**Zoonosis and Transboundary Animal Diseases Prevention and Control**

**Research Project**

**Bangladesh Livestock Research Institute**

**Savar, Dhaka-1341, Bangladesh**

 Reference no: 33.05.2672.112.13.001.20. 531 Date: 06/10/2022

**Request for Expression of Interest (EOI) for Selecting International Consultancy Firm**

|  |  |  |
| --- | --- | --- |
| 1 | Ministry/Division | Ministry of Fisheries and Livestock |
| 2 | Agency | Bangladesh Livestock Research Institute |
| 3 | Procuring Entity Name (If Applicable) | Project Director, Zoonosis and Transboundary Animal Diseases Prevention and Control Research Project |
| 4 | Procuring Entity Code (If Applicable) | 223038200 |
| 5 | Procuring Entity District | Dhaka, Bangladesh  |
| 6 | Expression of Interest for Selection of | Consultancy Firm (International)  |
| 7 | Title of Service | Drawing & Design of BSL-3 and ABSL-3 Laboratory/supervise and monitor the BSL-3 and ABSL-3 laboratory construction as well as facilities installation (Time based)  |
| 8 | EOI Ref. No. | 33.05.2672.112.13.001.20.531 Date: 06/10/2022 |
| 9 | Date | 06/10/2022 |
| KEY INFORMATION |
| 10 | Procurement Sub-Method | Consulting Firm Selection by Quality and Cost Based Selection (QCBS) method in accordance with PPR-2008 and PPA-2006 |
| FUNDING INFORMATION |
| 11 | Budget and Source of Funds | GoB |
| 12 | Development partners  | Not Applicable |
|  | PARTICULAR INFORMATION |
| 13 | Project /Programme Name | Zoonosis and Transboundary Animal Diseases Prevention and Control Research Project |
| 14 | Project/Programme Code | 223038200 |
| 15 | EOI Closing Date and Time | Expression of Interest' shall be submitted within 03/11/2022, 2.30 P.M. (GMT+6); in three (3) hard copies (1 Original + 2 Photocopies) in a sealed cover super scribing Expression of Interest (EOI) to the address given below: Project office, Zoonosis and Transboundary Animal Diseases Prevention and Control Research Project, Bangladesh Livestock Research Institute, Savar, Dhaka-1341, Bangladesh. Tel: +8802-224491670 – 72 Ex- 207; Fax: +8802-224491675 |
|  | EOI Opening Date and Time | Date: 03/11/2022 Time: 3.00 P.M. (GMT+6)  |
| INFORMATION FOR APPLICANT  |
| 16 | Brief Description of Assignment  | Consultancy Service for Drawing & Design of BSL-3 and ABSL-3 Laboratory per NIH/CDC Biosafety in Microbiological and Biomedical Laboratories (BMBL) 6th edition guidelines as well as the World Health Organization (WHO) guidelines for Biosafety Level 3. The consultancy firm also responsible for supervise and monitor the BSL-3 and ABSL-3 laboratory contraction and facilities installation (Time based). See the details in the EOI document posted in the website of BLRI (http://www.blri.gov.bd)  |
| 17 | Experience, Resources, Delivery Capacity Required and Other Details (if applicable) | EOI is invited from eligible consulting firms in single which has required expertise and experience in drawing and design of at least three BSL-3 and ABSL-3 Laboratory in the developed countries per NIH/CDC and WHO guidelines for Biosafety Level 3. See the details in the EOI document posted in the website of BLRI (<http://www.blri.gov.bd>)  |
| 18 | Confidentiality | The firm shall maintain confidentiality of the information captured by the system and shall not share the same with others for any purpose without permission of concerned authority of project office.  |
| 19 | Method of Contract | Contract will be made by using standard document of time-based contract issued by CPTU |
|  | PROCURING ENTTY DETAILS |
| 20 | Name of official Inviting EOI | Mohammed Abdus Samad, PhD |
| 21 | Designation of official Inviting EOI | Project Director, Zoonosis and Transboundary Animal Diseases Prevention and Control Research Project |
| 22 | Address of official Inviting EOI | Project office, Zoonosis and Transboundary Animal Diseases Prevention and Control Research Project, Bangladesh Livestock Research Institute, Savar, Dhaka-1341, Bangladesh |
| 23 | Contact details of official Inviting EOI | Mobile: 01717047877Email: msamad@blri.gov.bd |
| 24 | The procuring entity reserves the right to accept or reject all the Expression of Interest (EOI) Without assigning any reason. |

