1. Form of Letter of “Expression of Interest”

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**Form of Letter of “Expression of Interest”**

[Letter head paper of the Applicant or partner responsible for a consortium, including full postal address, telephone no., and fax no.]

Date:

To:

Address:

Dhaka-

Bangladesh

Phone

Fax:

Email:

Sir,

* Being duly authorized to represent and act on behalf of................................... (hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the information provided in Request for Expression of Interest, the undersigned hereby expresses its interest in and applies to be short-listed by yourselves as a submitter of proposal for the consulting services for **“Preparation of a strategic Business Plan for a period up to 2035 incorporating the areas of human resource management, customer service improvement, strengthening of financial capability along with assessment of financial and operational due diligence and regulatory issues, ICT Development, institutional capacity building and sustainable development towards making DPDC a modern digital distribution utility”**
* Attached to this Expression of Interest are copies of original documents defining:

(a) The Applicant's legal status; and

(b) The place of incorporation/ organization/ institution (for applicants who are corporations/ organizations/ institutes), or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).

* The Representatives of DPDC are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this Expression of Interest, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Expression of Interest will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by DPDC to verify statements and information provided in this Expression of Interest, such as the human resources, experience, and competence of the Applicant.
* The Representative of DPDC may contact the following persons for further information.

|  |  |
| --- | --- |
| Experience inquiries | |
| Contact | Telephone |
| Personnel inquiries | |
| Contact | Telephone |
| Financial inquiries | |
| Contact | Telephone |

* This Expression of Interest is made with the full understanding that:
* All information submitted in this Expression of Interest for qualification and selection for short-listing will be subject to verification at the time of submitting proposal by short-listed applicants;
* The Representative of DPDC reserves the right to reject or accept any application, cancel the qualification and selection for short-listing process at any stage, and reject all applications;
* The Representative of DPDC shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them.

*Applicants who are not Consortiums should delete following para (para. 6) and initial the deletion.*

* We confirm that if we submit a proposal, that proposal, as well as any resulting contract, will be:
* Signed so as to legally bind all partners, jointly and severally; and
* Submitted with a consortium agreement providing the joint and several liabilities of all partners in the event the contract is awarded to us.
* Commitment of availability of all the proposed experts in accordance with the agreed schedule.

[Note A: By declaration of the para 6 above, the lead partner and the other partner (experiences, technical and financial capacity) will be jointly evaluated. The sub-contracted firm is not subject of evaluation.]

The undersigned of declaration on the statements made and the information provided in this Expression of Interest are complete, true, and correct in every detail.

|  |  |
| --- | --- |
| Signed  Name | Signed  Name |
| For and on behalf of (name of Applicant or lead of a Consortium) | For and on behalf of (name of partner) |

|  |  |
| --- | --- |
| Signed  Name | Signed  Name |
| For and on behalf of (name of Applicant or lead of a Consortium) | For and on behalf of (name of partner) |

**EXPRESSION OF INTEREST FORM -1**

* **A. General Information**

[Note B: All individual firms and each partner of a Consortium applying for short-listing are requested to provide following information in this form. Nationality information should be provided for all owners or applicants who are partnerships or individually-owned firms. Summary of Consortium should be provided, if applicable.]

**A-1 Firm’s Information (All firms in case of Joint Ventures)**

|  |  |  |
| --- | --- | --- |
|  | Name of firm | |
|  | Head office address | |
|  | Telephone | Contact (Name, position) |
|  | Fax |
|  | Place of incorporation / registration | Year of incorporation / registration |

**A-1 (b) Firm’s Information (In addition to A-1 above, submit the following in case of partnership or individually-owned firms)**

|  |  |
| --- | --- |
| Nationality of the Owner | |
| Name | Nationality |

|  |  |  |
| --- | --- | --- |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

**A-2 Summary of Consortium**

|  |  |
| --- | --- |
| Names of all partners of Consortium | |
| Lead partner |  |
| Partner |  |
| Partner |  |

**EXPRESSION OF INTEREST FORM -1b**

* **B. Consortium Agreement**

To

Address:

Dhaka

Bangladesh

Phone

Fax:

Email:

* The undersigned of this declaration of cooperation are authorized to act with regard to the Expression of Interest in the consulting services for **“Preparation of a strategic Business Plan for a period up to 2035 incorporating the areas of human resource management, customer service improvement, strengthening of financial capability along with assessment of financial and operational due diligence and regulatory issues, ICT Development, institutional capacity building and sustainable development towards making DPDC a modern digital distribution utility”** on behalf of their organizations.

