

Government of the People's Republic of Bangladesh  
**Office of the Project Director**  
 Establishment of quality control laboratory for livestock inputs and its food products (EQCLIFP)  
 Department of Livestock Services (DLS), Krishi Khamar Sarak, Farmgate, Dhaka  
 Phone: 02-9131734; E-mail: QClab.dls@gmail.com


EOI No. EQCLIFP/SD-02/2017-18

Dated: 11/10/2017

**Invitation of Applications for Laboratory Consultants (International)**

Applications are invited for Laboratory Consultants (International) to establish quality control laboratory for livestock inputs and its food products under EQCLIFP being implemented by DLS. Standard Request for Application (SRFA) for the consultants can be obtained from the DLS website (www.dls.gov.bd) or by an e-mail request to QClab.dls@gmail.com. Applicants may obtain further information from the office of the undersigned during normal office hours (9:00 am - 5:00 pm) on all working days up to **27 November 2017**.

1.	Ministry/Division	Ministry of Fisheries and Livestock, Bangladesh		
2.	Agency	Department of Livestock Services, Bangladesh, Dhaka		
3.	Name of Procuring Entity	Project Director, EQCLIFP		
4.	Procuring Entity Code and District	5002, Dhaka		
5.	Expression of Interest for Selection of	Laboratory Consultants ( <b>International</b> )		
6.	EOI Reference Number	EQCLIFP/SD-02/2017-18		
<b>Key Information</b>				
7.	Procurement method	Quality and Cost Based Selection (QCBS)		
<b>Funding Information</b>				
8.	Budget and source of funds	Development Budget (GoB)		
9.	Development Partner	Not applicable		
<b>Particular Information</b>				
10.	Project Code and Name	5002; Establishment of quality control laboratory for livestock inputs and its food products (EQCLIFP)		
11.	EOI Closing Date and time	<b>27/11/2017 till 5:00 PM</b>		
12.	EOI submission place	Office of the Project Director, EQCLIFP		
<b>Information for Applicant</b>				
13.	Brief Description of the Assignment	Establishment of quality control laboratory for livestock inputs and its food products (EQCLIFP) under Department of Livestock Services (DLS)		
14.	Qualification and Experience Required for the Laboratory Consultants ( <b>International</b> )  [Detailed TOR for the consultants including other qualifications and experiences are mentioned on SRFA being available at DLS website (www.dls.gov.bd) or by an e-mail request to QClab.dls@gmail.com]	<b>Consultants (duration)</b>	<b>Educational Qualification</b>	<b>Experience</b>
		1. Animal feed quality control (8 months)	Masters in Animal Nutrition, Ph.D will be preferable in respective field	Minimum 8-10 years practical experience in laboratory techniques
		2. Drug/Hormone residue and biologics (8 months)	Masters in Vet science/Pharmacy, Ph.D will be preferable in respective field	Minimum 8-10 years practical experience in laboratory techniques
		3. Microbiology and Pathobiology (8 months)	Masters in Vet Sc (Pathology), Ph.D will be preferable in respective field	Minimum 8-10 years practical experience in laboratory techniques
		4. Biochemistry & product technology (8 months)	Masters in Dairy/Poultry or Meat product technology /Food Technology / Biochemistry, Ph.D will be preferable in respective field	Minimum 8-10 years practical experience in laboratory techniques
	5. Biomedical engineering (4 months)	Graduate in Biomedical engineering/Chemical Engineering/Computer Engineering in respective field (Master's Degree in Biomedical engineering will be preferable)	Minimum 5-8 years practical experience in laboratory techniques	
15.	Other Details	Persons who are already in employment in the services of the Republic or the local authorities/ Corporation etc. must have written certification from their employer/ office head confirming no objection to allow for work full-time outside (on lien) of their official position.		
16.	Association with foreign firm(s) is	Not applicable		
<b>Procuring Entity Details</b>				
17.	Name of the Official Inviting EOI	Dr. Md. Mostofa Kamal		
18.	Designation of the Official Inviting EOI	Project Director, EQCLIFP		
19.	Address of the Official Inviting EOI	Office of Project Director, EQCLIFP, Department of Livestock Services (room-405, building-2), Krishi Khamar Sarak, Farmgate, Dhaka, Bangladesh		
20.	Contact Details of Official Inviting EOI	Tel: +88 02 9124371; E-mail: QClab.dls@gmail.com		
21.	The procuring entity reserves the right to accept or rejects all EOI's.			

