

EXPRESSION OF INTEREST (EOI)

Title of Consulting Service: NFRS

Method of Consulting Service: International

Project Name : Consultancy for Implementation of Nepal Financial Reporting Standards (NFRS) in Nepal Airlines Corporation

EOI : DF/175/75-76

Office Name: Nepal Airlines Corporation (NAC)

Office Address: Kantipath, Kathmandu (Nepal) Kathmandu Kathmandu

Funding agency : Internal Resources

Abbreviations

ACCA: Association of Chartered Certified Accountants

ASB: Accounting Standard Board

CA: Chartered Accountants

CPA: Certified Public Accountant

EOI: Expression of Interest

FY: Financial Year

GAAP: Generally Accepted Accounting Principles

ICAN: Institute of Chartered Accountants of Nepal

IFRS: International Financial Reporting Standards

JV: Joint Venture

KPI: Key Performance Indicator

MOU: Memorandum of Understanding

NAC: Nepal Airlines Corporation

NAS: Nepal Accounting Standard

NFRS: Nepal Financial Reporting Standards

TOR: Terms of Reference

USD: United States Dollars

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A. Request for Expression of Interest

Request for Expression of Interest

Government of Nepal (GoN)

Name of Employer: Nepal Airlines Corporation (NAC)

Date: 24-04-2019 10:00

Name of Project: Consultancy for Implementation of Nepal Financial Reporting Standards (NFRS) in Nepal Airlines Corporation

1. Government of Nepal (GoN) has allocated fund toward the cost of Consultancy for Implementation of Nepal Financial Reporting Standards (NFRS) in Nepal Airlines Corporation and intend to apply portion of this fund to eligible payments under the Contract for which this Expression of Interest is invited for International consulting service
2. The Nepal Airlines Corporation (NAC) now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: Consultancy for Implementation of Nepal Financial Reporting Standards (NFRS) in Nepal Airlines Corporation
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Nepal Airlines Corporation (NAC), Nepal Airlines Corporation (NAC)
Kantipath, Kathmandu (Nepal)
Kathmandu, Kathmandu
Nepal during office hours on or before 09-05-2019 12:00 or visit e-GP system www.bolpatra.gov.np/egp or visit the client’s website www.nepalairlines.com.np
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered online through e-GP system www.bolpatra.gov.np/egp Finance Department, Nepal Airlines Corporation (NAC)
Kantipath, Kathmandu
Nepal on or before 09-05-2019 12:00
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 50.0 %, Experience 40.0 %, and Capacity 10.0 % 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 100

B. Instructions for Submission of Expression of

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.
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 7 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/person/ company/ organization.
4. In case, the applicant is individual consultant, details of similar assignment experience, their location in the previous 4 years and audited balance sheet and bio data shall be considered for evaluation.
5. The assignment has been scheduled for a period of three years. Expected date of commencement of the assignment is 22-07-2019.
6. A Consultant will be selected in accordance with the QCBS method.
7. 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).
8. 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.
9. 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 Consultancy for Implementation of Nepal Financial Reporting Standards (NFRS) in Nepal Airlines Corporation. The Envelope should also clearly indicate the name and address of the Applicant. Alternatively, applicants can submit their EOI application through e-GP system by using the forms and instructions provided by the system.
10. 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.

C. Objective of Consultancy Services or Brief TOR

A. Objectives

The Institute of Chartered Accountants of Nepal (ICAN) has approved for the convergence of Nepal Accounting Standards (NAS) to Nepal Financial Reporting Standards (NFRS). As per decision of ICAN, Accounting Standard Board (ASB) has developed/revised accounting standards in compliance with International Financial Reporting Standard (IFRS) that has been termed as Nepal Financial Reporting Standards (NFRS). The State Owned Enterprises should converge /adopt NFRS mandatory and NAC is planning for converging into NFRS accordingly.

The objective of this assignment is to assist NAC to comply with the provisions and reporting requirements (for placing all the requirements including technological changes) of IFRS / NFRS and for smooth convergence of the standards as per Standards issued by ICAN as and when issued and to become fully compliant with NFRS in Nepal.

