

Expression of Interest (EOI)

Title of Consulting Services:
Updating Local Level Reporting System

Method of Consulting Service:
National

Project Name : Updating Local Level Reporting System

EOI: SSPLLRSU-077/078-03

Office Name : Suchana tatha Sanchar Prawidhi Pratisthan

Office Address: Butwal, Rupandehi, Province No. 5

Issued on: August 7, 2020

Financing Agency: Government Budget

Abbreviations

CV	-	Curriculum Vitae
DO	-	Development Partner
EA	-	Executive Agency
EOI	-	Expression of Interest
GON	-	Government of Nepal
PAN	-	Permanent Account Number
PPA	-	Public Procurement Act
PPR	-	Public Procurement Regulation
TOR	-	Terms of Reference
VAT	-	Value Added Tax



[Handwritten Signature]

Contents

A. Request for Expression of Interest	4
B. Instructions for submission of Expression of Interest	5
C. Objective of Consultancy Services or Brief TOR	6
D. Evaluation of Consultant's EOI Application	13
E. EOI Forms & Formats.....	15
1. Letter of Application.....	16
2. Applicant's Information Form	18
3. Experience	19
4. Capacity	22
5. Key Experts (Include details of Key Experts only)	23



[Handwritten signature]

A. Request for Expression of Interest

Province Government
Province No. 5
Suchana tatha Sanchar Prawidhi Pratisthan
Butwal, Rupandehi

Date: August 7, 2020

Name of Project: Updating Local Level Reporting System

1. Government of Nepal (GoN) has allocated fund **towards the cost of Updating Local Level Reporting System** and intends to apply this **fund** to eligible payments under the Contract for which this Expression of Interest is invited for **National consulting service**.
2. The **Suchana tatha Sanchar Prawidhi Pratisthan** now invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the following consulting services: **Incorporate Existing Systems and Design, Build and Commission Centralized Local Level Reporting System**.
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address during office hours on or before **20 Aug, 2020** or visit the website.
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered manually to the address **Suchana tatha Sanchar Prabidhi Pratisthan, Butwal, Rupandehi, Province No. 5** on or before **23 Aug, 2020 12:00 hours**.
6. The opening date and time of submitted EOI is 23 Aug, 2020 14:00 hours.
7. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.
8. EOI will be assessed based on **Qualification (40%), Experience (50%), and Capacity (10%)** of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
9. Minimum score to pass the EOI is **70**.



[Handwritten signature]

B. Instructions for submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms and the maximum number of partners in JV shall be limited to three.
2. Interested consultants must provide information indicating that they are qualified to perform the services (*descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 5 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment*).
3. This expression of interest is open to all eligible **consulting firm**.
4. The assignment has been scheduled for a period of **6 months**. Expected date of commencement of the assignment is 17 **September 2020**.
5. A Consultant will be selected in accordance with the **Quality Cost Based Selection (QCBS)** method.
6. Expression of Interest should contain following information:
 - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
 - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
 - *EOI Form: Letter of Application (Form 1)*
 - *EOI Form: Applicant's Information (Form 2)*
 - *EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))*
 - *EOI Form: Capacity Details (Form 4)*
 - *EOI Form: Key Experts List (form 5).*
7. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
8. The Expression of Interest (EOI) document must be duly completed and submitted in sealed envelope and should be clearly marked as "EOI Application for Short-listing for the **Updating Local Level Reporting System**. The Envelope should also clearly indicate the ***name and address of the Applicant***.
9. The completed EOI document must be submitted on or before the date and address mentioned in the "***Request for Expression of Interest***". In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.



[Handwritten signature]

C. Objective of Consultancy Services or Brief TOR

Background of the Project:

Multiple Applications have been built and deployed for collecting reports from the Local Level Government bodies. The Suchana tatha Sanchar Prawidhi Pratisthan wishes to hire consultants to incorporate such existing systems and design, build and commission centralized local level reporting system.

