

Government of Nepal
Ministry of Cooperatives and Poverty Alleviation
Singh Durbar, Kathmandu, Nepal.

Request for Expression of Interest (EOI) for Capacity Strengthening of Ministry of Cooperatives and Poverty Alleviation (MOCPAS)

First Date of Publication: 2073/10/26

Contract No: 7/2073/74 (Consulting-MoCPA)

Project Name: Capacity Strengthening of Ministry of Cooperatives and Poverty Alleviation (MOCPAS)

1. Ministry of Cooperatives and Poverty Alleviation intends to use the budget allocated from Government of Nepal own fund for conducting **for Capacity Strengthening of Ministry of Cooperatives and Poverty Alleviation (MOCPAS)**. Hence, this expression of interest (EOI) is invited from all the interested and eligible local consulting firms for pre-qualification for this assignment.
2. The consulting firm should submit following **eligibility documents** along with EOI document, duly certified by them as “true copy” and need to produce the original copy, if asked, during EOI evaluation process.
 - a. Copy of Firm/Company Registration and Business Registration Certificate, as applicable
 - b. Copy of PAN and VAT registration certificate
 - c. Copy of Tax clearance letter of FY 2072/73 of concerned the Inland Revenue Office
 - d. Self Declaration letter duly certified by themselves in their Letter Pad that there is no conflict of interest, the firm is not blacklisted and not punished for professional conduct.
3. The consulting firm who choose to work as Joint Venture (JV) for this consulting service should submit the **original JV Agreement and Power of Attorney (signed by all associated or JV partners)** to sign the EOI on behalf of the JV and all relevant documents as mentioned above including the name, address, profile of such firm or company and the name of lead firm or company to be eligible for the consulting work. However, JV partners of the consulting firms are not allowed to enter into more than one joint venture for the same work.
4. Interested consulting firm or their authorized representative can collect the **EoI Documents** by person upon submission of an application letter **free of cost** from procurement unit during office hours within 15th day from the date of first publication of this notice. The EoI Documents can be downloaded from ministry website: **www.mocpa.gov.np** and if application is, thus, submitted should mention it while submitting the application.
5. Duly completed EOI document in hard copy should be submitted to the address mentioned below clearly mentioning the name of the project in sealed envelope on or before 12 Noon (NST-Nepal Standard Time) within 16th day of first publication of this notice. The EOI documents received after the due date and time, will be returned and not considered in evaluation.
6. The EOI thus submitted shall be opened at 13:00 PM on 16th day at Procurement Unit of MoCPA in the presence of the applicant or their authorized representative who choose to attend. Absence of the applicant or their authorized representative, however, shall not hamper the opening of the EOI in any way.
7. If the deadline specified herein falls on a government holiday, the deadline shall be extended automatically to the next working day at the same hour.
8. A consulting firm will be **evaluated and selected in accordance with the criteria mentioned in EoI documents** or if not specified as mentioned in procurement law. The pass marks for short listing in aggregate is 80 percent after passing the eligibility criteria. The firms (maximum of six) obtaining the above marks shall be considered for short listing and ranked as per the higher to lower marks , and shall be asked to submit the Request for Proposal (RFP)
9. The MoCPA shall not be responsible for any costs or expenses incurred by the consulting firm for the preparation or delivery of the EOI.
10. The MOCPA reserves the right to accept or reject any or all EOIs received without assigning any reason whatsoever.
11. Interested consulting firms may obtain further information at the contact address below during office hours.

Note: It is advised to the consulting firms to submit the required documents for each evaluation criteria as required in the EoI Documents. Non-submission of such documents / or matters not mentioned as asked in the EoI shall be considered as non-responsive and thus excluded from evaluation.

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