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(Mohammed Abdus Samad, PhD)

Project Director, Zoonosis and Transboundary Animal Diseases Prevention and Control Research Project, BLRI, Savar, Dhaka-1341

Bangladesh

**Expression of Interest**

**Drawing & Design of BSL-3 and ABSL-3 Laboratory, and supervise/monitor the BSL-3 and ABSL-3 laboratory construction as well as facilities installation**

**At**

**Bangladesh Livestock Research Institute,**

**Savar, Dhaka-1341, Bangladesh**

**Zoonosis and Transboundary Animal Diseases Prevention and Control Research Project**

**BLRI, Savar, Dhaka-1341**

**Table of Contents**

[Disclaimer 1](#_Toc116479102)

[1. Background 2](#_Toc116479103)

[2. Prequalification Criteria 2](#_Toc116479104)

[3. General information and details 3](#_Toc116479106)

[4. Instructions to applicants 4](#_Toc116479107)

[4.1 Scope of Application 4](#_Toc116479108)

[4.2 Conflict of interest 4](#_Toc116479109)

[4.3 The following conditions shall be adhered to while submitting an Application 4](#_Toc116479110)

[4.4 Acknowledgement by Applicant 4](#_Toc116479111)

[4.5 Right to accept or reject any or all Applications 5](#_Toc116479112)

[4.6 Clarifications 5](#_Toc116479113)

[4.7 Amendment of EOI 5](#_Toc116479114)

[4.8 Preparation and submission of EOI 5](#_Toc116479115)

[4.8.1 Language 5](#_Toc116479116)

[4.8.2 Submission of EOI 6](#_Toc116479117)

 [4.8.2.1 Each envelope shall contain: 6](#_Toc116479118)

[4.9 Criteria for Evaluation 6](#_Toc116479119)

[4.9.1. Details of Experience 6](#_Toc116479120)

[4.9.2 Financial information for purposes of evaluation 7](#_Toc116479121)

[4.9.3 Available professionals 7](#_Toc116479122)

[4.10 Short-listing of Applicants 7](#_Toc116479123)

[4.11 Fraud and Corrupt Practices 7](#_Toc116479124)

[Annexure 1: Demo letter for the EOI Application 9](#_Toc116479125)

[Annexure-2: Consulting firm’s Information Sheet 11](#_Toc116479126)

[Annexure- 3: Technical Experience of Firm 12](#_Toc116479127)

[Annexure-4: Work Experience in Similar conditions 13](#_Toc116479128)

[Annexure-5: 5.1 Financial Competence of Firm 14](#_Toc116479129)

 [5.2: Average Annual Turnover for last 3 years 15](#_Toc116479143)

[Annexure-6: Available professionals 16](#_Toc116479144)

[Annexure-7: Management Competence 18](#_Toc116479148)

[Annexure-8: Scope of works and Terms of Reference of the assignment 20](#_Toc116479149)

### Disclaimer

The information contained in this Expression of Interest document (EOI) or subsequently provided to Applicant(s), whether verbally or in documentary or any other form, by or on behalf of the Authority or any of its employees or advisors, is provided to Applicant(s) on the terms and conditions set out in this expression of interest document (EOI) and such other terms and conditions subject to which such information is provided.

This EOI is not an agreement and is neither an offer nor invitation by the Authority to the prospective Applicants or any other person. The purpose of this EOI is to provide interested parties with information that may be useful to them in the formulation of their application for qualification pursuant to this EOI (the “**Application**”).

Information provided in this EOI to the Applicant(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Authority, its employees and advisors make no representation or warranty and shall have no liability to any Firm, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EOI or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the EOI and any assessment, assumption, statement or information contained therein or deemed to form part of this EOI or arising in any way with pre- qualification of Applicants for participation in this selection process.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any firm upon the statements contained in this EOI.