  
 (Dr. Md. Mostofa Kamal)  
**Project Director**  
 EQCLIFP, DLS, Dhaka



**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH**

**Standard Request for Application (SRFA)  
Selection of Individual Consultant (International)  
(Time Based)**

**Office of the Project Director**

Establishment of quality control laboratory for livestock inputs and its food products (EQCLIFP)

**Department of Livestock Services (room-405, building-2)**

**Krishi Khamar Sarak, Farmgate, Dhaka, Bangladesh**

**Phone: 02 9124371; E-mail: QClab.dls@gmail.com**

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**October 2017**

**PSI0**

## **Guidance Notes on the Use of the Standard Request for Application for Selection (SRFA) of Individual Consultants (International)**

These guidance notes have been prepared by the CPTU to assist a Client in the preparation, using the Standard Request for Application (SRFA), for procurement of Individual Consultants (International). The Client should also refer to the Public Procurement Act 2006 (Act No 24 of 2006), and the Public Procurement Rules 2008, issued to supplement the Act available on CPTU's website: [www.cptu.gov.bd/](http://www.cptu.gov.bd/). All concerned are advised to refer to the aforementioned Act and Rules while participating in any selection process of Consultants.

Individual Consultants shall be employed in accordance with Section 38 of the Public Procurement Act 2006 and Rule 112 & Rule 104(d) of the Public Procurement Rule 2008 for assignments for which the qualifications and experience of the individual are the overriding requirements and no team of staff and no additional professional support are required.

The document shall be used when a Procuring Entity (the Client) wished to select an Individual Consultant (International) for **assignments for which the qualifications and experience of the individual are the overriding requirement**, for which remuneration is being determined on the basis of the time actually spent by the Consultant in carrying out the services.

Time-based Contracts are recommended when the Scope of the Services cannot be established with sufficient precision, or the duration and quantity of Services depends on variables that are beyond the control of the Consultant, or the output required of the consultants is difficult to assess.

Consultant's remuneration is based on (i) agreed unit rates for the Consultant multiplied by the actual time spent by him/her in executing the assignment, and (ii) reimbursable expenses using actual expenses and/or agreed unit prices. This type of Contract requires the Client to closely supervise consultants and to be involved in the daily execution of the assignment.

SRFA (PS10) has been designed to suit the particular needs of procurement for the selection and employment of Individual Consultants through International SRFA, and has four (4) Sections, of which **Section 1: Information to the Applicants and Section 4: the Contract Agreement must not be altered or modified under any circumstances.**

The Client addresses its specific needs through the **Section 2: Terms of Reference (TOR)**. The way in which an Applicant expresses his/her interest is by completion and submission of the Application Forms in **Section 3**.

Guidance notes in brackets and italics are provided for both the Client and the Applicants and as such the Client should carefully decide what notes need to remain and what other guidance notes might be required to assist the Applicant in preparing its Application submission; so as to minimize the inept Selection process.

SRFA (PS10), when properly completed will provide all the information that an Individual Consultant (International) needs in order to prepare and submit an Application. This should provide a sound basis on which the Client can fairly, transparently and accurately carry out an evaluation process on the application submitted by the Individual Consultant.

SRFA (PS10) duly tailored may also be used for the purpose of Single Source Selection Method.

The following briefly describes the various Sections of SRFA (PS 10) and how a Client should use these when preparing a particular request for Applications.

### **Section 1: Information to the Applicants**

This Section provides relevant information to help Consultants prepare their Applications. Information is also provided for submission, opening, and evaluation of Applications and on the award of Contract.

This Section also contains the criteria for selection of suitable Applicant  
**The text of the clauses in this section shall not be modified.**

### **Section 2. Terms of Reference**

This section defines clearly the Objectives, Goals, and Scope of the assignment, and provides background information (including a list of existing relevant studies and basic data) to enable the Individual Consultant to clearly understand the assignment. This section lists the Services and surveys that may be necessary to carry out the assignment and the expected outputs (for example, reports, data, maps, survey); it also clearly defines the Client's and Consultants' respective responsibilities.