Terms of Reference (TOR) for Consultancy for Implementation of Nepal Financial Reporting Standards (NFRS) in Nepal Airlines Corporation (NAC)

A. Background

Nepal Airlines Corporation (NAC) has been enacted with Nepal Airlines Act, 2019 and duly established on July 1, 1958 as National Flag Carrier of Nepal. NAC is fully owned by the Government of Nepal. The functional objective of NAC is to provide air transport services within or outside Nepal for safe, efficient, well managed, economical and proper manner. Currently, NAC has two A330, one B757 and two A320 Aircraft for international operation (presently operating on 8 international destinations namely Delhi, Mumbai, Bangalore, Bangkok, Hong Kong, Kuala Lumpur, Doha and Dubai) and three Twin otter, two MA60 & four Y12-E for domestic operation. Nepal Airlines plans to increase the fleet size for both domestic and international flights in the near future.

In addition to its core flying operation business, NAC also serves Ground Handling Service to other Aircraft Operators in Nepal.

B. Objectives

The Institute of Chartered Accountants of Nepal (ICAN) has approved for the convergence of Nepal Accounting Standards (NAS) to Nepal Financial Reporting Standards (NFRS). As per decision of ICAN, Accounting Standard Board (ASB) has developed/revised accounting standards in compliance with International Financial Reporting Standard (IFRS) that has been termed as Nepal Financial Reporting Standards (NFRS). The State Owned Enterprises should converse /adopt NFRS mandatory and NAC is planning for converging into NFRS accordingly.

The objective of this assignment is to assist NAC to comply with the provisions and reporting requirements (for placing all the requirements including technological changes) of IFRS / NFRS and for smooth convergence of the standards as per Standards issued by ICAN as and when issued and to become fully compliant with NFRS in Nepal.

C. Scope of work:

The scope of work is divided into four phases for each activity as follows:

Phase I – GAAP analysis and impact assessment

Scope	Deliverable (KPI)
<p>Understand the business operations and NFRS impact assessment</p> <ul style="list-style-type: none"> • Understanding nature of business in detailed • Understanding various aspects of accounting standards and its impact on Financial statements • Understanding of the numerous mandatory and optional exemptions from the retrospective application of NFRS and its analysis • Identification and analysis of differences between current NAC accounting practices / policies and NFRS requirements • Evaluation and advise in selection of accounting policy choices in line with NFRS by highlighting to the management about various policy choices available, its applicability, advantages/disadvantages and impact on account of selection of different accounting policies that provide the best solution as per NAC's requirements • Conducting impact study on NFRS implementation on business including changes to accounting, budgeting process, taxation, capital planning and suggesting strategies for optimizing the impact 	<ul style="list-style-type: none"> • Preliminary preparatory works report for execution of NFRS project in NAC • Comprehensive GAAP analysis and NFRS impact assessment report with directional impacts and insights into industry best practices to provide a clear understanding of changes required, exemption / options applicable. • Technical input and position papers on complex topics • Conduct various workshop as required on overview, challenges and key differences among current NAC accounting practices, Nepal Accounting Standards and I/NFRS

Scope	Deliverable (KPI)
<ul style="list-style-type: none"> Identify first time adoption issues and highlighting the impact consequent to implementation of NFRS on business and results for relevant stakeholder communication Discussions with the management for addressing the issues and recommending an action plan to address on issues 	

Phase II – Design and Development

Scope	Deliverable (KPI)
<p>Preparation and Finalizing NFRS implementation project plan</p> <ul style="list-style-type: none"> NFRS roadmap with critical activities and indicative timelines Discussions with the management and team of each departments / stations to assist finalizing the implementation project plan 	<ul style="list-style-type: none"> Detailed operation project plan, project structure and governance framework Final NFRS implementation road map / project plan for the company with indicative time schedule and relevant activities along with the expected completion dates
<p>Evaluation, Review and Management</p> <ul style="list-style-type: none"> Study and access the compatibility and adaptability of the existing software / systems for smooth implementation of NFRS and suggest modification that need to be made in current accounting and reporting system from NFRS perspective Review, assist and provide technical inputs in revision of NAC procedure, manuals and internal financial control of NAC and finalize the same in coordination with management of NAC Detailed NFRS analysis of all transactions including agreements/ contracts and topics Evaluate and identify the items in financial statements that require specific valuation as per NFRS principles Management in striking a highest common factor between compliance cost v/s benefit 	<ul style="list-style-type: none"> Evaluation study report along with review on existing policies, procedures, internal financial controls, reporting packages Technical inputs on NFRS along with compliant policies Finalized accounting policies to be followed by NAC as per NFRS and other Statutory requirement
<p>NFRS workshop and training</p> <ul style="list-style-type: none"> NFRS workshop for top / mid management with summary of key impacts NFRS training for execution teams with transaction level details and knowledge transfer on the templates designed for pre and post implementation Other as required finalized at the time of agreement 	<ul style="list-style-type: none"> Formulate ongoing training strategy (onsite / offsite) , Develop NFRS training modules to impart knowledge and conduct training / workshop to various group during the project period