The Authority may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this EOI.

The issue of this EOI does not imply that the Authority is bound to select and short-list pre-qualified Applications for Bid Stage or to appoint the selected Firm, for the Project and the Authority reserves the right to reject all or any of the Applications or Bids without assigning any reasons whatsoever.

The interested firm shall bear all its costs associated with or relating to the preparation and submission of its Application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Application. All such costs and expenses will remain with the firm and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an interested firm in preparation or submission of the Application, regardless of the conduct or outcome of the Bidding Process.

### 1. Background

Zoonoses and transboundary diseases spread rapidly from one country to another through animals, humans and the environment and cause severe damage to animal production and public health. Organization of Animal Health (OIE)/World Health Organization (WHO) accredited laboratories/facilities and trained human resources are essential to develop standardized and effective vaccines for rapid and definitive diagnosis, control and eradication of zoonoses and transboundary zoonotic diseases.

Bangladesh does not have any certified bio-safety level-3 (BSL-3) certified by WHO and OIE for the diagnosis and in-depth research to prevention and control of zoonoses and transboundary zoonotic diseases, so it is difficult to develop vaccines for zoonoses and transboundary animal diseases locally. In addition, every year TK. 325 crores of vaccines are imported to prevent Avian Influenza, Anthrax, FMD, IBD, ND, IB, ILT, Rabies and other zoonoses and transboundary diseases.

As a result, livestock production is disrupted. Additionally, there is no Bio Safety Level-3 (ABSL-3) animal laboratory to ensure quality, efficacy, safety, purity, and potency of modern and new generation vaccines developed by BLRI. As all transboundary zoonotic diseases disrupt farmers' livelihoods and nutrition and food security, zoonoses have severe negative impacts on employment, public health and the environment. Moreover, zoonosis and Transboundary zoonotic diseases exhibit varying impacts on commodity prices, local and international markets, trade discrimination, food security and nutrition, livelihoods and employment, health and disease. Therefore, regional and global coordinated efforts are needed to control zoonoses and transboundary diseases. This requires efficient coordination and close cooperation of various institutions for diagnosis and prevention between countries at regional and international levels. Disease surveillance and rapid response, as well as disease prevention and treatment regionally within and outside the country to facilitate information sharing on zoonoses and transboundary zoonotic diseases. Therefore national and international action is needed to control zoonoses and transboundary zoonotic diseases.

The key objective of this assignment is to establish a world class BSL-3 and ABSL-3 according to the NIH/WHO and CDC guideline. The scope of work will broadly include drawing & design of BSL-3 and ABSL-3 Laboratory, and supervise and monitor the BSL-3 and ABSL-3 laboratory contraction as well as facilities installation of BSL-3 and ABSL-3 Lab. The Authority shall receive Applications pursuant to this EOI in accordance with the terms set forth herein as modified, altered, amended and clarified from time to time by the Authority, and all Applications shall be prepared and submitted in accordance with such terms on or before the 3rd November, 2022.

### 2. Prequalification Criteria

## The firms shall meet the following criteria for eligibility:

* The consulting firm should have expertise and experience in drawing and design of at least three BSL-3 and or ABSL-3 Laboratory in the developed countries per NIH/CDC and WHO guidelines for Biosafety Level 3. Copies of Completion certificate/ Performance certificate from an officer of rank Executive Engineer or higher or Head of Department/ Dean/ Director of Institute should be submitted.
* The eligible firm shall have an average annual turnover of US$ .1 million in the last five financial years Certified Copies of Audited profit & loss statement to be submitted. Interested firm should not incurred any loss in more than two years during last five years ending 30 June 2022.
* The firm shall not be a loss-making firm during the last 3 years. They shall submit their accounts properly audited by a recognized Charted Accountancy firm.
* The firm should not have been blacklisted, debarred or expelled by any Government bodies during the last 5 years.
* The firm shall submit an affidavit duly notarized certifying the above.
* The firm must have Qualified and Experienced personnel for the successful completion of the works. List of employees and bio-data of officials proposed to be deployed for the project shall be submitted. The firm must own, or have assured access to (through hire, lease, purchase agreement or other means) equipment and instruments to successfully execute the contract. List of equipment and instruments proposed to be deployed on the project should be submitted.
* Firms to be necessarily ISO 9000 compliant\*.
* The Firm should have trained/certified Biosafety professionals/Engineers by any International Biosafety Association and a copy of certificate to be enclosed.
* Facility should be compliance with WHO, CDC, NIH Guidelines
* Only those firms shall be considered for further evaluation (i.e. tech. evaluation), who meet the above mandatory experience and qualification criteria.

