



BANGLADESH NATIONAL ZOO

Office of the Project Director- Master Plan Preparation of Bangladesh National Zoo &  
Rangpur Zoo and Inevitable Infrastructure Repairing & Development Project  
and  
Curator, Bangladesh National Zoo, Mirpur, Dhaka.

***Expression of Interest***

For

**Selection of Training Management Firm for organizing of  
overseas training /Study tour program.**

**January, 2019**

Government of the People's Republic of Bangladesh  
Office of the Project Director- Master Plan  
Preparation of Bangladesh National Zoo & Rangpur Zoo  
and Inevitable Infrastructure Repairing & Development Project  
and  
Curator, Bangladesh National Zoo, Mirpur, Dhaka.

Memo No. 33.01.0000.106.01.035.17-147

Date: 23-01-2019

**Request for Expression of Interest EOI**

01	Ministry/ Division	Ministry of Fisheries and Livestock
02	Agency	National Zoo
03	Name of procuring entry	Dr. S.M. Nazrul Islam, Project Director- Master Plan Preparation of Bangladesh National Zoo & Rangpur Zoo and Inevitable Infrastructure Repairing & Development Project and Curator, Bangladesh National Zoo, Mirpur, Dhaka.
04	Procuring entity District	Dhaka
05	Expression of Interest for selection of	Selection of Training Management Firm for organizing of overseas training /Study tour program.
06	EOI Ref No:	33.01.0000.106.01.035.17-147
07	Date (date/month/year)	23-01-2019
<b>KEY INFORMATION</b>		
08	Procurement sub-method/Selection Procedure	OTM (National)/EOI- on Quality and Cost Based Selection (QCBS).
<b>FUNDING INFORMATION</b>		
09	Budget and source of funds	GOB
<b>PARTICULAR INFORMATION</b>		
10	EOI Closing date and Time (Hard copy submission)	14-02-2019 before 5.00 PM
11	Program Topic	Overseas training Program on Zoo Management for Bangladesh National Zoo and Rangpur Zoo Personnel.
<b>INFORMATION FOR APPLICANT</b>		
12	Brief description of the assignment	National Zoo Invites to competent Training Management firms for providing services for the financial year 2018-19. The Training Management firm will be responsible for management of overseas training and Study visits for the concerned Officials and staff (3 officers and 7 technical staff from two zoos). The training management firm has to identify and select internationally reputed Zoo and Safari of Malaysia/Singapore/Thailand. The tour will include eminent faculty, officer and staff in the topic findings by project authority visit to relevant zoo/safari parks- housing & management, feeding, disease prevention & treatment and so on.
13	Experience, resources & delivery capacity required/Short listing criteria	a. Minimum 5 years' experience of overseas long and short-term training/study tour management activities under different ministries/division/autonomous bodies.




		<p>b. Evidence of successful implementation of overseas training program in one-year worth at least 2,00,00,000 (Two Crore) taka or equivalent US dollars for government/Semi-government/Autonomous organizations within a period of last 5 years.</p> <p>c. Evidence of Permanent office (Ownership/document/rental/deed) in Bangladesh</p> <p>d. Reasonable acceptable organizational profile having adequate permanent manpower and other office equipment and logistic support (Detailed profile of permanent manpower need to be submitted separately).</p> <p>e. Overseas training partnership/regional/global networking with other international and regional training organization/institute. The intending firms must show written evidences of partnership in the form of agreement or any other form of mutual collaboration signed with the organizations engaged in training of civil/public officials.</p> <p>f. Firms who have been previously black listed by any projects/ organizations of the GOB need not to submit EOI.</p>
14	Other details	Interested firms are invited to provide information and produce documents indicating that they are competent to perform the service (brochures, description of similar assignments, experience in similar activities, trade, license, VAT, income tax certificate, financial solvency certificate) etc.

**PROCURING ENTRY DETAIL**

15	Name of the official inviting EOI	Dr. S.M. Nazrul Islam
16	Designation of the official inviting EOI	Project Director- Master Plan Preparation of Bangladesh National Zoo & Rangpur Zoo and Inevitable Infrastructure Repairing & Development Project and Curator, Bangladesh National Zoo, Mirpur, Dhaka.
17	Address of the officials inviting EOI	Bangladesh National Zoo, Mirpur, Dhaka-1216.
18	Contact details of the official inviting EOI	Telephone: 02- 58053030/ 02-8035035 E-mail address: <a href="mailto:drnazrul48@yahoo.com">drnazrul48@yahoo.com</a> , <a href="mailto:smnazrul.curator@gmail.com">smnazrul.curator@gmail.com</a>

The procuring entry reserves the right to accept or reject any of the EOI and also to the procurement process at any stage without showing any cause.

