

Government of the People's Republic of Bangladesh
Bangladesh Economic Zones Authority
Prime Minister's Office
111 Bir Uttam CR Dutta Road, Dhaka-1205
www.beza.gov.bd

Memo No.: 03.07.0000.014.11.007.2021-

Date: 07 April 2021

Request for Expressions of Interest (REOI)
Selection of Junior Structural Engineer (Individual Consultant) for Bangladesh Economic Zones Authority (National)

1. Ministry/Division : Prime Minister's Office
2. Agency : Bangladesh Economic Zones Authority (BEZA)
3. Name of Procuring Entity : Bangladesh Economic Zones Authority (BEZA)
4. Procuring Entity District : Dhaka
5. Expression of Interest for : Junior Structural Engineer (Individual Consultant) for Bangladesh Economic Zones Authority (National)
6. EOI Ref. (Package) No. : PS04-BEZA-2021
7. EOI Publication Date : 10 April 2021 or before
8. Budget and Source of Funds : Revenue (Own Fund)
9. EOI Closing Date and Time : 04 May 2021 at 03:00 PM
10. Qualification and Experience : The candidate for Junior Structural Engineer (Individual Consultant) should have a minimum Bachelor Degree in Civil Engineering. At least eight (8) years of working experience in Design, Estimating of various Structures namely Building, Bridge, Road and other structures etc. is required to apply. Experiences of estimating, costing, preparation of BOQ and tender document etc. are must for the position.

The detailed for the individual consultant is stated in TOR which is available at www.beza.gov.bd.
11. The Criteria for Selecting Firm : The criteria for selecting firm would 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, training, computer skills, and proficiency in English and Bengali).

Only short-listed candidates will be invited for interview/negotiation.
12. Brief Description of the Assignment : **BEZA is intended to appoint a Junior Structural Engineer (Individual Consultant) for the duration of 2 (two) years (renewable annually).**

The Junior Structural Engineer (Individual Consultant) will prepare structural design of various components of Civil Engineering Projects namely Buildings, Roads, Bridges etc. He will work closely with concerned officials in close consultation with the Executive Member (Planning & Development) and close supervision with the Executive Chairman of BEZA. The detailed duties/responsibilities is stated in the TOR.
13. Other Details : ***Duration of employment:*** Initially for 02 (two) years (renewable annually). It may be extended further depending on satisfactory completion of work.
Workplace: Head Office of BEZA and Field.
14. Name & Address of Official Inviting EOI and Contact Details : General Manager (Planning & Development)
Bangladesh Economic Zones Authority
Prime Minister's Office
Phone: + 88 02 9632463
Email: doyananda@yahoo.com
15. Particular Instructions : a) The consultant will be selected with the procedure set out in PPA (2006) and PPR (2008) and its updates;
b) Applicants should obtain Terms of Reference from the website of BEZA (www.beza.gov.bd) and further information (if required) from the office;
c) 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: CV, two passport size photographs, and all documents supported to CV;
d) 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 Junior Structural Engineer (Individual Consultant) (National)" to the undersigned by direct delivery/mail/courier service; and
e) The procuring entity reserves the right to accept or reject any or all the EOIs without assigning any reason whatsoever.

Doyananda Debnath
General Manager (Joint Secretary)
Phone: + 88 02 9632463

Section 2: Terms of Reference

Terms of reference (TOR) for For consultancy Services of Junior Structural Engineer (Individual) (Time Based Contract)

1.0 Background

Bangladesh Economic Zones Authority (BEZA) aims to establish 100 economic zones in all over Bangladesh. The Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN) comprising several number of Economic Zones that encompasses Mirsarai, Sitakundu and Sonagazi which are the Upazilas of Chittagong and Feni Districts. The total land area of BSMSN is around 30,000 Acres. The government of Bangladesh is in the process of establishing Economic Zones across the country for the purpose of promoting balanced economic development across the country through industrialization. The development of these zones will have serviced industrial plots with connecting to national arterial roads. Now BEZA has allocated some fund from its own resource and intend to recruit an Individual Consultant (Junior Structural Engineer) for 2(Two) years but would be renewed annually base on the satisfactory performance.