 The firms not meeting the above qualifying criteria shall be disqualified and his EOI document shall be summarily rejected.

\* Note: Please follow the most updated ISO standard regarding this assignment.

### 3. General information and details

* Joint Venture Bids are not permitted and shall not be accepted or considered and shall be summarily rejected.
* The firm shall provide and submit information and details regarding litigation/ Arbitration cases, if any, for the last five years.
* The Firm shall provide and submit information about projects of similar nature (Biosafety Laboratory Project Works) executed and completed during the last 10 years according to the Annexure-3
* Details of key management and technical personnel available with the firm specifying their qualification and work experience shall be submitted. The proposed project organization chart for the project work shall be submitted clearly specifying the roles and responsibilities of the personnel.
* If any information furnished by the Firm is found incorrect at any stage, the submitted EOI shall be rejected and the Firm shall be liable to be debarred from participating in future tendering processes in Bangladesh Livestock Research Institute, Savar, Dhaka
* Even through the firms may satisfy the above requirements they are subject to be disqualified, if they have:
* Made misleading or false representation in the statements and enclosures required in the “Pre-Qualification” and “Technical Bid”
* Been blacklisted or debarred by any government bodies
* The project office reserves the right to accept or reject any Firm or cancel the Bidding Process without assigning any reason and liability, whatsoever.

### 4. Instructions to applicants

### 4.1 Scope of Application

The Authority seeks to hire experienced and capable consulting firms for drawing & design of BSL-3 and ABSL-3 Laboratory, and supervise and monitor the BSL-3 and ABSL-3 laboratory construction as well as facilities installation.

### 4.2 Conflict of interest

A firm shall not have a conflict of interest (the “**Conflict of Interest**”) that affects the entire selection Process. Any firm found to have a Conflict of Interest shall be disqualified. A firm shall be deemed to have a Conflict of Interest affecting the consultancy firm selection process, if:

1. Firm, its Member or Associate (or any constituent thereof) and any other consulting firm, its Member or any Associate thereof (or any constituent thereof) have common controlling shareholders or other ownership interest.
2. Provided that this disqualification shall not apply in cases where the direct or indirect shareholding of an Applicant, its Member or an Associate thereof in the other Applicant.
3. A constituent of such firm is also a constituent of another firm; or
4. Such interested firm, or any Associate thereof receives or has received any direct or indirect subsidy, grant, concessional loan or subordinated debt from any other firm
5. such firm has the same legal representative for purposes of this Application as any other firm; or
6. such firm, or any Associate thereof has a relationship with another firm, or any Associate thereof, directly or through common third party/parties, that puts either or both of them in a position to have access to each others’ information about, or to influence the Application of either or each other; or
7. such firm, or any Associate thereof has participated as a consultant to the Authority in the preparation of any documents, design or technical specifications of the Project.

### 4.3 The following conditions shall be adhered to while submitting an Application

Applicants should attach clearly marked and referenced continuation sheets in the event that the space provided in the prescribed forms in the Annexure is insufficient. Alternatively, Applicants may format the prescribed forms making due provision for incorporation of the requested information;

### 4.4 Acknowledgement by Applicant

It shall be deemed that by submitting the Application, the Applicant has:

* + - Made a complete and careful examination of the EOI;
		- Received all relevant information requested from the Authority;

The Authority shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to consultancy firm hiring Process, including any error or mistake therein or in any information or data given by the Authority.

### 4.5 Right to accept or reject any or all Applications

Notwithstanding anything contained in this EOI, the Authority reserves the right to accept or reject any Application and to annul the Bidding Process and reject all Applications at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof. In the event that the Authority rejects or annuls all the application, it may, in its discretion, invite fresh EOI.