### **Section 3. Application Forms**

This section provides the standard format that permits the requested information to be presented in a clear, precise and readily available manner and allows the Client to readily understand and evaluate Applications in accordance with the pre-disclosed criteria. The completed forms will indicate details of the Applicant's qualifications and experience best suited to the specific assignment.

### **Section 4. Contract Agreement Forms**

The Form of Contract Agreement which, once completed and signed by the Client and the Consultant clearly defines the Client's and Consultants' respective responsibilities. The Annexes to the formal Contract include a Description of the Services, the Reporting Schedule and Cost estimates of Services.

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# Section 1. Information to the Applicants

## A. General

1. Scope of assignment
- 1.1 The Client has been allocated Public fund for EQCLIFP Project and intends to select an Individual Consultant for the specific assignment as specified in the Terms of Reference in Section 2.
2. Qualifications of the Applicant
- 2.1 Prospective Individuals shall demonstrate in their Applications that they meet the required qualifications and experiences and are fully capable of carrying out the assignment.
- 2.2 The capability of Individuals shall be judged on the basis of academic background, experience in the field of assignment, and as appropriate, knowledge of the local and international conditions, as well as language and culture.  
**[Minimum educational qualifications, required experience have been mentioned in Terms of reference in Section 2]**
3. Eligible Applicants
- 3.1 Consultant from all eligible countries is eligible to apply for the positions
- 3.2 Government officials and civil servants including individuals from autonomous bodies or corporations while on leave of absence without pay are not being hired by the agency they were working for immediately before going on leave and, their employment will not give rise to Conflict of Interest, pursuant to Rule 112 (9) of the Public Procurement Rules, 2008
- 3.3 Persons who are already in employment in the services of the Republic or the local authorities/ Corporation etc must have written certification from their employer confirming that they are on leave without pay from their official position and allowed to work full-time outside of their previous official position. Such certification shall be provided to the Client by the Consultant as part of his/her Applications.
- 3.4 Any person who has been convicted by any Court of Law or dismissed from Services for misconduct shall not be eligible for consideration for appointment to a post.
- 3.5 The Applicant has the legal capacity to enter into the Contract
- 3.6 The Applicant has fulfilled its obligations to pay taxes and social security contributions under the relevant national laws.
- 3.7 The Applicant shall not be under a declaration of ineligibility for corrupt, fraudulent, collusive or coercive practices in accordance with Sub-Clause 4.2.

4. Corrupt,  
Fraudulent,  
Collusive or  
Coercive  
Practices

3.8 The Applicant shall not have conflict of interest pursuant to the Clause 5

4.1 The Government requires that Client, as well as Applicants, shall observe the highest standard of ethics during the implementation of procurement proceedings and the execution of Contracts under public funds.

4.2 The Government defines corrupt, fraudulent, collusive or coercive practices, for the purposes of this provision, in the **Contract Agreement Sub-Clause 3.4**

4.3 Should any corrupt, fraudulent, collusive or coercive practice of any kind come to the knowledge of the Client, it shall, in the first place, allow the Applicant to provide an explanation and shall, take actions only when a satisfactory explanation is not received.

4.4 If the Client at any time determines that the Applicant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Contract under public funds., the Client shall:

- (a) Exclude the Applicant from participation in the procurement proceedings concerned or reject and Application for award; and
- (b) Declare the Applicant ineligible, either indefinitely or for a stated period of time, from participation in procurement proceedings under public funds.

5. Conflict of  
Interest

5.1 Government policy requires that the Applicant provide professional, objective, and impartial advice, and at all times hold the Executing Agency's (Client's) interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests.

5.2 The Applicant shall not be hired for any assignment that would be in conflict with their prior or current obligations or that may place them in a position of not being able to carry out the assignment in the best interest of the Client.

5.3 Pursuant to Rule 55 of the Public Procurement Rule 200B, the Applicant has an obligation to disclose any situation of actual or potential conflict of interest that impacts on his capacity to serve the best interest of his Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Applicant or the termination of its Contract.

5.4 The Applicant that has a business or family relationship with a member of the Client's staff may not be awarded a Contract, unless the conflict stemming from this relationship has been addressed adequately throughout the selection process and the execution of the Contract.