2.0 Objectives

The main objective of the services of the individual Consultant (Junior Structural Engineer) is to provide structural design & cost estimates services of various infrastructures such as buildings, roads, culverts, bridges, boundary wall etc. in coordination with other consultants and officials of BEZA for development of economic zones.

3.0 Educational Qualifications

The required educational qualifications of the services of the Individual Consultant (Junior Structural Engineer) are:

- Minimum a Bachelor Degree in Engineering (Civil) or other equivalent qualifications from any recognized University.
- Applicant of public university will be given preference.
- Professional qualifications in execution of Civil Engineering Projects will be preferred.

4.0 Practical Experience

The required experiences of the service of the Individual Consultant (Junior Structural Engineer) are as follows.

- At least Eight (8) years of experience in Design, estimating of various structures namely, Building, Bridge, Road and other structures etc.
- Experience of Estimating, Costing, Preparation of BOQ and Tender document etc.
- Minimum 2 years work experience on Economic Zone Projects will be given preference.
- Experience on drafting of working drawings using AutoCAD.
- Experience of working out technical specifications and knowledge of various standard tender documents, EPC contract and design building contract etc. will be given preference.
- Full conversant and processing skills in computer and engineering software applications.
- Experience of different govt. Rate schedule will be given preference.

- Experience of various project preparation is preferred.
- Experience on preparation of tender documents & Rate analysis is preferred.
- Fluency English is preferred.

5.0 Responsibilities

- Prepare structural design of various components of Civil Engineering Projects namely Buildings, Roads, Bridges etc.
- Prepare working drawings and technical specifications for construction during execution of the Projects using internationally accepted standards.
- Prepare BOQ and Tender documents in coordination with other Consultants.
- Supervise construction sites to ensure works are going on as per the design and technical specifications laid out in the Contract. Report to BEZA on Progress performance by the Contractor.
- Verify various Test Result of materials related to technical issues to ensure proper Quality Control.
- Liaise with BEZA officials and other Consultants on technical aspects of the Project.
- Monitor Progress, Fund Flow, Contract Administration.
- Verify any variations claimed by the Contractor.
- Assess all planning Applications in terms of structural adequacy and safety and make recommendation to Planning Unit of BEZA.
- Cross check recast measurements of contractor's bill.
- Carryout other duties as deemed relevant from civil engineering point of view as per direction of BEZA.

6.0 Counterpart Support

BEZA will provide institutional support where necessary. Supporting staff is available for this position when required. The incumbent shall have necessary Computer (Laptop) to provide necessary services. The office accommodation will be available in the working station of BEZA premises and no transport facility will be provided.

7.0 Reporting arrangement

The Individual Consultant (Junior Structural Engineer) will work under the guidance of General Manager (Planning & Development), BEZA in coordination with the concerned Managers and Consultants of BEZA. He will assist to ensure timely completion of design requirements of all civil works of the Projects in accordance with the authority's requirements from time to time.

8.0 Duration of Assignment

Duration of assignment is initially for two (02) years but would be renewed annually based on the satisfactory performance.

9.0 Work Place

The Individual Consultant (Junior Structural Engineer) will be stationed in BEZA, Dhaka office. But he will be required to visit at various Project Sites as and when required.

10.0 Leave

Other than week Ends and Govt. Holidays, all leave grant will be managed by the decision of the BEZA.

11.0 Payment:

All remuneration and fees will be paid monthly. The payment will be made in BDT after deduction of VAT, APP and other deductibles at source.



GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

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

(Time Based)

**Selection of Individual Consultant (Jr. Structural Engineer) for BEZA
(National)**

(Contract Package No.: PS06-BEZA-2021)

**Bangladesh Economic Zones Authority
Prime Minister's Office
Monem Business District (Level 12)
111, Bir Uttam C R Dutta Road, Dhaka-1205**

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/. 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 1: Information to the Applicants