### 4.6 Clarifications

Applicants requiring any clarification on the EOI may notify the Authority or the Transaction Advisors in writing and e-mail. The Authority shall endeavor to respond to the appropriate queries within the period specified therein. The Authority may also on its own motion, if deemed necessary, issue interpretations and clarifications. The response to the queries/clarifications would be hosted on the website of the Authority.

The Authority shall endeavor to respond to the questions raised or clarifications sought by the Applicants. However, the Authority reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this Clause shall be taken or read as compelling or requiring the Authority to respond to any question or to provide any clarification.

All clarifications and interpretations issued by the Authority shall be deemed to be part of the EOI. Verbal clarifications and information given by Authority or its employees or representatives shall not in any way or manner be binding on the Authority.

### 4.7 Amendment of EOI

* Any time prior to deadline for submission of Application, the authority may, for any reason, whether at its own initiative or in response to clarifications requested by an applicant, modify the EOI by issuance of addenda, It is further clarified that the configuration and the responsibilities, terms and conditions of the project may be changed by the authority and applicant shall honor the same
* Any addendums/ clarifications thus issued will be made available and can be downloaded from official website of BLRI (www.blri.gov.bd)
* In order to afford the Applicants a reasonable time for taking an Addendum into account, or for any other reason, the Authority may, in its sole discretion, extend the Application Due Date.

### 4.8 Preparation and submission of EOI

### 4.8.1 Language

The Application and all related correspondence and documents in relation to the consulting firm hiring process shall be in English language.

### 4.8.2 Submission of EOI

* The Applicant shall provide all the information sought under this EOI. The Authority will evaluate only those Applications that are received in the required formats and complete in all respects. Incomplete and /or conditional Applications shall be liable to rejection.
* The Applicant shall prepare 1 (one) original set of the Application (together with originals/ copies of Documents required to be submitted along therewith pursuant to this EOI) and clearly marked “ORIGINAL”. In addition, the Applicant shall submit 2 (two) copies of the Application, along with Documents required to be submitted along therewith pursuant to this EOI, marked “COPY”. The Applicant shall also provide 2 (two) soft copies on Compact Disc (CD). In the event of any discrepancy between the original and the copy, the original shall prevail.
* The Application and its copy shall be typed or written in indelible ink and signed by the authorized signatory of the Applicant who shall also initial each page in ink. In case of printed and published Documents, only the cover shall be initialed. All the alterations, omissions, additions or any other amendments made to the Application shall be initialed by the person(s) signing the Application. The Application shall contain page numbers and shall be hard bound.

### 4.8.2.1 Each envelope shall contain:

Submission check list:

1. Duly filled up and signed prescribed application form along with sealed envelop
2. Mention the related information of the interested firms according to the Annexure-2
3. Information narrated in the following Annexure forms and its related evidential documents as it required by the authority
4. Annexure-3
5. Annexure-4
6. Annexure-5
7. Annexure-6
8. Annexure-7

### 4.9 Criteria for Evaluation

### 4.9.1. Details of Experience

* The interested firm should furnish the details of Eligible Experience for the last 3 financial years immediately preceding the Application Due Date.
* The Applicants must provide the necessary information relating to Technical Capacity as per Annex-3, 4 and 6
* The Applicant should furnish the required information and evidence in support of its claim of Technical Capacity.

### 4.9.2 Financial information for purposes of evaluation

* The Application must be accompanied by the Audited Annual Reports and average annual turnover of the firm for the last 3 financial years, preceding the year in which the Application is made. (According to the Annexure-5)
* In case the annual accounts for the latest financial year are not audited and therefore the Applicant cannot make it available, the Applicant shall give an undertaking to this effect and the statutory auditor shall certify the same. In such a case, the Applicant shall provide the Audited Annual Reports for the year preceding the year for which the Audited Annual Report is not being provided. Submission of such reports would be done before the application due date.

### 4.9.3 Available professionals

Interested firm should provide detail information about his available professionals including regular/part-time, technical and non-technical personnel as per Annexure-6.