They hereby declare:

* that they will legalize a consortium Agreement in case that a consulting services Contract indicated in the Request for Expression of Interest for consulting services for **“Preparation of a strategic Business Plan for a period up to 2035 incorporating the areas of human resource management, customer service improvement, strengthening of financial capability along with assessment of financial and operational due diligence and regulatory issues, ICT Development, institutional capacity building and sustainable development towards making DPDC a modern digital distribution utility”** (the Contract) is awarded to their group;
* that they have nominated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [name of the lead partner] as the Sponsor Firm of the group for the purpose of this Expression of Interest;
* That they authorized Mr. /Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_ [name of the person who is authorized to act as the Representative on behalf of the Consortium] to act as the Representative in the name and on behalf of their group for the purpose of this Expression of Interest.
* that all partners of the Consortium shall be liable jointly and severally for the execution of the Contract;
* that this Consortium is an association constituted for the purpose of providing consulting services under the Contract;
* That each and every partner to this Consortium shall provide at least one expert for the contract period in any one of the required areas of expertise that are stipulated in para. 3 of the Request for Expression of Interest ;
* that this Consortium should be post-disqualified in case the Consortium should breach the agreement in respect of item 5 above when submitting a Proposal;
* if the Representative of DPDC accepts the Proposal of this Consortium, it shall not modify the composition or constitution of the consortium formed and proposed in the Proposal until the completion of Contract without the prior consent of the Representative of DPDC;

Names and positions of the proposed Consortium Representatives, as well as organization's names and addresses are:

|  |  |  |
| --- | --- | --- |
| 1 | Name: | Signature: |
| Position: | Date: |
| Representative of: (Organization's Name and address) | |

|  |  |  |
| --- | --- | --- |
| 2 | Name: | Signature: |
| Position: | Date: |
| Representative of: (Organization's Name and address) | |

|  |  |  |
| --- | --- | --- |
| 3 | Name: | Signature: |
| Position: | Date: |
| Representative of: (Organization's Name and address) | |

**EXPRESSION OF INTEREST FORM - 2**

* **C. Consultant’s Experience**

[Note C: All individual firms and all partners of a consortium are requested to provide information, in this form, of the relevant service contracts with supporting documents as evidence. Major services must be related to the fields mentioned in serial no. 13 of the Request for Expression of Interest;

The value of the contract should be based on the currencies of the contracts converted into Bangladeshi Taka/USD, at the date of substantial completion, or for current contracts at the time of award.]

|  |
| --- |
| C-1. Name of Applicant or Name of Consortium and name of the partner to provide information |

C-2. Experiences

|  |  |
| --- | --- |
| Name of the assignment: | Country: |
| Duration (from month/year to month/year) | Employer: |
| Contract status of the firm:  Sole J/V | Completion date: |
| Total contract amount: | Contract amount of the firm: |
| Total man-months of professional: | Man-months of professional provided by the firm: |
| Summary of the service: | |

**EXPRESSION OF INTEREST FORM - 3**

* **D. Financial Capacity**

[Note E: The Applicant or each partner of consortium is requested to provide audited financial statement (balance sheet, income statement, and cash flow statement) in last three (3) years. The Applicant or each partner of consortium is also requested to provide summary of financial informaction in the following form.]

|  |  |  |  |
| --- | --- | --- | --- |
| Financial information in Bangladeshi Taka equivalent | Actual: previous 3 years (use the accounting year of the applicant or partner) | | |
| Accounting Year 1 | Accounting Year 2 | Accounting Year 3 |
| 1. Total assets |  |  |  |
| 2. Current assets |  |  |  |
| 3. Total liabilities |  |  |  |
| 4. Current liabilities |  |  |  |
| 5. Sales of which consulting services only (Turnover) |  |  |  |
| 6-1. Gross Profits of the firm |  |  |  |
| 6-2. Gross Profits out of consulting services only |  |  |  |
| 7-1. Profits after taxes of the firm |  |  |  |
| 7-2. Profits after taxes from consulting services only |  |  |  |