Scope of the Project:

The scope of this work are as follows:

- I. Designing Data Communication Architecture for flow of information across applications based on the previously designed protocols.
- II. Design a Centralized Data Aggregation System for Local levels.
- III. Design, Build and Deploy at most 2 additional Local Level Reporting Application.
- IV. Design a Single Sign on system for authentication and authorization management.
- V. Design a Centralized Reporting System on the aggregated data.
- VI. Provide Technical Support for a period of 6 months.



[Handwritten signature]

Existing Implementation(s):

The Information and Communications Technology Pratisthan has commissioned two Local Level Reporting Systems: **Province-5 COVID-19 related Local Level Information Collection and Analysis Platform** and **Province 5 Local Level Law Management Web Application System**. Both of these applications supported Varied Access Privilege Levels with fine-granular report generation mechanisms.

Both the applications have been developed in the Python Programming Language and it is required to be developed in the same programming language for consistency.

Project Requirements

1. Centralized System

The system should have a centralized dashboard that allows for use of all the features in the existing implementations as well as provides hooks for addition of new systems. The centralized system should be accessible to both the local level entities as well as the Province Government entities. Existing access privileges must be respected.

2. Highly Efficient Data Flow Architecture Design

The consultant is required to design a highly efficient data flow architecture for flow of information across various applications and services. The consultant must ensure the architecture is highly bandwidth/computation efficient and does not overwhelm the application services.

3. Centralized Reporting System

The consultant is required to design a centralized reporting system spanning across all the data recorded by all the local level reporting applications. The reporting system must be fast, efficient and end-user friendly.

4. Single Sign-On

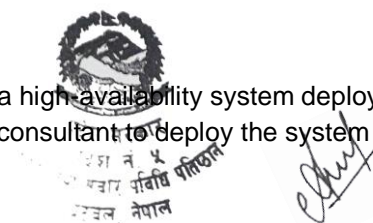
The consultant should design a highly available single sign on system, that is used for authentication and authorization across all local level reporting applications. The single sign on should respect existing access privilege levels.

5. Design of New Services

The consultant is required to design at most two new application of similar scope as the existing implementations for local level report collection.

6. Commissioning of the System Based on a Highly Available System Deployment Plan

The developed system should be accompanied by a high-availability system deployment plan on cloud environment. It is the responsibility of the consultant to deploy the system using such



architecture on the provided cloud platform.

Section II : Support and Maintenance

1. Commissioning Support

The consultant should provide at least 6 months of technical support to ensure smooth operation of the developed system.

3. Bug Fixes, Security Patches and Maintenance

For a period of 6 months, the consultant is expected to issue bug fixes in a timely manner. Security patches are to be issued as they are made available on used services and libraries. Furthermore, regular maintenance of the application components, configuration validations are to be carried out.



[Handwritten Signature]

Key Manpower, Qualification and Experiences required for Personnel:

S.N.	Specialist	Qualifications and Experiences Required	Person-days Design and other technical works (including field work) for Single Project
1	Team Leader	<ul style="list-style-type: none"> • Masters in Computer Science or Computer Engineering. • Thorough understanding of the Software Development Lifecycle. • At least 5 years of experience in implementation, evaluation of large scale web systems. 	6 months
2	Senior Software Engineer	<ul style="list-style-type: none"> • Bachelors in Computer Engineering or Information Systems or in similar discipline • Has Experience building back-end Development of the website and its systems. • Has at least 2 years of experience in developing enterprise-scale web systems in the Python Programming Language. • Strong command in web security application concepts. 2 years of experience in design and development of enterprise scale applications. 	6 months
3	Software Engineer (Backend Technologies)	<ul style="list-style-type: none"> • Bachelors in Computer Engineering or Information Systems or in similar discipline. • At least 1 year experience in developing web systems in the Python Programming Language. • Experience in implementation of latest security measures for safe keeping of system. 	6 months
4	Software Engineer	<ul style="list-style-type: none"> • Bachelors in Computer Engineering or Information 	6 months