### 4.10 Short-listing of Applicants

The credentials of Applicants shall be evaluated to test their eligibility as per the terms and conditions in this EOI. The Applicants meeting the eligibility criteria shall be short-listed for submission of proposal.

### 4.11 Fraud and Corrupt Practices

The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the bidding process. Notwithstanding anything to the contrary contained herein, the Authority may reject an application without being liable in any manner whatsoever to the Applicant if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.

If an Applicant is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, such Applicant shall not be eligible to participate in any tender or EOI issued by the Authority during a period of 5 (five) years from the date such Applicant is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

For the purposes of this Clause 5.4, the following terms shall have the meaning hereinafter respectively assigned to them:

“**corrupt practice**” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process

**“fraudulent practice”** means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process;

**“coercive practice”** means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the Bidding Process;

**“undesirable practice”** means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and

**“restrictive practice”** means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Bidding Process

### Annexure 1 – Demo letter for the EOI Application

Dated:

To,

The Project Director

Zoonosis and Transboundary Animal Diseases

Prevention and Control Research Project

Bangladesh Livestock Research Institute

Savar, Dhaka-1341, Bangladesh

**Sub:** Invitation for Expressions of Interest for Consulting Services: Drawing & Design of BSL-3 and ABSL-3 Laboratory, and supervise and monitor the BSL-3 and ABSL-3 laboratory construction as well as facilities installation

Dear Sir,

With reference to your EOI document dated , I/we, having examined the EOI document and understood its contents, hereby submit my/our Application as an interested entity aims to enlisted to the official shortlist for the aforesaid Project. The Application is unconditional and unqualified.

1. I/ We acknowledge that the Authority will be relying on the information provided in the Application and the documents accompanying such Application for pre-qualification of the Applicants, and we certify that all information provided in the Application and in Annexes 2-7 is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Application are true copies of their respective originals.
2. I/ We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the Qualification statement.
3. I/ We acknowledge the right of the Authority to reject our Application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
4. I/ We certify that in the last five years, we have not been blacklisted on any contract, by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, Consortium Member or Associate, as the case may be
5. I/ We declare that:
	1. I/ We have examined and have no reservations to the EOI document, including any Addendum issued by the Authority.
	2. I/ We do not have any conflict of interest in stated in the EOI document
	3. I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the EOI document,
	4. I/ We hereby certify that we have taken steps to ensure that in conformity with the provisions the EOI document, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
6. I/We understand that you may cancel the entire selection process at any time and that you are neither bound to accept any Application that you may receive nor to invite the Applicants to Bid for the Project, without incurring any liability to the Applicants
7. I/ We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
8. I/ We agree and undertake to abide by all the terms and conditions of the EOI document.

 Yours faithfully,

Date: (Signature, name and designation of the Authorized Signatory)

 Name and seal of the firm)

**\*Note: Please use your company/firm’s official letterhead (Mandatory)**

### Annexure-2: Consulting firm’s Information Sheet

|  |  |
| --- | --- |
| Consulting firm’s legal name  |  |
| Consulting firm’s country of constitution |  |
| Consulting firm’s year of constitution |  |
| Consulting firm’s legal address in country of constitution |  |
| Consulting firm’s authorized representative in employer’s country (if any)(Name, address, telephone numbers, fax numbers, e-mail address) |  |

\***Please attached the business registration certificate or similar certification from the respective government bodies**

### Annexure – 3 Technical Experience of Firm

1. List of Contracts showing experience of the firm in the field of drawing and design of BSL-3 and ABSL-3 laboratory per NIH/WHO and CDC guideline

| Sl. No. | Project Name | Project Period | 1Contract Identification and Title | Name, address, email, phone, fax and web address of Employer | Total Contract Amount in USD | If partner in a JV, specify participation of total contract amount | Brief Description of the consulting services Executed by the Consulting firm / member(s) of Consulting firm | Role of Consulting firm /member(s) of Consulting firm (Lead/Non-lead) | Country of Project Implementation(in reference to country of constitution of the consultancy firm) |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Total | Percent of Total | Home | Abroad |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

\*Please enter as many rows as applicable

1. Consultancy firm must submit the completion certificate as evidence of the stated services. Such evidence shall be in client’s letterhead pad indicating address, telephone, email, web address and fax numbers of the clients and shall include the name of the project, name of the employers, description of work, duration of project and contract amount.

