

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
National Academy of Social Services
Department of Social Services
Shamajseba Bhaban
E-8/B-1, Agargaon, Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh
www.nass.gov.bd

Capacity building and skill development of the National Academy of Social Services - Project

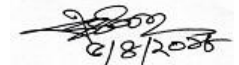
Invitation for Request for Expressions of Interest (EOI) for Training Firm for arranging Overseas Training and visit

Memo No: 41.01.0000.084.07.001.18.04

Date: 05 April 2018

1.	Ministry	Ministry of Social Welfare (MSW)
2.	Agency	Department of Social Services (DSS)
3.	Procuring Entity Name	Project Director, Capacity building and skill development of the National Academy of Social Services - Project
4.	Procuring Entity Code	N/A
5.	Procuring Entity District	Dhaka
6.	Expression of Interest for Selection of	Training Firm for arranging Overseas Training (Time Base)
7.	Title of Service	Invitation for Expression of Interest (EOI) for Appointment of Overseas Training Firm under Capacity building and skill development of the National Academy of Social Services - Project of Department of Social Services.
8.	EOI Ref. No.	41.01.0000.084.07.001.18.04
9.	Date	05 April 2018
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.	Project Name and Code	Capacity building and skill development of the National Academy of Social Services - Project and Code No. 5009
14.	EOI Closing Date and Time	30 April 2018, 12.00 PM
INFORMATION FOR APPLICANT		
15.	Brief Description of Assignment	<p>1.The Training Management Firm will be responsible for management of overseas training and study visit under Capacity building and skill development of the National Academy of Social Services - Project. The Selected Training 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 National Academy of Social Services and other related activities of the project. Training and study visit in abroad should be arranged through reputed training organizations/Universities/Ministry/Attach Department. Project Authority will identify and select suitable training institutions/ Universities/Ministry/Attach Department preferably in Cambodia/ Thailand/ Philippines/ Malaysia/ Indonesia/ Singapore/ India or Sri Lanka. The Training Management Firm will assist project authority to identify and select suitable training institutions/Universities/ Ministry /Attach Department.</p> <p>2. The study tour will include (i) classroom discussion by eminent faculties, university teachers and senior government officials on the theme/topics to be finalized by the project authority (ii) visit to relevant government offices for having experience and open discussion</p>

		(iii) other related activities at home and the visiting country. 3. Prepare and Implement related training Modules and Training and visit budget for overseas training activities. 4. Arrange the services and logistic support offered by the firm for implementation of above-mentioned overseas training and visit programs.			
16.	Experience, Resources and Delivery Capacity Required	a) Minimum 05 (two) years of experience in organizing foreign training in Cambodia/ Thailand/ Philippines/ Malaysia/ Indonesia/ Singapore/ India /Sri Lanka or similar countries from Bangladesh; b) Evidence of organizing foreign training programs in Last 5 (five) year worth at least Tk. 10000000.00 (one crore) at-least 02 (two) training. [relevant evidence must be provide with EOI]; c) Evidence of having professionals in the organization who has experience in organizing foreign training programme for projects/ministries of the Government of Bangladesh. (According to PPR-2008 CV form : 3A,3B,3C of that person to be given with EOI); d) Evidence of office (ownership document/rental deed), registration of training/study tour management firm in Bangladesh; e) Evidences 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 of civil/public officials. f) Evidence showing ability of pre-financing foreign training/study tour programs and payment receipt after program completion ; and g) Bank statement showing at least six months transaction of Tk: 1.00 crore or more. h) Credit facility must be 80% of the each package.			
17.	Other Details (if applicable)	Interested firms are invited to provide information and produce documents indicating that they are competent to perform the services (brochures, description of similar assignments, Experience in similar activities, updated trade license, updated VAT certificate, updated income tax certificate etc)			
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.	arranging Overseas Training and visit Package -1-6 under Capacity building and skill development of the National Academy of Social Services - Project	Dhaka / Cambodia/ Thailand/ Philippines/ Malaysia/ Indonesia/ Singapore/ India /Sri Lanka or similar countries	May 2018	December2018	
PROCURING ENTITY DETAILS					
20.	Name of Official Inviting EOI	M M Mahamudullah			
21.	Designation of Official Inviting EOI	Project Director, Capacity building and skill development of the National Academy of Social Services - Project .			
22.	Address of Official Inviting EOI	1st Floor (Room # 201) , National Academy of Social Services, E-8/B-1, Agargaon, Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh			
23.	Contact details of Official Inviting EOI	Cell # 01708414081, E-mail: mahamudullah2010@gmail.com			
The procuring entity reserves the right to accept or reject all tenders					


2/8/2018

(M M Mahamudullah)

Project Director