

Memo No.: 03.07.0000.014.11.027.2021-1782

Date: 14 June 2021


Request for Expressions of Interest (REOI)
Selection of Junior Architect (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 Architect (Individual Consultant) for Bangladesh Economic Zones Authority (National)
6. EOI Ref. (Package No.) : PS08-BEZA-2021
7. EOI Publication Date : 16 June 2021 or before
8. Budget and Source of Fund : Revenue (Own Fund)
9. EOI Closing Date and Time : 11 July 2021 at 03:00 PM
10. Qualification and Experience : The candidate for Junior Architect (Individual Consultant) should have a minimum Bachelor Degree in Architecture. At least eight (8) years of working experience in Architectural Discipline.

Experiences: Draw up cost, schedules and other elements associated with construction (Interior and Exterior) Projects. Prepare and review of all architectural drawings and 3D views along with working drawing, relevant information documents regarding design, specifications, materials & equipment. Coordinator of design related problem solving. Experiences in detailed master plan & landscaping and capable to operate auto cad, sketch up 17 (version) for 3D modelling, Adobe photoshop, corel draw, lumion etc.

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).
12. Brief Description of the Assignment : The Junior Architect (Individual Consultant) will work on architectural/initial design of various structures (exterior and/or interior) namely buildings, boundary walls, gates, mosques etc. as well as landscaping. 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 are 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 assignment.
Workplace: Head Office of BEZA and Field.
14. Official Inviting EOI and Contact Details : Doyananda Debnath
Joint Secretary
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 following the procedure set out in PPA (2006) and PPR (2008) and its updates;
b) Applicants should obtain Terms of Reference (ToR) from the website of BEZA (www.beza.gov.bd) and further information (if required) from the office;
c) 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 Architect (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.

Only short-listed candidates will be invited for interview/negotiation.


Doyananda Debnath
Joint Secretary
General Manager (P&D)



GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

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

(Time Based)

**Selection of Individual Consultant (Junior Architect) for BEZA (National)
(Contract Package No.: PS08-BEZA-2021)**

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

June 2021

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/. 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.



4. Corrupt, Fraudulent, Collusive or Coercive Practices
- 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.
- 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**
- 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.
- 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:
- (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
- 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.
- 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.
- 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.
- 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.

B. Preparation, Submission & Modification or Substitution of Applications

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:



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.**



Section 2: Terms of Reference

**Terms of reference (TOR)
for
Consultancy Services of Junior Architect (Individual Consultant)
(Time Based Contract)**

1.0 Background

Bangladesh Economic Zones Authority (BEZA) aims to establish 100 economic zones in all over Bangladesh. The largest is Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN) comprising several numbers of economic zones that encompasses Mirsarai, Sitakundu and Sonagazi 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 creation of Economic Zones across the country for the purpose of promoting economic development of the country through industrialization. The development of these zones will have landscape, buildings and mosque etc., the need to be designed by BEZA. Now BEZA has allocated some fund from its own resource and intend to recruit an Individual Consultant (Junior Architect) for 2 (Two) years for relevant services in development of Economic Zones.

2.0 Objectives

The main objective of the services of the Individual Consultant (Junior Architect) is to provide architectural design details, drawings, budgeting services of various infrastructures such as buildings, boundary wall, gates, mosques 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 Architect) are:

- Minimum a Bachelor Degree in Architecture or other equivalent qualifications from any recognized University.
- Applicant of Public University will be given preference.
- Professional qualifications in execution of Architectural Projects will be preferred.

4.0 Practical Experience

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

- At least Eight (8) years of experience in Architectural Discipline.
- Draw up cost, schedules and other elements associated with construction (Interior and Exterior) Projects.
- Prepare and review of all architectural drawings and 3D views along with working drawing, relevant information documents regarding design, specifications, materials & equipment's.
- Coordinate to solve problems related to design, architectural details etc.
- Prepared detail master plan & landscaping.
- Capable to operate auto cad, sketch up 17 (version) for 3D modelling, Adobe photoshop, corel draw, lumion etc.
- Experience with Economic Zone Projects will be given preference.
- Fluency English is preferred.



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> <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>[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 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 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) Reproduction of Reports			
(e) Other Expenses (to be listed)			
		Sub-total	

CONTRACT CEILING (1) + (2)	
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