**Prescribed Format for Submission of Expression of Interest (EOI)**

***(In Case of Joint Venture, Same Form to be completed by each member of JV)***

|  |  |  |
| --- | --- | --- |
| **Package No.** | **:** |  |
| **Assignment Title** | **:** |  |
| **Type of Entity for this EoI Single Entity/Joint Venture** | **:** |  |
| **If JV, Lead/Partner** | **:** |  |

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| 1. **Letter of Submission [Addressing the Project Director, *In case of Joint Venture the Lead Partner can only submit this letter*]**
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| 1. **Age of the Organization**/**Agency/Firm**

*(Year of Establishment, as per Registration Certificate)****(Necessary Attachments: Agency /Firm’s Registration Certificate)*** | **:** |  |
|  |  |  |
| 1. **Legal Establishment of the Organization**/**Agency/Firm**
 |  |  |
| 1. **TIN No.**
 | **:** |  |
| 1. **VAT Registration No.**
 | **:** |  |
| ***(Necessary Attachments: TIN Certificate, VAT Certificate, Valid Trade License)*** |
| 1. **Organization**/**Agency/Firm Description (General Information)**

 ***(Necessary Attachments: Organization Profile/Brochure/Annual Report etc.)*** |
| 1. **Financial Capacity of the Organization**/**Agency/Firm (Turnover of last 10 years)**
 |
| 1. **2022-2023(Up to December)**
 | **:** |  |
| 1. **2021-22**
 | **:** |  |
| 1. **2020-21**
 | **:** |  |
| 1. **2019-20**
 | **:** |  |
| 1. **2018-19**
 | **:** |  |
| 1. **2017-18**
 | **:** |  |
| 1. **2016-17**
 | **:** |  |
| 1. **2015-16**
 | **:** |  |
| 1. **2014-15**
 | **:** |  |
| 1. **2013-14**
 | **:** |  |
| ***(Necessary Attachments: Payment Received Certificates/Audit Report)*** |
| 1. **Experience of the Organization**/**Agency/Firm in Similar Tasks/Assignments in Last ten Years**

*(Example of Past Experience of Similar Nature and/or Complexity including Cost and Duration of the Assignment)* |
| **Total No. of Similar Nature Assignment done by the Organization**/**Agency/Firm** | **:** |
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| --- | --- | --- | --- | --- | --- | --- |
| ***Assignment/******Project Name/Title/:*** | ***Type of Assignment/******Project*** | ***Assignment Location*** | ***Name and Address of the Client/Donor*** | ***Service Duration (Start & End Dates)*** | ***Value of Service/Contract Price in BDT*** | ***Man-Month Input*** |
| ***Total Value*** | ***No. of Partners******(if Any)*** | ***Value of Service Provided by the Firm*** | ***Firm’s Input*** | ***Partners’ Input******(if Any)*** |
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***(Necessary Attachments: i) Details Description of Mentioned Similar Nature Assignment done by the Firm Separately*** ***ii) Notification of award/Contract/Disbursement letter/Task completion Certificate)***  |
| 1. **Availability of Key Professionals to Carry out the Assignment**
 |
| **Total number of Key Professionals** | **:** |  |
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|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***SN*** | ***Name of Key Professionals*** | ***Position held in the Firm*** | ***Educational Qualification*** | ***Total Years of Experience*** | ***Years of Experience in Relevant Field*** | ***No. of Years as Firm’s Employee*** |
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***(CV of the Key Professionals need not be submitted)*** |
| 1. **Organizational Capacity of the Organization**/**Agency/Firm**

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| --- | --- | --- |
| 1. **Address of the Head office**
 | **:** |  |
| 1. **Office Space (Area, Floor No. etc.)**
 | **:** |  |
| 1. **No. of Support Staffs (Excluding Key Professionals)**
 | **:** |  |
| 1. **Description of Important Office Equipment**
 | **:** |  |
| 1. **Number of offices in proposed working areas**
 | **:** |  |

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