A. General

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|------------------------------------|---|
| 1. Scope of assignment | 1.1 The Client has been allocated Public fund for “Formulation of Sectoral Plan and Capacity Development of Concerned Officials for More Effective Public Investment” project and intends to select an Individual Consultant for the specific assignment as specified in the Terms of Reference in Section 2. |
| 2. Qualifications of the Applicant | <p>2.1 Prospective Individuals shall demonstrate in their Applications that they meet the required qualifications and experiences and are fully capable of carrying out the assignment.</p> <p>2.2 The capability of Individuals shall be judged on the basis of academic background, experience in the field of assignment, and as appropriate, knowledge of the local conditions, as well as language and culture.</p> <p><i>[Minimum educational qualifications, required experience have been mentioned in Terms of reference in Section 2]</i></p> |
| 3. Eligible Applicants | <p>3.1 Any Bangladeshi national including persons in the service of the Republic or the local authority / Corporations is eligible to apply for the positions</p> <p>3.2 Government officials and civil servants including individuals from autonomous bodies or corporations while on leave of absence without pay are not being hired by the agency they were working for immediately before going on leave and, their employment will not give rise to Conflict of Interest, pursuant to Rule 112 (9) of the Public Procurement rules, 2008</p> <p>3.3 Persons who are already in employment in the services of the Republic or the local authorities/ Corporation etc must have written certification from their employer confirming that they are on leave without pay from their official position and allowed to work full-time outside of their previous official position. Such certification shall be provided to the Client by the Consultant as part of his/her Applications</p> <p>3.4 No person who has been convicted by any Court of Law or dismissed from Services for misconduct shall be eligible for consideration for appointment to a post.</p> <p>3.5 The Applicant has the legal capacity to enter into the Contract</p> <p>3.6 The Applicant has fulfilled its obligations to pay taxes and social security contributions under the relevant national laws.</p> <p>3.7 The Applicant shall not be under a declaration of ineligibility for corrupt, fraudulent, collusive or coercive practices in accordance with Sub-Clause 4.2.</p> <p>3.8 The Applicant shall not have conflict of interest pursuant to the Clause 5</p> |

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|---|--|
| 4. Corrupt, Fraudulent, Collusive or Coercive Practices | <p>4.1 The Government requires that Client, as well as Applicants, shall observe the highest standard of ethics during the implementation of procurement proceedings and the execution of Contracts under public funds.</p> <p>4.2 The Government defines corrupt, fraudulent, collusive or coercive practices, for the purposes of this provision, in the Contract Agreement Sub-Clause 3.4</p> <p>4.3 Should any corrupt, fraudulent, collusive or coercive practice of any kind come to the knowledge of the Client, it shall, in the first place, allow the Applicant to provide an explanation and shall, take actions only when a satisfactory explanation is not received.</p> <p>4.4 If the Client at any time determines that the Applicant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Contract under public funds., the Client shall:</p> <ul style="list-style-type: none"> (a) exclude the Applicant from participation in the procurement proceedings concerned or reject an Application for award; and (b) declare the Applicant ineligible, either indefinitely or for a stated period of time, from participation in procurement proceedings under public funds. |
| 5. Conflict of Interest | <p>5.1 Government policy requires that the Applicant provide professional, objective, and impartial advice, and at all times hold the Executing Agency's (Client's) interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests.</p> <p>5.2 The Applicant shall not be hired for any assignment that would be in conflict with their prior or current obligations or that may place them in a position of not being able to carry out the assignment in the best interest of the Client.</p> <p>5.3 Pursuant to Rule 55 of the Public Procurement Rule 2008, the Applicant has an obligation to disclose any situation of actual or potential conflict of interest that impacts on his capacity to serve the best interest of his Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Applicant or the termination of its Contract.</p> <p>5.4 The Applicant that has a business or family relationship with a member of the Client's staff may not be awarded a Contract, unless the conflict stemming from this relationship has been addressed adequately throughout the selection process and the execution of the Contract.</p> |

B. Preparation, Submission & Modification or Substitution of Applications

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|-------------------------------|---|
| 6. Preparation of Application | 6.1 Applications shall be typed or written in indelible ink in English language and shall be signed by the Applicant. Applicants are required to complete the following Forms: |
|-------------------------------|---|

- (a) Form 3A: Application Submission Form;
- (b) Form 3B: CV of the Applicant; and
- (c) Form 3C: Remuneration and Reimbursable

6.2 The Remuneration and reimbursable are **purely indicative** and are subject to negotiations and agreement with the Client prior to finalisation of the Contract.