## **B. Preparation, Submission & Modification or Substitution of Applications**

6. Preparation of Application

6.1 Applications shall be typed or written in indelible ink in English language and shall be signed by the Applicant. Applicants are required to complete the following Forms:

- (a) Form 3A: Application Submission Form;
- (b) Form 38: CV of the Applicant; and
- (c) Form 3C: Remuneration and Reimbursable

6.2 The Remuneration and reimbursable are **purely indicative** and are subject to negotiations and agreement with the Client prior to finalization of the Contract.

7. Submission of Application

7.1 Pursuant to Rule-113(5) of the Public Procurement Rules, prospective Applicants can deliver their Application by hand, mail, courier service to the address mentioned in the request for Application advertisement.

7.2 Application shall be properly sealed in envelopes addressed to the Client as mentioned in the request for Application advertisement and bear the name & address of the Applicant as well as the name of the assignment.

7.3 In case of hand delivery, the client, on request, shall provide the Applicant with a receipt.

7.4 The closing date for submission of Application is **27 November 2017** up to **5:00 PM**. Applications must be submitted within this deadline. Any Application received after the deadline for submission of Applications shall be declared late, and returned unopened to the Applicant.

7.5 Applications may be modified or substituted before the deadline for submission of Applications.

7.6 The Client may at its sole discretion, extend the deadline for submission of Applications.

7.7 At any time prior to the deadline for submission of Applications the client for any reason on its own initiative may revise the Request for Application Document by issuing an Addendum which shall form an integral part of the Document.

## **C. Evaluation of Applications**

8. Evaluation of applications

8.1 Suitability of the Applicants shall be rated by evaluation on the basis of their academic background, relevant Working Experience and its adequacy for the assignment, knowledge of local conditions as well as language.



8.2 The points to be given under each of the evaluation Criteria are:

<b>Criteria</b>	<b>Points</b>
Educational Qualification	<i>20 points</i>
Relevant Working Experience and its adequacy for the assignment	<i>60 points</i>
Suitability considering age, skill (such as training, computer skills, proficiency in English languages and others).	<i>15 points</i>
<b>Total points:</b>	<b>95 points</b>

8.3 Applicants thus given points stated under Clause 8.2, not securing the minimum qualifying points [**70**] shall be considered disqualified.

8.4 Applications shall be evaluated by the PEC, who shall prepare a short-list of maximum seven (7) Applicants for each category.

8.5 The qualified short-listed Applicants as stated under Clause 8.4 shall be invited for an interview to test their aptitude and presentation by the PEC and shall be rated with five (5) points.

8.6 Points already secured by the Applicants in the evaluation as stated under Clause 8.5, shall be combined with the points obtained in the interview and a list of maximum three (3) most suitable Applicants ranked in order of merit (1-2-3) shall be prepared.

8.7 In pursuant to Rule 114 of the Public Procurement Rules 2008, there shall be no public opening of Applications.

8.8 The Client shall immediately after the deadline for submission of Application convene a meeting of the Proposal Opening Committee (POC)

8.9 The POC, having completed the record of opening, shall send the Applications received and the opening record to the PEC.

8.10 Following the opening of the Applications, and until the Contract is signed, no Applicant shall make any unsolicited communication to the Client. Such an attempt to influence the Client in its decisions on the examination, evaluation, and comparison of either the Applications or Contract award may result in the rejection of the Application.

9. Application Negotiations

9.1 The first-ranked Applicant stated under Clause 8.5 shall then be invited for negotiations, pursuant to Rule 122 of the Public Procurement Rule, 2008 at the address of the client.

9.2 If this fails, negotiate with the second-ranked Applicant, and if this fails negotiate with the third-ranked Applicant, with the hope that successful negotiations are concluded

9.3 During negotiations, the Client and the Applicant shall finalize the "Terms of Reference", work schedule, logistics and reporting schedule etc. These documents shall then be incorporated into the Contract as "Description of Services"

9.4 The Financial negotiations will involve the remuneration and other reimbursable cost to be paid to the Applicant.

9.5 Negotiations will conclude with a review of the draft Contract. To complete negotiation the Client and the Applicant will initial the agreed Contract.

