of Executive Member (Planning & Development).

#### 3.0 Educational Qualifications:

The required educational qualifications of the services of the Individual Consultant (Electrical) are-

- A minimum Bachelor Degree in Engineering (Electrical)/Electrical and Electronics or any other equivalent educational qualifications.
- Applicant(s) with Master Degree in the relevant field will be given preference.
- Professional qualification in execution of Electrical Works is required.

#### 4.0 Practical Experiences:

The required experiences of the services of the Individual Consultant (Electrical) are as follows:

- At least fifteen (15) years work experience in the field of electrical/ electrical and electronics/ electro-mechanical systems;
- Knowledge and understanding of technical aspects in different areas of transmission, distribution, system operation and integrated network system.
- Specialized knowledge in different areas of electrical works/ maintenance of electrical equipment (e.g. electrical sub-station, heavy duty submersible motor pump, lift installation, generator, PLC etc.);
- Knowledge and understanding of technical aspects of electrical works and experience in EPC contract will be given preference;
- Candidates having working experience in public sector as Electrical/ Electrical and Electronics Engineer will be given preference;
- Fully conversant and possessing skills in computer and engineering software applications;

## **Section 3: Application Forms**

Form 3A: Application Submission Form

Form 3B: CV of the Applicant

Form 3C: Remuneration and Reimbursable

# 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	<u>Language</u>	<u>Speaking</u>	<u>Reading</u>
		<i>e.g. English</i>	<i>Fluent</i>	<i>Excellent</i>
9	COUNTRIES OF WORK EXPERIENCE			
10	EMPLOYMENT RECORD	<i>[The Applicant should clearly distinguish whether as an "employee" of the firm or as a "Consultant" or "Advisor" of the firm].</i>		
	<i>[starting with present position list in reverse order [every employment held and state the start and end dates of each employment]</i>	<i>[The Applicant should clearly indicate the Position held and give a brief description of the duties 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:	

# 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) Other Expenses (to be listed)			
		Sub-total	

CONTRACT CEILING (1) + (2)	
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