7. Submission of Application

7.1 Pursuant to Rule-113(5) of the Public Procurement Rules, prospective Applicants can deliver their Application by hand, mail, courier service to the address mentioned in the request for Application advertisement.

7.2 Application shall be properly sealed in envelopes addressed to the Client as mentioned in the request for Application advertisement and bear the name & address of the Applicant as well as the name of the assignment.

7.3 In case of hand delivery, the Client, on request, shall provide the Applicant with a receipt.

7.4 The closing date for submission of Application is [insert date] up to [insert time] Applications must be submitted within this deadline. Any Application received after the deadline for submission of Applications shall be declared late, and returned unopened to the Applicant.

7.5 Applications may be modified or substituted before the deadline for submission of Applications.

7.6 The Client may at its sole discretion, extend the deadline for submission of Applications.

7.7 At any time prior to the deadline for submission of Applications the client for any reason on its own initiative may revise the Request for Application Document by issuing an Addendum which shall form an integral part of the Document.

C. Evaluation of Applications

8. Evaluation of applications

8.1 Suitability of the Applicants shall be rated by evaluation on the basis of their academic background, relevant Working Experience and its adequacy for the assignment, knowledge of local conditions as well as language.

8.2 The points to be given under each of the evaluation Criteria are:

Criteria	Points
• Educational Qualification	20 points
• Relevant Working Experience and its adequacy for	65 points

the assignment

- Suitability considering age, skill (such as training, computer skills), proficiency in English and Bengali languages and others. 15 points

Total points:

100 points

- 8.3 Applicants thus given points as stated under Clause 8.2, not securing the minimum qualifying points *[insert points; not less than 70]* shall be considered disqualified.
- 8.4 Applications shall be evaluated by the PEC, who shall prepare a short-list of maximum seven (7) Applicants
- 8.5 The qualified short-listed Applicants as stated under Clause 8.4 shall be invited for an interview to test their aptitude and presentation by the PEC.
- 8.6 Points already secured by the Applicants in the evaluation as stated under Clause 8.3 to 8.5 shall be ranked in order of merit (1-2-3 etc.).
- 8.7 In pursuant to Rule 114 of the Public Procurement Rules 2008, there shall be no public opening of Applications.
- 8.8 The Client shall immediately after the deadline for submission of Application convene a meeting of the Proposal Opening Committee(POC)
- 8.9 The POC, having completed the record of opening, shall send the Applications received and the opening record to the PEC.
- 8.10 Following the opening of the Applications, and until the Contract is signed, no Applicant shall make any unsolicited communication to the Client. Such an attempt to influence the Client in its decisions on the examination, evaluation, and comparison of either the Applications or Contract award may result in the rejection of the Application.
9. Application Negotiations
- 9.1 The first-ranked Applicant stated under Clause 8.5 shall then be invited for negotiations, pursuant to Rule 122 of the Public Procurement Rule, 2008 at the address of the client.
- 9.2 If this fails, negotiate with the second-ranked Applicant, and if this fails negotiate with the third-ranked Applicant, with the hope that successful negotiations are concluded
- 9.3 During negotiations, the Client and the Applicant shall finalize the “Terms of Reference”, work schedule, logistics and reporting schedule etc. These documents shall then be incorporated into the Contract as Description of Services”
- 9.4 **The Financial negotiations will involve the remuneration and other reimbursable cost to be paid to the Applicant.**

- 9.5 Negotiations will conclude with a review of the draft Contract. To complete negotiations the Client and the Applicant will initial the agreed Contract

D. Award of Contract

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|------------------------------|---|
| 10. Award of Contract | 10.1 After completing negotiations and having received the approval to award the contract, the Client shall sign the Contract with the selected Applicant. |
| 11. Debriefing | 11.1 After signature of the Contract, the Client shall promptly notify other Applicants that they were unsuccessful.