### **D. Award of Contract**

10. Award of Contract

10.1 After completing negotiations and having received the approval to award the contract, the Client shall sign the Contract with the selected Applicant.

11. Debriefing

11.1 After signature of the Contract, the Client shall properly notify other Applicants that they were unsuccessful.

11.2 The Client shall promptly respond in writing to any unsuccessful Applicant who request the client in writing to explain on which grounds its application was not selected.

12. Commencement of services

12.1 The applicant is expected to commence the assignment on **01 January 2018** at the location **Savar, Dhaka and/or Farmgate, Dhaka in Bangladesh**. The duration of the contract shall be **4-8 months (as mentioned in TOR; in two unequal splits)** from the date of commencement.

## Section 2. Terms of Reference

The Terms of Reference contain the following sections, expanded as deemed necessary:

- (a) Back ground and general descriptions;
- (b) Objectives of the Services required;
- (c) Scope of the Services required (duties and responsibility);
- (d) Selection Criteria
- (e) Indicative Work Programme and Location(s) of the various activities to be carried out by the Consultant.

The 'Terms of reference' as stated in Section 2, shall be modified at the time of Negotiation as "Description of Services" in ANNEX 'A' of the Contract Agreement.

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### **BACKGROUND AND GENERAL DESCRIPTION**

Bangladesh is an agricultural country which economy is mainly based on agriculture. About 80% people of the country lives in rural areas and depends on agriculture for their livelihood. Livestock is a vital component of mixed agricultural farming system of the country. This sector provides meat, milk and eggs and generates self-employment. However, as the exponential increase of population and infrastructures, the cultivable land of the country is declining, resulted in limited scope of horizontal increase of crop agriculture. In this circumstance, livestock and poultry can play an important role to boost up the economy of the country. Livestock and poultry have been merged as a promising and dynamic sector with ample potentialities for poverty reduction among rural community. This sector contributes 1.73% to the overall GDP. In agro-based economy, livestock plays vital role in employment generation, poverty reduction, food security and food safety. However, at present production of quality and safe animal originated food and food products are the main challenges for the industry. In addition, consumers are very concern in regards to nutrition and food safety issues that are not compromised.

In the last decade, we have experienced the remarkable expansion of poultry production on commercial basis rather than traditional husbandry. The commercialization in this sector needs to high input in livestock medicine, breeding materials and animal feed, which have created heavy demand. Though domestic production of all these materials has been increased, it cannot fulfill the national demand yet. Reasonably these inputs have been imported. The quality control of this material is essential. If this imported and domestically produced items maintain low quality, which will eventually lead to low production & risk of disease. Every developed as well as developing country has ensured the quality control of this material. So we have to fix a national standard, regulatory body, quality control laboratory and skilled manpower. Due to lack of laboratory facility and skilled manpower, the quality of this item cannot be controlled. Whereas, in-developed countries for the interest of farmer, quality assurance services have been introduced. Low grade of production inputs not only affects the commercial and large farmers, but also small-scale farmers. At present rural areas farmers have shown much interest in poultry rearing and livestock production. They have to use feed, medicine and breeding materials in order to maintain optimum production. In the absence of "Quality Control" activities they are becoming the victims resulting low level production that have created lower growth in national livestock production. Very recently, government has approved NSAPR-II (Revised) where, it is declared to reduce nutritional deprivation. Use of low-grade items in livestock production declines protein supply. As a result, whole nutritional development activities collapsed.

Diseases, microorganism and harmful chemical and biological ingredients could enter the country through imported veterinary items, if quality is not ensured. The risk is that, all the vaccine especially viral vaccine is live vaccine. This vaccine cannot produce diseases if the

quality of the vaccine ensured otherwise it can create various diseases in the host. Though there is no fatal ingredients in this vaccine for human being but have residual effect. Even the disease can be transmitted through breeding materials like semen, embryo, and parent stock. Recently, world has experienced the disease like 'Mad Cow' which shows the vulnerability caused by taking beef. So, quality control is necessary for preventive transmission of deadly diseases.