Phase III – Implementation

Scope	Deliverable (KPI)
<p>Preparation of necessary illustrative NFRS templates with tailored disclosures for NAC in line with NFRS including recognition, de-recognition, measurement and presentation and implementation of the same at field level:</p> <ul style="list-style-type: none"> ✓ Customized templates for collection of data from stations, branches and departments ✓ Work collaboratively with team for the actual implementation of NFRS and preparation of financial statements 	<ul style="list-style-type: none"> Customized templates for data collection for the purposes of consolidation Identification of changes required to chart of accounts to produce modified financial statements as per NFRS. NFRS skeleton financial statements including accounting policies, notes and disclosures for the related financial year based on NFRS and industry best practices.

Scope	Deliverable (KPI)
<p>Preparation of following fiscal year NFRS based financial statements and disclosures as follows:</p> <p><u>Opening:</u> Preparing, restatement and presenting opening financial statements as on 16 July 2017 (01 Shrawan 2074)</p> <p><u>Comparatives:</u> Preparing and presenting financial statement as on 16 July 2018 (Ashad ended 2075)</p> <p><u>NFRS Complied (NFRS adoption)</u> Preparing and presenting financial statement as on 16 July 2019(Ashad ended 2076)</p>	<ul style="list-style-type: none"> • Work collaborate with team to produce the financial statement of respective financial year along with reconciliation statement and policies/notes/disclosures • Review and provide qualitative and quantitative inputs for the purposes of analysis of the impacts identified • Necessary templates with proper linking / documents for preparation of financials • Provide guidance on recent IFRS /NFRS developments and implement improvements
<p>Fair Valuation of assets and liabilities:</p> <p>Fair Valuation of all assets and liabilities including property, plant & equipment, aircraft and its components, inventories, aircraft spares part, intangible assets, liabilities and all others current and non – current assets and liabilities owned by Nepal Airlines as per NFRS along with impairment test as on date.</p>	<ul style="list-style-type: none"> • Analyze the impact on financial statements and suggest for optimizing the impact. • Fair valuation report including impairment value for separate class of assets and liabilities • Recommend an action plan to address the issues and further improvement. Necessary accounting treatments and adjustment in books of account
<p>Interaction with auditors on need basis</p>	<ul style="list-style-type: none"> • Interactions with auditors as and when required during the project period
<p>Training: Necessary training is needed to impart knowledge on NFRS and transfer of actual implementation of NFRS to core and working team</p>	<ul style="list-style-type: none"> • Conduct on job training (onsite/offsite) at the field level during the project period (minimum 50 days)
<p>Technical Inputs / Guidance: Technical inputs shall be provided on recent development of all applicable standards such as IFRS 15, IFRS 16 etc.</p>	<ul style="list-style-type: none"> • Implement and provide improvement during the project period.

Phase IV – Post -Implementation

Scope	Deliverable (KPI)
<p>Assist in preparation and provide technical inputs and support on management prepared NFRS financial statements for the year ended 15 July 2020 (Ashad end 2077)</p> <p>Ensure that NAC's project team members are well capable/trained to enable NAC prepare NFRS compliant financial statements for subsequent years</p>	<ul style="list-style-type: none"> • Technical inputs and advise on management prepared NFRS financial statements for the year ending 15 July 2020 • Provide guidance on recent IFRS /NFRS developments and implement improvements • Arrange necessary training (minimum 15 days)

D. Eligibility Criteria:

The International consultant willing to bid for the services should enter MOU with local consultant and must fulfil all the criteria listed below:

1. The Consultant should be a Partnership Firm/ Private Limited Company/ Public Limited Company registered as per its country's laws having a minimum 15 years of experience in the field of Auditing/accounting/consulting services.
2. The Consultant should have following experiences:
 - i. Completed at least 2 IFRS /NFRS convergence or equivalent IFRS adoption of the organization having turnover not less than USD 250 million or equivalent and

- ii. Completed at least 1 IFRS /NFRS convergence or equivalent IFRS adoption in international airlines (dedicated to transport of passengers)
- 3. The Consultant must have average annual turnover of not less than USD 250K or equivalent based on turnover of last three financial years.
- 4. The Consultant should allocate following person in team for executing the NFRS project in NAC on time:

S N	Team Structure	Qualification	Experiences	Remarks
i.	Team Leader	CA / ACCA / CPA or equivalent	<ul style="list-style-type: none"> • At least 15 years of post qualified experience • Must have completed IFRS implementation in at least one international airline as a Team Leader. 	
ii.	Team Member (At least 5 in no.)	CA/ACCA / CPA or equivalent	<ul style="list-style-type: none"> • At least 7 years of post-qualified experiences (all members) 	<ul style="list-style-type: none"> • At least 2 team members should be from International Consultant
ii.	For Valuation (for IFRS /NFRS based standards)		<ul style="list-style-type: none"> • Must have completed fair valuation of assets and liabilities for at least 1 international airline & • Must have completed fair valuation of assets and liabilities for at least 1 other organizations having turnover not less than USD 250 million or equivalent 	<ul style="list-style-type: none"> • Can enter JV / MoU with Fair Valuator

- 5. The Consultant, its partner and assigned staffs should not have been engaged in statutory or internal audit of NAC in last 5 years.
- 6. The Consultant, its partner and assigned staffs assigned to this task should not have been black listed under any legislation.
- 7. The Consultant should have enough qualified professional staff/experts and office structure to carry out defined tasks mentioned in the scope of work within stipulated timeframe.
- 8. The Consultant should have capability of providing training and transfer of knowledge and knowhow to NAC on IFRS or equivalent.
- 9. Local Consultant should have following eligibility criteria to be associated with any International Consultant:
 - i. Firm / company having at least 15 years of experience in the field of accounting/auditing / consulting services
 - ii. Have average annual turnover of not less than NPR 8 Million based on turnover of last three financial years.
 - iii. Experience in development of NFRS guidelines / GAAP study in at least one public company / public sector enterprise.
 - iv. At least 3 team members (CA/ACCA / CPA or equivalent having at least 7 years of post-qualified experience should be allocated in the assignment from Local Consultant
 - v. Criteria no. 5, 6 and 7 above shall also be applicable to the Local Consultant.

Note:

- 1. The criteria no. 1, 2 & 3 shall be fulfilled by the respective bidder under its

- registration*. The consultant should participate in individual capacity i.e. JV of two international consultants shall not be considered for the criteria no.1, 2 and 3.
2. *The International / local consultant should furnish necessary documents and declaration to validate the above mentioned criteria.*
 3. *Audit assignment shall not be considered for the above criteria no. 2.*

E. Submission of Required Documents:

The consultant (both international as well as local) should submit the following documents:

1. Copy of Company/Firm's Registration Certificate along with valid registration documents
2. Copy of Business License Certificate (an authorization letter to conduct business), if applicable.
3. Copy of:
 - a) VAT Registration Certificates
 - b) Tax Clearance Certificate
 - c) Power of Attorney
 - d) Experience letter.
4. Self-Declaration Letter must be submitted by the Consultant, mentioning its –
 - a) Eligibility to bid,
 - b) Enough technical knowhow,
 - c) Appropriate skill,
 - d) Adequate resources and financial capability,
 - e) Competence and strength,
 - f) Expertise in the NFRS/IFRS implementation,
 - g) No record or involvement in criminal/fraudulent/illegal activities,
 - h) Not been black listed under any legislation
 - i) Not been engaged in statutory or internal audit of NAC in last 5 years
 - j) Compliance to any applicable legal instruments.
5. For entering MOU with local consultant and Fair Valuation Company, the role and responsibility of each partner should be clearly furnished and partners have no potential conflict of interest with NAC.
6. A copy of current organization structure
7. List of human resources that will be involved in the assignment along with their details and documents to validate the personal capabilities of resources (including academic qualification, training and work experience).

F. Estimated Time frame:

Achievement of given milestones / deliverables will be completed as follows:

SN	Scope	% Work Completion	Time Required (Month)
1	Phase I: GAAP Analysis and Impact Assessment	20	2 Ms
2	Phase II: Design and Development	10	1 M
3	Phase III – Implementation		1.5 Ms
	✓ Preparing and presenting opening financial statements as on 16 July 2017 (01 Shrawan 2074)	20	
	✓ Preparing and presenting financial statement as on 16 July 2018 (Ashad ended 2075)	20	1.5 Ms
	✓ Preparing and presenting financial statement as on 16 July 2019(Ashad ended 2076)	20	2 Ms

4	Phase IV – Post -Implementation ✓ Assist in preparation and provide technical inputs of NFRS financial statements for FY 2019-20 (FY 2076/77)	10	2 Ms
	Total	100	10 Ms

G. Intellectual Property Rights

All the works, manuals, reports, presentations or any form of documents furnished by the Consultant shall be NAC's property and must be handed over as and when requested and prior to final settlement at the end of the contract duration.

