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**Bhutan Youth Development Fund**

*President, Her Majesty Ashi Tshering Pem Wangchuck*

## **EXPRESSIONS OF INTEREST**

*(Consultancy services for project supervision and management)*

The Bhutan Youth Development Fund invites eligible Bhutanese consultancy firms to indicate their interest in providing consultancy services for supervision and management of the construction project 'Drug Rehabilitation Centre in Tshaluna, Thimphu'. The project is funded under the RGoB's 11<sup>th</sup> Five Year Plan.

The EOI should include **cover letter, licence/ registration certificate, litigation status, company/ individual profile, technical ability, past experience** and other relevant documents to prove the capability and capacity. It should be submitted to Kinley Tenzin, Project Manager, YDF in Thimphu.

For the details of scope of the works or Terms of Reference, contact us at 329135/324783 (extension 115) or download from [www.bhutanyouth.org](http://www.bhutanyouth.org). Last date for submission of expressions of interest is on **January 31<sup>st</sup>, 2014 before 13:00hrs.**

**Executive Director**



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**Bhutan Youth Development Fund**

*President, Her Majesty Ashi Tshering Pem Wangchuck*

**TERMS of REFERENCE (ToR)**  
**REQUEST FOR EXPRESSIONS OF INTEREST**  
**(Consultancy services for project supervision and management)**

**1. Background**

The Bhutan Youth Development Fund has received assistance from the Royal Government of Bhutan under the 11<sup>th</sup> Five Year Plan for the construction of the Drug Rehabilitation Centre, located in Chimithangkha (Tshaluna), Thimphu and we intend to apply part of the proceeds for payment for consulting services.

**2. Objectives:**

- a. The objective of this EoI is to pre-qualify suitable, reputed, capable and experienced consultancy firm for the project supervision and management.
- b. The shortlisted consultancy might be asked to submit their technical and financial proposals for project supervision and management in later stage.
- c. The pre-qualification criteria include basic information only.
- d. On the basis of the information obtained through the EoI, YDF will short list the firms during this round of pre-qualification process, who might be further invited to submit the detailed technical and financial proposal.

**3. Scope of work**

The work includes supervision and management (in partnership with our designated Project Manager) of the construction of 13 building structures (both single and double storied), general plumbing and electrical works, site and surrounding development works.

**4. Documents and information to be submitted**

- a. **Cover letter:** letter of application.
- b. **Valid licence/ registration certificates:** copies of original valid trade licence, tax certificate and CBD.
- c. **Litigation:** information regarding any litigation, current or during the last five years, in which the firm was/ is involved, the parties concerned and the disputed amount and awards.
- d. **Company/ individual profile:** brief description about the company.
- e. **Technical ability:** availability of man power capacity and capability. Qualification and experience of key management and technical personnel employed by firm. The firm will have to submit CV(s) of the competent person-a person having a valid trade licence cannot be an employee of any firm.
- f. **Past experience:** a list of all works carried out over the last five years, together with satisfactory completion certificates.
- g. **Work in hand details:** a list of all on-going works shall be submitted. The list should indicate the value, dates, site of works and percentage of completion.

**Note:** Firms who do not fulfil either of the above-mentioned criteria, b & c will not be considered for further evaluation.



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**5. Time of submission of EoI/ Submission of EoI & address**

The time period for submission of EoI is 10 days i.e. latest by 31<sup>st</sup> Jan 2014 at 13:00hrs. The address for submission is:

**‘Project Manager, Drug Rehabilitation Centre Project, YDF in Thimphu’**

**6. Note to firms interested for EoI**

- a. Reference submitted by the firms in this EoI will be authenticated with the concerned departments/ agencies.
- b. Additional information if required will also be separately requested by this office from all the government/ corporation/ autonomous procuring agencies for the purpose of this EoI.
- c. If any of the firms fail to provide the right information during this pre-qualification process and at any time after the short listing if it is found that a firm failed to provide such information on purpose or without purpose, the particular bidder will be disqualified from participating further. Furthermore, any deposit made will be forfeited by YDF.
- d. Any question or clarifications with regard to this EoI process must be made in writing or email at [kinleytenzin@bhutanyouth.org](mailto:kinleytenzin@bhutanyouth.org).

**7. Amendment**

YDF reserves the right to amend this EoI anytime and such amendments shall become an integral part of this document. Amendments if any will be emailed to all firms.

**8. Final decision making authority**

- a. YDF management reserves the right to accept or reject any application and/ or to annul the selection process and reject any/ all applications at any time without assigning any reason or incurring any liability to the applicants.
- b. Information relating to the examination, clarification, evaluation and comparison of firms and recommendations for the award of an assignment (contract) shall not be disclosed to firms or any other persons not officially concerned with such process.

**9. Attachment/ annexure**

Master plan attached.