  
 Dr. S.M. Nazrul Islam  
 Project Director- Master Plan  
 Preparation of Bangladesh National Zoo & Rangpur Zoo  
 and Inevitable Infrastructure Repairing & Development Project  
 and  
 Curator, Bangladesh National Zoo, Mirpur, Dhaka.

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## Letter of Invitation

To: .....


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**From:** PROJECT DIRECTOR AND CURATOR  
BANGLADESH NATIONAL ZOO  
MIRPUR, DHAKA-1216  
BANGLADESH

Date of Publication of Notice 23<sup>rd</sup> January, 2019

**Subject:** Selection of Training Management Firm for Organizing of Overseas Training /Study Tour Program.

1. Bangladesh National Zoo, Dhaka intends to select Training Management Firm for Organizing of Overseas Training /Study Tour Program. Hence the authority proceeds to procure Management service from eligible Training Management Firm .
2. The Expression of Interest (EOI) is invited from interested, eligible and experienced international firm, if needed in association (Joint Venture/Sub Consultant) with national consultants. The total number of firms including the lead firm should not exceed a maximum of three. Same firm is not allowed to enter into more than one joint venture.
3. Minimum 5 years' experience of overseas long and short-term training/study tour management activities under different ministries/division/autonomous bodies.
4. The EOI document will be freely available during office hours from the office of the Bangladesh National Zoo or DLS HQ at farm gate, Dhaka or can be downloaded from the website 1. [www.mofl.gov.bd](http://www.mofl.gov.bd) 2. [www.dls.gov.bd](http://www.dls.gov.bd) 3. [www.dhakazoo.org](http://www.dhakazoo.org) 4. [www.cptu.gov.bd](http://www.cptu.gov.bd)
5. Two sets of duly completed hard copy EOI document should be submitted in sealed envelope along with its soft copy to the following address clearly mentioning the name of the project and the consultancy service on or before 17:00 hrs. (Bangladesh Standard Time) within 22<sup>nd</sup> day(14th February, 2019) of first date of publication of this notice.

  
23.1.19  
Dr. S.M. Nazrul Islam

Project Director- Master Plan

Preparation of Bangladesh National Zoo & Rangpur Zoo and Inevitable Infrastructure  
Repairing & Development Project and Curator, Bangladesh National Zoo, Mirpur,  
Dhaka.

Tel: +8802-58053030, +8802-8035035

Fax: +8802-8035035

Email: 1) [smnazrul.curator@gmail.com](mailto:smnazrul.curator@gmail.com);

2) [drnazrul48@yahoo.com](mailto:drnazrul48@yahoo.com)

6. If the deadline of EOI submission falls on a government holiday, it will be extended automatically to the next working day at the same time. The EOI documents received after the due date and time shall not be accepted.
7. The completed EOI documents received by due date and within specified time will be opened at 12.30 hrs. (BST) on 25<sup>th</sup> day (17 February,2019) of first date of publication of this notice in the presence of the applicants or their authorized representative who choose to attend. Absence of the applicant or their authorized representative, however, shall not prevent the opening of the EOI documents.
8. Experience of the consultants with its association will be evaluated. The shortlisted consultants will be notified in due course of time for the submission of Technical and financial proposals. **Financial proposal of only shortlisted consultants will be opened.** The Quality and Cost Based Selection (QCBS) procedure will be used for the selection of the consultant.
9. Bangladesh National Zoo authority reserves the right to accept or reject any or all EOI proposals, or to cancel the entire proceedings without giving any reasons whatsoever.
10. Further information can be obtained from above address of Curator, BNZ. during office hours.

PROJECT DIRECTOR AND CURATOR

BANGLADESH NATIONAL ZOO

MIRPUR, DHAKA-1216, BANGLADESH.



