

## A. Request for Expression of Interest

  
DUHABI MUNICIPALITY  
OFFICE OF THE MUNICIPALITY EXECUTIVE  
Enhanced Skills for Sustainable and Rewarding Employment  
(ENSSURE) Project Phase-II  
Duhabi, Sunsari

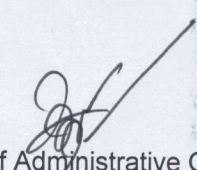
### Request for Expression of Interest (Eoi)

for Short-listing of Training Providers (TPs)

Date of First Publication : 2079-12-21

Financing Agency: Swiss Agency for Development and Cooperation (SDC)

1. **Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE)-II is a bilateral initiative of the Government of Nepal (GoN) and the Government of Switzerland** implemented by 3 tiers of government at Federal, Provincial and Local level with technical assistance from **Helvetas Nepal**. **The overall goal of the project is to contribute for improved living standard of Nepalese workers particularly from disadvantaged groups to benefit from continuous employment.**
2. **Duhabi municipality** now invites Expression of Interest (EOI) from interested eligible Consultant or TPs to **Train 20 participants in Professional Aluminum Fabrication and 20 Professional computer hardware and network technician (Level II with 1696 hrs. for each program) under Training with OJT in FY 2079/080** as mentioned in the Terms of Reference (TOR).
3. The training should be based on the minimum standards outlined in the CTEVT approved curriculum and National Occupational Skill Standards (NOSS) of the National Skills Testing Board (NSTB).
4. Interested eligible Consultant or TPs may obtain further information at the Duhabi municipality, **Duhabi, Sunsari** during office hours on or before **2080/01/05** and EOI document shall be obtained free of cost at website of municipality <https://www.duhabimun.gov.np>.
5. The training events must be conducted in the venue/s having adequate training facilities for the proposed occupation/s. Conducting trainings in temporary (Mobile based) settings are not allowed and it should be conducted in the suitable location of Duhabi municipality, Duhabi, Sunsari.
6. Documents of the experience and other evidence copies of certificates shall be duly notarized.
7. If the last date of Obtaining and Submission falls on a government holiday, then the next working day shall be considered as the last date.
8. The last date of submission of Submitted Expressions of interest (EOI) on 2080.01.05 till 12.00 pm and Submitted Expressions of interest (EOI) will be opened in the presence of consultant or TPs representatives who choose to attend on **2080/01/05, 2:00 PM** at the office of Duhabi municipality
9. EOI will be assessed based on Qualification (35%), Experience (50%) and Capacity (15%) of the Training Providers and Key Personnel. Based on evaluation of EOI, only short-listed firms will be invited to submit Technical and Financial Proposal through Request of Proposal (RFP).
10. Minimum score to pass the EOI is 60 points.
11. Duhabi municipality reserves the right to shortlist or not shortlist any or all the applicant(s) without assigning any reason whats ever.
12. For further information contact no.9842341700/9842638557/9840068804

  
Chief Administrative Officer



## B. Instructions for submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm, Sub-contracting, Joint Venture, and franchising shall not be allowed.
2. Interested consultants must provide information indicating that they are qualified to perform the training as described in TOR & Evaluation Section.
3. This expression of interest is open to all eligible **consulting firm or Training Provider**.
4. The assignment has been scheduled for a period of 15 months after signing the contract.
5. A Consultant will be selected in accordance with the Quality and 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: Eol Submission Letter (Form 1)*
    - *EOI Form: Eol Format to Training Provider (Form 2)*
    - *EOI Form: Format of Curriculum Vitae (CV) for Proposed Professional Staff (Form 3)*
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 "Conducting Training with OJT in Professional **Professional Aluminum Fabrification and Professional computer hardware and network technician** (Level II with 1696 hrs). The Envelope should also clearly indicate the ***name and address of the Applicant***. Alternatively, applicants can submit their EOI application by hand to ***Office of Duhabi municipality***.
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.