

STANDARD REQUEST FOR EXPRESSION OF INTEREST



Bhutan Insurance Limited

2023

PREFACE

The Standard Request for Expression of Interest (SRFEoI) is based by adopting the Simplified Procurement Rules and Regulation 2021 of the Royal Government of Bhutan with the approval from the Board of Bhutan Insurance Limited during the period. The document shall be effective from 1st January 2023.

To obtain further information you may contact:

Real Estate Committee
Bhutan Insurance Limited
Thimphu, Bhutan

REQUEST FOR EXPRESSION OF INTEREST

Reference Number: BIL/TH-HO/REC/RFEOI/2023/377

Project Name: Corporate Building for Bhutan Insurance Limited

Procuring Agency: Bhutan Insurance Limited

Title of Service: Architectural Concept Design Work for Corporate Building

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INVITATION FOR EXPRESSION OF INTEREST

23.01.2023

Bhutan Insurance Limited would like to invite expression of interest to provide the following consulting services: **Architectural Concept Design work for Corporate Building**. The project is for duration of **TWO** months. The start date is 1st March 2023 and completion date is 1st May 2023.

Please refer to the Terms of Reference (ToR) for more details on the services.

A Consultant will be selected as per the procedures that are described in this SRFEoI, in accordance with the Procurement Rules and Regulations in force at the time from the Royal Government of Bhutan.

The EoIs are to be submitted at the latest by 31st January 2023 at 10 AM BST.
The procedural requirements for responding to this invitation are provided in the complete REoI document, which includes the following:

Section I - Instructions to Consultants

Section II - Standard Forms

Section III- Terms of Reference (Please refer Annexure 1)

The EoIs are to be submitted to the following address:

Real Estate, Bhutan Insurance Limited, PBOX:779, Chorten Lam, Thimphu

Mailing Address: **keldendorji@bil.bt (If submitted electronically)**

For any further information and query, please contact:

02-339892/93/94 or 17812828

Sincerely

Management
Bhutan Insurance Limited

SECTION I: INSTRUCTIONS TO CONSULTANT

1. **Scope of Assignment:** The Employer intends to select a Consultant for the specific assignment as specified in the Terms of Reference in Section III.
2. **Qualifications of the Consultant:** Prospective Consultants shall demonstrate in their EoI that they meet the required qualifications and experiences and are fully capable of carrying out the assignment.
3. **Conflict of Interest:** The Consultant shall hold the Procuring Agency's interest paramount, without any consideration for future work, and strictly avoid conflict with other assignments or its own corporate interests. For this purpose, the provisions of the Procurement Rules and Regulations on Conflict of Interest shall apply.
4. **Unfair Advantage:** If a Consultant could derive an unfair competitive advantage from having provided Consulting Services related to the assignment in question, the Procuring Agency shall make available to all Consultants together with this REoI all information that would in that respect give such Consultant any unfair competitive advantage over other Consultants.
5. **Preparation of EoI:** Expression of Interest shall be typed or written in indelible ink in English language and shall be signed by the Consultant. Consultants are required to complete the following Forms reflected in **Section II** mentioned as **Standard Forms** including supporting documents to substantiate the qualification and experience of the firm:
6. **Submission of EoI :** The prospective Consultant may deliver their EoI by hand, mail, courier service to the address mentioned in the REoI.
7. The EoI shall be properly sealed in envelopes addressed to the Procuring Agency as mentioned in the REoI advertisement and bear the name & address of the Consultant as well as the name of the assignment.
8. The closing date for submission of EoI is **31st January 2023 at 10 AM BST**. Any EoI received after the deadline for submission of EoI shall be declared late, and returned unopened or unattended to the Consultant. A notification shall also be given if the submission is done electronically.
9. The EoI may be modified or substituted before the deadline for submission. The Procuring Agency may at its sole discretion, extend the deadline for submission of EoI.
10. At any time prior to the deadline for submission of EoI the Procuring Agency for any reason or on its own initiative may revise the REoI Document by issuing an addendum, which shall form an integral part of the Document.
11. **Evaluation:** The Consultants shall be evaluated on the following criteria:

Sl. No	Criteria	Points
1	General experience of the firm	[10]
2	Relevant experience of the firm that best fit with proposed assignment	[30]
3	Relevant experience of Firm's professional staff (including external professionals to be hired for the proposed assignment) in reference to the proposed assignment	[50]
4	Use of Hi-tech and methods(including the use of design software/platform, approach, deliverables)	[10]
5	Total	100

12. Immediately after the closing date and time for submission, the Procuring Agency shall open all Eol documents, including any substitutions accompanied by a properly authorized substitution notice.
13. Following the opening of the Eol, and until the RFP is issued; no Consultant shall make any unsolicited communication to the Procuring Agency. Such an attempt to influence the Procuring Agency in its decisions on the examination, evaluation, and comparison of the Eol may result in the rejection of the Eol.
14. Eols shall be evaluated based on the criteria outlined under clause 11. Request for Proposal (RFP) documents shall be issued to the selected consultants only.

SECTION II – STANDARD FORMS

FORM 1: Sample Expression of Interest (Eoi) for Consultancy services

Date:

To

[Insert address of Procuring Agency]

Sub: **Expression of Interest (EOI) for the Consultancy Service***[Insert title of Consulting Services]*

Dear Sir/Madam,

This is in response to your public notice published in *[.....insert name of paper/ website.....]* on *[.....insert date.....]*, inviting expression of interest for *[insert description of Consulting services]*. We hereby submit our expression of interest and have attached necessary information according to the standard forms.

The information furnished by us in this expression of interest is correct to the best of our knowledge. Based on this information, we understand you would be able to evaluate our proposals in order to shortlist for the above-mentioned assignment. We, however, understand that the Procuring Agency reserves the right to decide whether or not to shortlist our firm without disclosing the reason whatsoever.

Sincerely yours,

On behalf of the firm:

Signature:

Name of signatory:

Designation:

Company Seal

FORM 2: Firm Information Sheet

2.1. Consulting Services Data

Name of the consulting services	
Brief Description of the Assignment	

2.2. (a) Consulting Firm Information

Name of the consulting firm:	Country of Registration:
Name of the owner:	Day, month & Year of Establishment:
Name of Authorized Representative (<i>if applicable</i>):	Position/Designation:
Contact Person details: Name, Designation, email and phone number	

[Attach valid Trade License /Registration certificate]

2.2. (b) Associations (Joint Venture or Sub-consultancy)

Name of the consulting firm	Country of Registration	Joint Venture (JV) or Sub-consultant	Name of Owner/ Authorized representative	Position/Designation

[Attach Certificate of Registration of the lead member, Certificate of Registration of the JV member (for each member) Certificate of Registration of the Sub-Consultant (for each sub-consultant), Letter of Association/letter of Intent to form JV/Association]

2.3. Core Area of expertise of the firm *[Provide a brief Description]*

2.4. Company Profile *[Provide a brief Description]*

2.5. Hi-Tech and Methods *[where applicable]*

Provide the information on the type of technical platform that will be used during the work and the methods and approach to be used. This will determine the quality of the deliverables and the experience while assessing the deliverables.

FORM 3: Relevant Experience of the Firm during the Last 10 calendar Years

Sl. No	Name of the assignment	Name of the client	Address of the client	Duration of the assignment			Total Cost of the assignment Nu.	Remarks
				From (Date)	To (Date)	Total (Months)		

FORM 4: Relevant Experience of the Firm's Professional Staff

Sl. No	Name of the Staff	Qualification	Total Years of experience	Relevant experience					
				Name of assignment	Client	Position	Duration		
							From (Date)	To (Date)	Duration (Months)

FORM 5: Relevant Experience of the External Professional Staff available to the Firm

SI. No	Name of the Staff	Qualification	Total Years of experience	Relevant experience					
				Name of assignment	Client	Position	Duration		
							From (Date)	To (Date)	Duration (Months)

SECTION III: TERMS OF REFERENCE

.....Please Refer Annexure I.....