D. Evaluation of Consultant's EOI Application

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

Sl. No.	Criteria Title	Compliance
1	International Consultant: The international consultant willing to bid for the services should enter MOU with local consultant . The consultant should be a Partnership Firm/ Private Limited Company/ Public Limited Company registered as per its country's laws having a minimum 15 years of experience in the field of Auditing/accounting/consulting services. Local Consultant: i. Firm / company having at least 15 years of experience in the field of accounting/auditing / consulting services	
2	Tax Clearance/Tax Return Submission	
3	VAT/PAN Registration	
4	EOI Form 1: Letter of Application	
5	EOI Form 2: Applicant's Information Form	
6	EOI Form 3: Experience (3(A) and 3(B))	
7	EOI Form 4: Capacity	
8	EOI Form 5: Qualification of Key Experts	

ii) EOI Evaluation Criteria

A. Qualification

Sl. No.	Criteria	Minimum Requirement
1	Qualification of Key Experts	CA / ACCA / CPA or equivalent
2	Experience of Key Experts	At least 15 years of post qualified experience • Must have completed IFRS implementation in at least one international airline as a Team Leader.
3	Qualification of Team Members (2 in no.)	CA/ACCA / CPA or equivalent
4	Experience of Team Members (International)	• At least 7 years of post-qualified experiences (all members)
5	For Valuation (for IFRS /NFRS based standards)	• Must have completed fair valuation of assets and liabilities for at least 1 international airline & • Must have completed fair valuation of assets and liabilities for at least 1 other organizations having turnover not less than USD 250 million or equivalent • Can enter JV / MoU with Fair Valuator
6	Experience of Team Members (Local) - 3 in no.	At least 3 team members (CA/ACCA / CPA or equivalent having at least 7 years of post-qualified experience should be allocated in the assignment from Local Consultant

Score: 50.0

B. Experience

Sl. No.	Criteria	Minimum Requirement
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Sl. No.	Criteria	Minimum Requirement
1	General Experience of International Consultant	The Consultant should be a Partnership Firm/ Private Limited Company/ Public Limited Company registered as per its country's laws having a minimum 15 years of experience in the field of Auditing/accounting/consulting services.
2	Specific experience of international consulting firm within last 7 years. In case of person, specific experience of the person within last 4 years.	The Consultant should have following experiences: i. Completed at least 2 IFRS /NFRS convergence or equivalent IFRS adoption of the organization having turnover not less than USD 250 million or equivalent and ii. Completed at least 1 IFRS /NFRS convergence or equivalent IFRS adoption in international airlines (dedicated to transport of passengers)
3	General Experience of Local Consultant	Firm / company having at least 15 years of experience in the field of accounting/auditing / consulting services
4	Specific experience of local consulting firm within last 7 years. In case of person, specific	Experience in development of NFRS guidelines / GAAP study in at least one public company / public sector enterprise.

Score: 40.0

C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity of International Consultant [Average turnover required shall not exceed 150% of cost estimate]	The Consultant must have average annual turnover of not less than 250K or equivalent based on turnover of last three financial years.
2	Infrastructure/equipment related to the proposed assignment.[This Evaluation criteria should be deleted if infrastructure/equipment are not the part of the proposed assignment]	1. The Consultant should have enough qualified professional staff/experts and office structure to carry out defined tasks mentioned in the scope of work within stipulated timeframe. 2.The Consultant should have capability of providing training and transfer of knowledge and knowhow to NAC on IFRS or equivalent.
3	Financial Capacity of Local Consultant	Have average annual turnover of not less than NPR 8 Million based on turnover of last three financial years.

Score: 10.0

Minimum score to pass the EOI is: 100

E. EOI Forms & Formats

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

Standard EOI Document

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.¹
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 and we have not been punished for an offense relating to the concerned profession or

¹ Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

Standard EOI Document

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):

Standard EOI Document

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.)

Standard EOI Document

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.						

Standard EOI Document

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) ² :
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: _____

² Consultant should state value in the currency as mentioned in the contract

Standard EOI Document

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.			

Standard EOI Document

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**

--

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

Standard EOI Document

4(B). Infrastructure/equipment related to the proposed assignment³

No	Infrastructure/equipment Required	Requirements Description
1.		
2.		
3.		
4.		
5.		

³ Delete this table if infrastructure/equipment for the proposed assignment is not required.

Standard EOI Document

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)