

Digital Entrepreneurship and Innovation Eco-System Development Project
Bangladesh Hi-Tech Park Authority
ICT Division, ICT Tower, Level-9
Agargoon, Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh

REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES – FIRMS SELECTION)
(National Competitive Bidding)

Issue no. 56.02.0000.028.07.101.23.158

Date: March 01, 2023

COUNTRY: Bangladesh

NAME OF PROJECT: Digital Entrepreneurship and Innovation Eco-System
Development under PRIDE Project

Loan No./Credit No./ Grant No.: 6676

Project ID: P170688

Assignment Title: Selection and Employment of a Consulting Firm for Management
of Training on Soft Skill

Reference No. (as per Procurement Plan): DEIEDP-BHTPA-S-22

Selection Method: Quality and Cost based Selection (QCBS), National.

The Digital Entrepreneurship and Innovation Eco-System Development Project of Bangladesh Hi-Tech Park Authority, ICT Division, Ministry of Post, Telecommunication and Information Technology, Government of the People's Republic of Bangladesh has received financing from the World Bank toward the cost of the PRIDE Project and intends to apply part of the proceeds for consulting services.

The consulting services ("the Services") include Increase the Intra-personal and Interpersonal soft skills of IT professionals that impact their performance in the workplace through creating and growing network and making professional contacts. Most soft skills contribute to ability of an employee to use existing skills well and develop and grow those skills consistently over time. Design, delivery and evaluation of the Intra-personal and Interpersonal skills needs for IT professionals working in Tenant firms in HTP/STP or their suppliers or prioritized IT firms or freelancing market. The Project area are Dhaka, Chattogram, Rajshahi, Khulna (Location may change based on demand), possibility of commence from December 2023 and will be continued for eighteen (18) months.

The detailed Terms of Reference (TOR) for the assignment can be found at the following website: www.bhtpa.gov.bd and can be obtained by requesting to: pd.deiedp@bhtpa.gov.bd

The Digital Entrepreneurship and Innovation Eco-System Component of PRIDE Project, Bangladesh Hi-Tech Park Authority (BHTPA) now invites eligible consulting firms ("Consultants") to indicate their interest in providing the Services. Interested

Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

1 General Experience: The firm/ organization/ consortium of firms and/ organizations must have at least five (5) years of experience as a training provider.

2. Specific Experience: The firm/ consortium members must have at least two (2) similar training service experiences of providing soft skill training for fifty (50) people specially for Government/large corporation/MNC/Development partner within at least five (5) years.

3.Average Annual Turnover: The consulting firm/ consortium member(s) must have at least BDT fifty (50) lac as average annual turnover for at least three (3) years in last five (5) years. In case of Joint Venture, any one of the partners fulfilling the criteria is accepted. As proof, authenticated audit report by a renowned chartered accountant firm for the mentioned year should be submitted.

4. Management Capability: Documents demonstrating the soft skill training delivery and management capacity of the firm/ joint venture (Brochure, company profile, completion certificate and other documents describing company expertise, strength, experience, core functions, products and services, similar assignments or project experience, availability of technical/support staff and experience among applicant's staff/ resources to carry out this assignment.

5. Human Resource Pool: The consulting firm should submit a list of the resource pool including the Key Experts, indicating their skill, knowledge, and capability. The Human Resource Pool should show how it supports reaching into the relevant stakeholder community. CV/ resume of any expert/ staff at the EOI stage is not required. (Detail CV/ resume with educational and experience certificate will be needed during RFP stage).

6. Joint Venture (JV): In case of Joint Venture Association (JVA) or Joint Venture Consortium (JVC), an agreement in Non-judicial Stamp issued/ authorized by the Government of Bangladesh valued BDT three hundred (300) is required where the lead firm must have specific experience of conducting soft skill training for Government/ semi-government/ autonomous body/ large corporation/ MNC/ Development partner and all partners must have training providing experience for Government/ semi-government/ autonomous body/ large corporation/ MNC/ Development partner. The agreement must clearly indicate the responsibilities of each partner, their full office address indicating the lead partner and signing authority. In case of intent to form joint venture, no stamp is required at this stage and should be submitted in letter head pad of the company.

7. Legal documents: Incorporation Certificate, Income Tax registration certificate and up-to-date tax return submission certificate, VAT registration certificate, up-to-date trade license, litigation certificate (the firm may provide in its own letterhead pad).

8. Reward and certification: The firm may attach any certificate related to reward, ISO certification, certification of any relevant association/ organization, IT/ ITES related certification etc. which may bear value during evaluation.

Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a

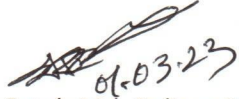


sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

A Consultant will be selected in accordance with the Quality and Cost Based Selection (QCBS) method set out in the Public Procurement Regulations (PPR) 2008, Rule 103 (4)(Ka).

Further information can be obtained at the address below during office hours (09.00 AM to 04.00 PM Bangladesh Local Time) on or before March 21, 2023.

Expressions of interest must be delivered in a written form to the address below in person by March 29, 2023 at 02.30 PM Bangladesh Local Time.

Handwritten signature and date: 01.03.23

Abul Fatah Md. Baligur Rahman
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