	(Frontend Technology)	<p>Systems or in similar discipline.</p> <ul style="list-style-type: none"> • Experience Designing Layouts, User Interfaces for Enterprise applications. • Experience in implementation of latest security measures for safe keeping of system. 	
5	Cloud Deployment Engineer	<ul style="list-style-type: none"> • Bachelors in Computer Engineering or Information Systems or in similar discipline. • At least 2 years of Experience in cloud deployment of enterprise-grade web applications. 	3 months
5	Security Engineer	<ul style="list-style-type: none"> • Bachelors in Computer Engineering or Information Systems or in similar discipline • Experience in implementation of system testing and security measures for safe keeping of website from malicious attacks. 	6 months
6	Customer Support Officer	<ul style="list-style-type: none"> • Bachelor's degree in CSIT or Equivalent. • At least 6 months of experience in customer support management in Internet Technologies / Cloud Support. 	6 months
7	Technical Documentation Writer	<ul style="list-style-type: none"> • Bachelors in Computer Science/Engineering or Equivalent • Strong command over English Language • At Least 2 years of experience in technical documentation 	6 months

S.N. 1,2,3,4 will be used for evaluation.



[Handwritten signature]

Firm Qualification

The consulting firm to be selected through the procurement procedure should meet following criteria:

- a. The developer company/firm must be a legal entity registered in Nepal.
- b. The consulting company/firm must not be blacklisted by any agencies of Government of Nepal.
- c. Consulting company/firm must have at least of 2 years of experience in designing high-availability, high-traffic systems.
- d. Consulting company/firm must have at least of 2 years of experience in designing Web System Applications in the Python Programming Language.
- e. Consulting company/firm must have experience designing and deploying reporting applications with fine-granular access privileges.

Time Schedule

The consultant shall commence the work from the date of signing of the agreement and should complete within the period mentioned in the agreement. The duration of the assignment shall be of 6 months from work order date.



[Handwritten Signature]

Mode of Payment

The payment for the amounts claimed upon submission of the reports mentioned above based on the prevailing laws and rules/regulation of the Government of Nepal. As per agreement, the developer can claim the payment in a single installment after submission and acceptance of the Final Report(s) or in installment as follows:

- First installment, 25% of the total amount (excluding reimbursable costs and taxes)
- Second installment, 50% of the total amount after the implementation of common framework
- Final and remaining 30% of the total amount upon submission and acceptance (Approval) of the complete project.



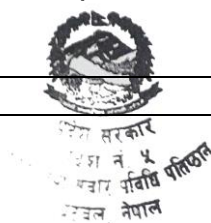
[Handwritten Signature]

D. Evaluation of Consultant's EOI Application

Consultant's EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.

<u>i) Eligibility & Completeness Test</u>	Compliance
Copy of Registration of the company/firm	
VAT/PAN Registration (for National consulting firm only)	
Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission 2075/76 (for National consulting firm only)	
In case of a natural person or firm/institution/company which is already declared blacklisted and ineligible by the GoN, any other new or existing firm/institution/company owned partially or fully by such Natural person or Owner or Board of director of blacklisted firm/institution/company; shall not be eligible consultant.	
EOI Form 1: Letter of Application	
EOI Form 2: Applicant's Information Form	
EOI Form 3: Experience (3(A) and 3(B))	
EOI Form 4: Capacity	
EOI Form 5: Qualification of Key Experts	

<u>ii) EOI Evaluation Criteria</u>	<u>Insert Minimum Requirement if Applicable</u>	<u>Score [Out of 100%]</u>
A. Qualification		
<i>Qualification of Key Experts</i>	<i>As per ToR</i>	40%
<i>Experience of Key Experts</i>	<i>As per ToR</i>	
B. Experience		
<i>General Experience of consulting firm</i>	<i>Should have at least 2 years of experience in the field of software development/support and/or IT consulting. Should have experience of working in projects funded by the Nepal Government.</i>	50%
<i>Specific experience of consulting firm within last 5 years.</i>	<i>Should have at least 2 years of experience in Designing High-Available, Robust Web Applications in the Python Programming Language</i>	
<i>Similar Geographical experience of consulting firm</i>	<i>In order to show geographical competence, provide the details required as per the attached format</i>	
C. Capacity		