### Annexure-4: Work Experience in Similar conditions

List down the name of project /contract where your firm has worked in similar conditions (i.e Similar scope, government/semi government employer, tropical weather etc.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Name of Project | Contract identification & Title | Short scope of the assignment/ TOR | Type of Employer/ Client (Govt./ semi Govt.) | Country of implementation of service |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

\*Please enter as many rows as aplicable

\* Please attached the supporting documents as evidence

### Annexure-5: 5.1 Financial Competence of Firm

**Each Consulting firm must fill in this form**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Year 1:  | Year 2:  | Year 3:  |
| 1. Total Assets |  |  |  |
| 2. Current Assets |  |  |  |
| 3. Total Liabilities |  |  |  |
| 4. Current Liabilities |  |  |  |
| 5. Profits Before Taxes |  |  |  |
| 6. Profits After Taxes |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 7. Net Worth [= 1 – 3] |  |  |  |
| 8. Working Capital [= 2 - 4] |  |  |  |
| **Please attach the documents listed below in Annexure-3 (a) under the title ‘Financial Competence of Firm’*** Attached are copies of the audited balance sheets, including all related notes, and income statements for the last three years, as indicated above, complying with the following conditions.
* All such documents reflect the financial situation of the consulting firm.
* Historic financial statements must be audited by a certified accountant.
* Historic financial statements must be complete, including all notes to the financial statements.
* Historic financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).
 |

###

### 5.2: Average Annual Turnover for last 3 years

**Each Consulting firm must fill in this form**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Year** | **1Certified Payment****(in Currency of contract)** | **Exchange** **Rate** | **US$****Equivalent** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Average Annual Turnover:** |  |

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1. **Please attached the payment certificate**

### Annexure-6: Available professionals

The consulting firm should provide the list of suitably qualified professionals to meet the requirements specified in EOI. The data on their experience should be supplied using the Form below.

Brief Description of the professionals of the consultancy firm:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No. | **Description** | **Total Nos.** | **1Educational Qualification** | **2Professional Experience: No of professionals having experience in related field** |
| **No. of Postgraduate Degree holders (PhD, MS or equivalent)** | **No. of graduate degree holders (Bachelor or equivalent)** | **Less than 5 years** | **5 years and above** |
| 1. | Total number of professionals : |  |  |  |  |  |
| Regular: |  |  |  |  |  |
| Part-time: |  |  |  |  |  |
| 2. | Number of Architects |  |  |  |  |  |
| 3. | Number of mechanical engineers |  |  |  |  |  |
| 4. | Number of civil engineers |  |  |  |  |  |
| 5. | Number of electrical engineers |  |  |  |  |  |
| 6 | Number of Biomedical engineers |  |  |  |  |  |
| 7. | Number of environment specialists |  |  |  |  |  |
| 8.. | Number of administrative and management professionals |  |  |  |  |  |

1. Please attach CV (Sample can be found at the very next page of this form) with photograph and

educational certificates (Bachelor and higher degrees) of each key professional

1. Please attach experience certificates or letters from previous and current employers as evidence of professional experience

Passport size Photo of the employee

 Resume of Proposed Personnel (Sample)

|  |
| --- |
| **Position** |
| **Personnel information** | **Name**  | **Date of birth** |
|  | **Professional qualifications** |
|  | **Educational Qualification with major** |
| **Present employment** | **Name of employer** |
|  | **Address of employer** |
|  | **Telephone** | **Contact (manager / personnel officer)** |
|  | **Fax** | **E-mail** |
|  | **Job title** | **Years with present employer** |

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

|  |  |  |
| --- | --- | --- |
| From | To | Company / Project / Position / Relevant technical and management experience |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

\*\*Please insert as many rows as applicable.

