

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
Human Resources (HR) Management Software of Department of Social Services-Project
 Department of Social Services
 ShamajsebaBhaban
 E-8/B-1, Agargaon, Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh
www.dss.gov.bd


Invitation for Request for Expressions of Interest (EOI)

Memo No: 41.01.0000.085.07.006.19.182

Date: 25 March 2019

1.	Ministry	Ministry of Social Welfare (MSW)
2.	Agency	Department of Social Services (DSS)
3.	Procuring Entity Name	Project Director, Human Resources (HR) Management Software of Department of Social Services-Project
4.	Procuring Entity Code	224127900
5.	Procuring Entity District	Dhaka
6.	Expression of Interest for Selection of	Consulting Firm (National), Lump sum
7.	Title of Service	Foreign Training Management under Human Resources (HR) Management Software of Department of Social Services-Project
8.	EOI Ref. No.	SD 06_2018-19
9.	Date	25 March 2019
KEY INFORMATION		
10.	Procurement Sub-Method	Quality and Cost Based Selection (QCBS)
FUNDING INFORMATION		
11.	Budget and Source of Funds	Development Budget, GoB
12.	Development Partners	N/A
PARTICULAR INFORMATION		
13.	ProjectName	Human Resources (HR) Management Software of Department of Social Services-Project
14.	EOI Closing Date and Time	10 April 2019, 12.05 PM
INFORMATION FOR APPLICANT		
15.	Brief Description of Assignment	<p>The Training/ Travel Management Firm will be responsible for management of overseas training and study visit under Human Resources (HR) Management Software of Department of Social Services-Project.</p> <p>The Selected Training/Travel Management Firm will also prepare detail programs, arrange travel formalities, arrange guide and translators, arrange for land surface transport, arrange for welfare of trainees (accommodation and food), evaluate and monitor training & report to Human Resources (HR) Management Software of Department of Social Services-Project.</p> <p>Training and study visit abroad should be arranged through reputed training organizations/ Universities/ Ministry /Department/Field level experts. Project Authority will identify and select suitable training institutions/ Universities/ Ministry/ Department preferably in Thailand/ Philippines/ Malaysia/ Singapore or South Korea/Japan/Vietnam/China. The Training Management Firm will assist project authority to identify and select suitable IT training institutions/ Universities/ Ministry/ Department/ Software companies.</p> <p><u>The study tour will include</u></p> <p>(i) Classroom discussion by eminent faculties, university teachers, senior government officials, specific field level expert on the theme/topics to be finalized by the project authority;</p> <p>(ii) Visit to relevant government offices for having experience and open discussion;</p>

		(iii) Other related activities at home and the visiting country. Prepare and Implement related training Modules and Training budget for overseas training activities. Arrange the services and logistic support offered by the firm for implementation of above-mentioned overseas training programs.			
16.	Experience, Resources and Delivery Capacity Required	Company that submits an EOI shall be evaluated using, but not limited to, the following minimum criteria which the company or individuals, within the company, must provide documentary proof of compliance: <ol style="list-style-type: none"> 1. Minimum 05 (five) years of experience in organizing foreign training/travel programs in Thailand/ Philippines/ Malaysia/ Singapore or South Korea or similar countries; 2. Evidence of organizing foreign training/travel programs in Last 5 (five) year worth at least Tk. 10000000.00 (one crore) at-least 02 (two) training/travel programs. [relevant evidence must be provided with EOI]; 3. Evidence of having professionals in the organization who has experience in organizing foreign training/ travel programs for Ministries/ Departments/ Any Large Organization in Bangladesh. 4. Evidence of office (ownership document/rental deed), registration of training/ study tour management / travel programs firm in Bangladesh; 5. Evidence of partnership/regional/ global networking with other international and regional training organizations/institutions in the form of agreement/ MOU or any other form of mutual collaboration signed with the organizations engaged in training / travel programs of civil/public officials in the field of IT. 6. Evidence showing ability of pre-financing foreign training/study tour programs/travel programs and payment receipt after program completion; 7. JV agreement/letter (if applicable); 8. Firm's brochure; 9. Must provide valid trade license. Incorporation Certificate, current bank solvency certificate, TIN certificate, VAT Certificate, Audit report with turnover for last three years. 			
17.	Other Details (if applicable)	<ol style="list-style-type: none"> 1) Two signed copies with an original and a photocopy for this package of EOI shall be submitted in a sealed envelope to the address below. 2) Consulting firm will be selected in accordance with the procedures set out in the PPR-2008. 			
18.	Association with foreign firms is	N/A			
19.	EOI Detail Information				
Ref No	Phasing of Services	Location	Start Date	Completion Date	Ref No
1.	Foreign Training Management	In any Asian Country/ Countries.	May 2019	June 2019	
PROCURING ENTITY DETAILS					
20.	Name of Official Inviting EOI	Md. Sabbir Imam			
21.	Designation of Official Inviting EOI	Project Director			
22.	Address of Official Inviting EOI	6th Floor (Room # 714), E-8/B-1, Agargaon, Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh			
23.	Contact details of Official Inviting EOI	Cell # 01733057441, E-mail: sabbirimam.dss@gmail.com			
The procuring entity reserves the right to accept or reject all tenders					


 12/3/19
 Md. Sabbir Imam
 Project Director