<i>Financial Capacity¹</i>	<i>Average annual turnover of best two years out of last seven years should be at least NRs. 1.5 Million</i>	10%
---------------------------------------	--	------------

Note : In Case, a corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such firm's or JV EOI shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.

¹ Average turnover required shall not exceed 150% of cost estimate



[Handwritten signature]

E. EOI Forms & Formats

Form 1. Letter of Application

Form 2. Applicant's information

Form 3. Experience (*General, Specific and Geographical*)

Form 4. Capacity

Form 5. Qualification of Key Experts



[Handwritten Signature]

1. Letter of Application

(Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)

Date:

To,

Full Name of Client: _____

Full Address of Client: _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by **[Insert name of Client]** as Consultant for **[Insert brief description of Work/Services]**.
2. Attached to this letter are photocopies of original documents defining:
 - a) the Applicant's legal status;
 - b) the principal place of business;
3. **[Insert name of Client]** and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. **[Insert name of Client]** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.²
5. All further communication concerning this Application should be addressed to the following person,

[Person]

[Company]

[Address]

[Phone, Fax, Email]
6. We declare that, we have no conflict of interest in the proposed procurement proceedings

² Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.



and we have not been punished for an offense relating to the concerned profession or business and our Company/firm has not been declared ineligible.

7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
8. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed:

Name:

For and on behalf of (name of Applicant or partner of a joint venture):



2. Applicant's Information Form

(In case of joint venture of two or more firms to be filled separately for each constituent member)

1. Name of Firm/Company:
2. Type of Constitution (*Partnership/ Pvt. Ltd/Public Ltd/ Public Sector/ NGO*)
3. Date of Registration / Commencement of Business (*Please specify*):
4. Country of Registration:
5. Registered Office/Place of Business:
6. Telephone No; Fax No; E-Mail Address
7. Name of Authorized Contact Person / Designation/ Address/Telephone:
8. Name of Authorized Local Agent /Address/Telephone:
9. Consultant's Organization:
10. Total number of staff:
11. Number of regular professional staff:

(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)



(Handwritten signature)

3. Experience

3(A). General Work Experience

(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)

S. N.	Name of assignment	Location	Value of Contract	Year Completed	Client	Description of work carried out
1.						
2.						
3.						
4.						
5.						
6.						
7.						

3(B). Specific Experience**Details of similar assignments undertaken in the previous seven years**

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Assignment name:	Approx. value of the contract (NRs) ³ :
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (NRs):
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment:	
Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.	

Firm's Name: _____

³ Consultant should state value in the currency as mentioned in the contract



3(C). Geographic Experience

Experience of working in similar geographic region or country

(In case of joint venture of two or more firms to be filled separately for each constituent member)

No	Name of the Project	Location (Country/ Region)	Execution Year and Duration
1.			
2.			
3.			
4.			
5.			
6.			
7.			

4. Capacity

4(A). Financial Capacity

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Annual Turnover	
Year	Amount Currency

- Average Annual Turnover of Best of 3 Fiscal Year Of Last 7 Fiscal Years

(Note: Supporting documents for Average Turnover should be submitted for the above.)



[Handwritten signature]

5. Key Experts *(Include details of Key Experts only)*

(In case of joint venture of two or more firms to be filled separately for each constituent member)

SN	Name	Position	Highest Qualification	Work Experience (in year)	Specific Work Experience (in year)	Nationality
1						
2						
3						
4						
5						

(Please insert more rows as necessary)



(Handwritten signature)