### Annexure-7: Management Competence

**Please answer each question in one paragraph of 3-5 sentences**

1. Describe standard policies, procedures and practices that your entity has to assure quality interaction with clients and outputs. Please state if your company is ISO certified.
2. How will your firm handle complaints concerning the performance of experts or quality of the reports submitted for this assignment? What internal controls are in place to address and resolve complaints?
3. How will you ensure the quality of your firm’s performance over the life of this assignment?
4. Describe standard policies, procedures and practices that your firm has put in place to avoid changes/ replacements of personnel and to ensure the continuity of professional services once contracted.
5. Describe what social protection practices you have in place to safeguard the well-being of your proposed experts? Specifically describe arrangements you have in place for medical, accident and life insurance coverage during the assignment.

6. Comment/Suggetion on Scope of Service (Maximum 1000 characters)

|  |
| --- |
|  |

**7.**  Key Considerations in approaching this assignment (not more than 10,000 characters summarizing approach and methodology)

|  |
| --- |
|  |

### Annexure-8: Scope of works and Terms of Reference of the assignment

Invitation for Expressions of Interest for Consulting Services: Drawing & Design of BSL-3 and ABSL-3 Laboratory, and supervise and monitor the BSL-3 and ABSL-3 laboratory construction as well as facilities installation

**Scope of services:**

A comprehensive Drawing & Design of BSL-3 and ABSL-3 Laboratory, and supervise and monitor the BSL-3 and ABSL-3 laboratory construction as well as facilities installation will help -

1. To establish a world class BSL-3 and ABSL-3 laboratory in Bangladesh
2. To conduct research on WAHO listed zoonotic organisms.

**Terms of Reference**

Scope of works and TOR for hiring international consultant to prepare the World Class Drawing & Design of BSL-3 and ABSL-3 Laboratory, and supervise and monitor the BSL-3 and ABSL-3 laboratory construction as well as facilities installation.

1. Prepare Site Plan Incorporating Building, Infrastructure & Landscape in an integral manner considering present & future;

2. Conduct relevant Survey and Investigations (Site Analysis, Topography Survey, Sub-soil Investigation for different infrastructures) to prepare comprehensive Design

3. Provide Design & Consultancy Services including Architectural, Engineering (Structural, Mechanical, Electrical, Plumbing, Firefighting Etc.) and Landscape Design

4. The Design Consulting services for BSL-3 and ABSL-3 Laboratory shall include but not limited to

* Preparation of Detail Design, Working Drawings, Specification, Bill of Quantities and Cost Estimation of Works.
* Preparation of Tender Document and Assist in Contract Administration.

5. Preparation of 3D model of BSL-3 and ABSL-3 Laboratory showing all infrastructure and Landscape Development

6. Provide a detailed Bill of Quantity (BOQ) with materials specifications per NIH/CDC and WHO guideline.

7. Provide all technical inputs and cost estimates related to the construction components.

8. Prepare & submit the completion report considering green building design concept all documents including review & approving as-built drawing to be submitted by the Contractor.

9. Preparation of Tender Document and assist in contract administration as per Public Procurement Rules (PPR) 2008.

10. Supervise/monitor the supervise and monitor the BSL-3 and ABSL-3 laboratory construction as well as facilities installation per NIH/CDC and WHO guideline.

### Report Finalization and submission:

Consultant will Prepare segmental report and arrange workshop with the stakeholders to share and
rich the contents, then submit the report. With the repetition of the procedure consultant will prepare
phase to phase report and after covering all phases will prepare a Preliminary drawing and design Plan and do a multimedia presentation of the Plan to the stakeholder for possible feedback and approval.
Executive agency will arrange a workshop inviting all the stake holders. Then a national seminar will
organized inviting policy makers of the Government. The report and output of the workshop will be
placed to the seminar and the report will be finalized thereby.

### List of reports and deliverables:

* Inception report,
* Interim report,
* Structural design,
* Architectural design,
* Layout of the proposed BSL-3 and ABSL-3 laboratory premises
* Draft report of detailed design and drawing.
* Final report of detailed design and drawing.
* Soft copy of the postulated layout, various drawing and design related documents, copies of the
* Any other relevant documents necessary for the development project which will be identified
during negotiation meeting,

 (Mohammed Abdus Samad, PhD)

Project Director,

Zoonosis and Transboundary Animal Diseases Prevention and Control Research Project, BLRI, Savar, Dhaka-1341, Bangladesh