11.2 The Client shall promptly respond in writing to any unsuccessful Applicant who request the client in writing to explain on which grounds its application was not selected. |
| 12. Commencement of Services | 12.1 The applicant is expected to commence the assignment on September, 2018 at BEZA. The duration of the contract shall not be more than 2 (two) years from the date of commencement. |

Section 2: Terms of Reference

Terms of Reference (TOR) for Individual Consultant (Jr. Structural Engineer) (Time Based Contract)

Background: Bangladesh Economic Zones Authority (BEZA) aims to establish 100 economic zones in all over Bangladesh. The Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN) comprising several number of Economic Zones that encompasses Mirsarai, Sitakundu and Sonagazi which are the Upazilas of Chittagong and Feni Districts. The total land area of BSMSN is around 30,000 Acres. The government of Bangladesh is in the process of establishing Economic Zones across the country for the purpose of promoting balanced economic development across the country through industrialization. The development of these zones will have serviced industrial plots with connecting to national arterial roads. Now BEAZA has allocated some fund from its own resource and intend to recruit an Individual Consultant (Junior Structural Engineer) for 2(Two) years but would be renewed annually base on the satisfactory performance.

Objectives: The main objective of the services of the individual Consultant (Junior Structural Engineer) is to provide structural design & cost estimates services of various infrastructures such as buildings, roads, culverts, bridges, boundary wall etc. in coordination with other consultants and officials of BEZA for development of economic zones.

Educational Qualifications: The required educational qualifications of the services of the Individual Consultant (Junior Structural Engineer) are:

- Minimum a Bachelor Degree in Engineering (Civil) or other equivalent qualifications from any recognized University.
- Applicant of public university will be given preference.
- Professional qualifications in execution of Civil Engineering Projects will be preferred.

Practical Experience: The required experiences of the service of the Individual Consultant (Junior Structural Engineer) are as follows.

- At least Eight (8) years of experience in Design, estimating of various structures namely, Building, Bridge, Road and other structures etc.
- Experience of Estimating, Costing, Preparation of BOQ and Tender document etc.
- Minimum 2 years work experience on Economic Zone Projects will be given preference.
- Experience on drafting of working drawings using AutoCAD.
- Experience of working out technical specifications and knowledge of various standard tender documents, EPC contract and design building contract etc. will be given preference.
- Full conversant and processing skills in computer and engineering software applications.
- Experience of different govt. Rate schedule will be given preference.
- Experience of various project preparations is preferred.
- Experience on preparation of tender documents & Rate analysis is preferred.
- Fluency English is preferred.

Responsibilities:

- Prepare structural design of various components of Civil Engineering Projects namely Buildings, Roads, Bridges etc.
- Prepare working drawings and technical specifications for construction during execution of the Projects using internationally accepted standards.
- Prepare BOQ and Tender documents in coordination with other Consultants.
- Supervise construction sites to ensure works are going on as per the design and technical specifications laid out in the Contract. Report to BEZA on Progress performance by the Contractor.
- Verify various Test Result of materials related to technical issues to ensure proper Quality Control.
- Liaise with BEZA officials and other Consultants on technical aspects of the Project.
- Monitor Progress, Fund Flow, Contract Administration.
- Verify any variations claimed by the Contractor.
- Assess all planning Applications in terms of structural adequacy and safety and make recommendation to Planning Unit of BEZA.
- Cross check recast measurements of contractor's bill.
- Carryout other duties as deemed relevant from civil engineering point of view as per direction of BEZA.

Counterpart Supports: 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.

Reporting Arrangements: The Individual Consultant (Junior Structural Engineer) will work under the guidance of General Manager (Planning & Development), BEZA in coordination with the concerned Managers and Consultants of BEZA. He will assist to ensure timely completion of design requirements of all civil works of the Projects in accordance with the authority's requirements from time to time.

Duration of Assignment:

Duration of employment: Initially for 02 (two) years. It may be extended depending on satisfactory completion of work.

Number of Positions: 1 (one).

Workplace: HQ and Various EZs of BEZA (Country-wide).

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-1205

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	<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	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:		

11	WORK UNDERTAKEN THAT BEST ILLUSTRATES THE CAPABILITY TO HANDLE THIS ASSIGNMENT	<i>[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].</i>
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) Reproduction of Reports			
(e) Other Expenses (<i>to be listed</i>)			
		Sub-total	

CONTRACT CEILING (1) + (2)	
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