

Expression of Interest (EOI)

Title of Consulting Services:
Procurement of Video Conferencing System

Method of Consulting Service
National

Project Name : Procurement of Video Conferencing System

EOI: *SSPP/VCS-077/078-08*

Office Name : Suchana tatha Sanchar Prabidhi Pratisthan

Office Address: Butwal 6 Jagritipath, Rupandehi

Issued on: October 22, 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



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A. Request for Expression of Interest

Province Government
Lumbini Province
Suchana tatha Sanchar Prabidhi Pratisthan
Mukam Butwal, Rupandehi

Date: October 22, 2020

Name of Project: Procurement of Video Conferencing System

1. Province Government has allocated fund **towards the cost of Procurement of Video Conferencing 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 Prabidhi Pratisthan** now invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the following consulting services: **Design, Build and Commissioning of Video Conferencing System**.
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address during office hours on or before **5 November, 2020** or visit the website <http://ictp.lumbini.gov.np>.
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, Mukam Butwal, Rupandehi, Lumbini Province** on or before **6 November 2020 12:00 hours**.
6. 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.
7. 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.
8. Minimum score to pass the EOI is **70**.



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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 **3 months**. Expected date of commencement of the assignment is **26 December 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 **Procurement of Video Conferencing 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.



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C. Objective of Consultancy Services or Brief TOR

Background of the Project:

The Suchana tatha Sanchar Prawidhi Pratisthan wishes to hire consultants to procure, setup and configure Hardware and Software for seamless Video Conferencing operation. The consultant is also required to install and configure network for the same.

Scope of the Project:

The scope of this work are as follows:

- I. To procure video conferencing camera, screen and specified hardware matching the specifications.
- II. To evaluate the requirements and setup/install video conference software on the procured hardware.
- III. To setup hardware and software for seamless video conferencing operation.
- IV. To setup/configure network resources for operation of the video conference solution.
- V. Provide Technical Support for a period of 3 months.

Video Conference Software Requirements

The consultants are required to suggest and procure video conferencing software with the following specifications:

1. Support for HD Video and Audio:

The video conference software is required to have support for full HD-Video and Audio streaming whenever applicable with auto fallover in case of slower connection. The software should be able to support multiple on-screen video sharing.

2. Support for Recording Meeting:

The video conference software should have support for recording meetings on cloud as well as on-premise if required. The software should also support transcription of the recorded meeting.



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3. Text Chat Support:

The video conference software should also support text based chat. The software should have support for both group chat as well as direct messaging.

4. Collaboration Tools Integrated:

The video conference software should have group collaboration tools such as whiteboard with multi-people annotations support, multi-people screen sharing, etc.

5. Miscellaneous Features:

The video conference software should have following features:

- Filters
- Reactions
- Polls
- Virtual Background

Video Conference Hardware Requirements

The consultants are required to suggest and procure video conferencing software with the following specifications:

1. Video Conferencing Hardware

- Single Body Design with Camera/Speaker/Microphone
- Bluetooth In-built
- Support for Remote Control (IR/RF)
- Should be Skype Certified, Zoom Certified, Fuze Certified, Hangouts Meet Hardware Certified, Cisco Certified, Vidyio Certified.
- Plug-and-play support
- Should weigh less than 1200 grams
- Longest Dimension should not exceed 450 mm

CAMERA



- High Clarity 4K Image Sensor with support for 4K Ultra HD video calling (up to 3840 x 2160 pixels @ 30 fps with customer-supplied USB 3.0 cable)
- At Least 5x HD zoom
- Must Have Motorized pan (+/- 25°) and tilt (+/- 15°)
- Field of view: Diagonal: 120°
- Intelligent Auto-framing
 - Human figure detection
 - Auto-frame participants automatically and on-demand
 - Auto-reframe when the participants enter, leave, or change positions

MICROPHONE

- At least three microphones with beamforming support
- Microphone frequency response: 90Hz - 16kHz
- Acoustic echo cancellation support
- Microphone background noise suppression support
- At least 4m radius support
- Voice Activity Detector System should be present

SPEAKER

- Volume should be adjustable to at least 95 dB SPL
- Maximum Distortion Accepted:
 - 200 Hz -300Hz : 3%
 - 3000 Hz -10KHz : 1%
- Auto-level loud and soft voices

Integration and Operation

All the features provided by the hardware should be absolutely supported by the video conferencing software. The camera/audio/microphone hardware for conferencing should be certified by the software suggested for seamless integration and operation.

Furthermore, the video conference setup should support features such as auto-framing natively.



Support and Maintenance

a. Hardware Setup Support

The consultant are required to setup and connect the procured hardware .

b. Software Setup and Integration Support

The consultant should install all necessary software, drivers and setup the hardware for operation in the video conferencing software.

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	Electronics Engineer	<ul style="list-style-type: none"> Bachelors Degree in Electronics Engineering. Thorough understanding of operation of video conference solution. 	3 months
2	Network Engineer	<ul style="list-style-type: none"> Bachelors Degree in Electronics Engineering or Computer Engineering or Eqvt. Experience setting up and managing network infrastructure. 	3 months
8	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. 	3 months



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Firm Qualification

General Experience of consulting firm

- Should have at least 2 years of experience in the field of software development/support and/or IT consulting.

Specific experience of consulting firm

- Should have at least 1 year of experience installing video conference solution within last 5 years.

Similar Geographical experience of consulting firm

- Should have experience of related work in Lumbini Province.

Financial Capacity

- *Average annual turnover of best two years out of last seven years should be at least NRs. 1 Million.*

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 3 months from work order date.

Mode of Payment

The payment for the amounts claimed upon installation/commissioning of mentioned specifications 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, 50% after procurement of the hardware resources.
- Second installment, 50% after successful installation/commissioning of the video conferencing system.



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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.

i) Eligibility & Completeness Test	Compliance
Copy of Registration of the company/firm	
VAT/PAN Registration (<i>for National consulting firm only</i>)	
Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission 2075/76 (<i>for National consulting firm only</i>)	
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	

ii) EOI Evaluation Criteria	Insert Minimum Requirement if Applicable	Score [Out of 100%]
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.</i>	50%
<i>Specific experience of consulting firm within last 5 years.</i>	<i>Should have at least 1 year of experience installing video conference solution.</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 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



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



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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.



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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):



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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.)



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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.						



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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 (in current NRs; US\$ or Euro) 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 (in current NRs; US\$ or Euro):
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



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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.			



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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.)



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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)



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