Form-1: Training Management firm's Information Sheet

Information	
Consulting firm's legal name	
In case of JV, legal name of each partner	
Consulting firm's country of constitution	
Consulting firm's year of constitution	
Consulting firm's legal address in country of constitution	
Consulting firm's authorized representative in employer's country (if any) (name, address, telephone numbers, fax numbers, e-mail address)	

## Form - 2: JV Information Sheet (If applicable)

Each member of a JV must fill in this form

JV Information	
Consulting firm's legal name	
JV Partner's legal name	
JV Partner's country of constitution	
JV Partner's year of constitution	
JV Partner's legal address in country of constitution	
JV Partner's authorized representative information in employer's country (if any) (name, address, telephone numbers, fax numbers, e-mail address)	



### Form - 3: Work Experience in Similar conditions\*

List down the name of project /contract where your firm has worked in Similar scope, government/semi government employer.

Sl. No.	Name of Project	Contract identification & Title	Value of Contract /Service.	Type of Employer/ Client (Govt./ semi Govt.)	Country of implementation of service

\*Please enter as many rows as applicable

1. Please attach the completion certificate as evidence of the stated services as for similar contract.

### Form-4: Available professionals

The consulting firm should provide the list of suitably qualified professionals to meet the requirements specified in EOI. The data on their experience should be supplied using the Form below.

**Brief Description of the professionals of the consultancy firm:**

Sl.No.	Description	Total Nos.	1Educational Qualification		2Professional Experience: No of professionals having experience in related field	
			No. of Postgraduate Degree holders (PhD, MS or equivalent)	No. of graduate degree holders (Bachelor or equivalent)	Less than 5 years	5 years and above
1.	Total number of professionals :					
	Regular:					
	Part-time:					
2.	Number of administrative and management professionals					
3.						
4.						
5.						
6.						
7.						

- Please attach CV (Sample can be found at the last page of this form) with photograph and educational certificates (Bachelor and higher degrees) of each key professional [As Annexure-4 (a)]

**Annexure-4 (a)**

**Resume of Proposed Personnel (Sample)**

<b>Position</b>	
<b>Personnel information</b>	<b>Name</b> _____ <b>Date of birth</b> _____
	<b>Professional qualifications</b> _____
	<b>Educational Qualification with major</b> _____
<b>Present employment</b>	<b>Name of employer</b> _____
	<b>Address of employer</b> _____
	<b>Telephone</b> _____ <b>Contact (manager / personnel officer)</b> _____
	<b>Fax</b> _____ <b>E-mail</b> _____
	<b>Job title</b> _____ <b>Years with present employer</b> _____

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	To	Company / Project / Position / Relevant technical and management experience

\*\*Please insert as many rows as applicable.

## Form-5: Management Competence

**Please answer each question in one paragraph of 3-5 sentences**

1. Describe standard policies, procedures and practices that your entity has to assure quality interaction with clients and outputs. Please state if your company is ISO certified.

2. How will your firm/ consortium handle complaints concerning the performance of experts or quality of the reports submitted for this assignment? What internal controls are in place to address and resolve complaints?

3. How will you ensure the quality of your firm's/ consortium's performance over the life of this assignment?

4. Describe standard policies, procedures and practices that your firm has put in place to avoid changes/ replacements of personnel and to ensure the continuity of professional services once contracted.

5. Describe what social protection practices you have in place to safeguard the well-being of your proposed experts? Specifically describe arrangements you have in place for medical, accident and life insurance coverage during the assignment.



**Form-6: Comment/Suggestion on Scope of Service (Maximum 1000 characters)**

✓

**Form-7: Key Considerations in approaching this assignment (not more than  
10,000 characters summarizing approach and methodology)**

  
23.01.19

(Dr. S. M. Nazrul Islam)

Project Director- Master Plan

Preparation of Bangladesh National Zoo & Rangpur Zoo  
and Inevitable Infrastructure Repairing & Development Project  
and

Curator, Bangladesh National Zoo, Mirpur, Dhaka

## **List of Annexure**

1. **Form-1: Training Management firm's Information Sheet.**
2. **Form - 2: JV Information Sheet (If applicable).**
3. **Form - 3: Work Experience in Similar conditions.**
4. **Form-4: Available professionals.**
  - **Annexure-4 (a)Resume of Proposed Personnel (Sample).**
5. **Form-5: Management Competence.**
6. **Form-6: Comment/Suggetion on Scope of Service (Maximum 1000 characters).**
7. **Form-7: Key Considerations in approaching this assignment (not more than 10,000 characters summarizing approach and methodology)**