Quality of animal feeds and fodder means its efficiency of utilization as well as maintaining high level of production of meat and eggs. It has well been established that the performance of birds can be significantly influenced in ensuring the quality of feeds. Feed represents about 70% of the total production cost of farm. Therefore, livestock producers can suffer losses in productivity through the use of feed which do not meet the required quality or specifications. At the time of feeds and feeding, raw materials are to be analyzed as well as to monitor the consistency of nutrient content in the compound feed or mixed feed through regular analysis before and after manufacturing the feed. In addition, feed additives used in feed manufacturing and nutrients specified on additives should be ensured through sophisticated analytical procedure. This project can ensure quality medicine, breeding materials, and feed supply in the market. The Department of Livestock Service (DLS) will play vital role in maintaining information standard and enforcing law. So, an establishment of Quality control Laboratory for Livestock Inputs and its food Products (EQCLIFP) project including all facilities for assessing nutritional, biological, chemical quality etc. should be established under the direct supervision of DLS. The EQCLIFP will take necessary measures for ensuring quality control of livestock inputs and outputs, certification, and application and formulation of new laws and standards.

#### **Our Strategic Objectives:**

General: Promoting livestock production through quality control of livestock feed, medicine, biologics and livestock products and thus steps towards food safety. It will also create an opportunity to earn foreign currency through export of quality meat and meat products.

Specific:

- Quality control of livestock feed and feed additives.
- Quality control of drug, hormone, steroid & its residues.
- Provide Laboratory Report to the private sector for quality production of animal feed and other veterinary inputs in order to issuing license.
- Assist mobile court for detection of adulteration in the livestock inputs and livestock products.
- Conduct routine analysis of animal originated food and food products.
- To create mass awareness about the quality of animal feeds

### **DUTIES AND RESPONSIBILITIES**

**The Animal Feed Quality Control consultant will:**

#### **a) Specific:**

1. Prepare the list of equipments, chemicals and reagents required for this section  
Prepare manual or guidelines for analytical protocols and techniques.
2. Prepare a brief technical specification of required machineries, equipments, reagent with specification.
3. Finalize the product mix, processing parameters and process flow diagrams for the equipment to be installed.
4. Prepare detailed layout drawings and specifications for the services.
5. Prepare detailed specifications for all the equipment and supplies (including the training equipment and supplies) to be purchased by the project, including a list of potential suppliers in home and abroad and a list of running spare parts;

6. Draw up a detailed schedule for the equipment installation and commissioning process.
7. Assist the Project Director to prepare a draft the project inception report and detailed work plan.
8. In every step, he will help and consult with the PD.
9. Conduct in-service training of equipment operations and maintenance.
10. Provide training to laboratory personnel's

**b) General:**

1. Participate in project meetings and training activities when on duty in mission;
2. Assist in other matters, as may be required, in relation to analytical tools and techniques
3. Upon completion of mission prepare and submit for technical report of activities with findings and recommendations for follow up activities addressed to the MoFL/DLS.

**The Drug/Hormone Residue and Biologics consultant will:**

**a) Specific:**

1. Prepare the list of equipments, chemicals and reagents required for this section of EQCLIFP.
2. Prepare a brief technical specification of required machineries, equipments, reagent with specification.
3. Finalize the product mix, processing parameters and process flow diagrams for the equipment to be installed.
4. Prepare detailed layout drawings and specifications for the services;
5. Prepare detailed specifications for all the equipment and supplies (including the training equipment and supplies) to be purchased by the project, including a list of potential suppliers in home and abroad and a list of running spare parts;
6. Draw up a detailed schedule for the equipment installation and commissioning process;
7. Assist the Project Director to prepare a draft the project inception report and detailed work plan in every division.
8. Provide training to lab personnel involved in the laboratory.
9. Prepare manual or guidelines for analytical protocols and techniques;
10. Conduct in-service training of equipment operations and maintenance.
11. In every step, he will help and consult with the PD.

**b) General:**

1. Participate in project meetings and training activities when on duty in mission;
2. Assist in other matters, as may be required, in relation to analytical tools and techniques
3. Upon completion of mission prepare and submit for technical report of activities with findings and recommendations for follow up activities addressed to the MoFL/DLS.

**The Microbiology and Pathobiology consultant will:**

**a) Specific:**

1. Prepare the list of equipments, chemicals and reagents required for this section of EQCLIFP.
2. Prepare a brief technical specification of required machineries, equipments, reagent with specification.
3. Finalize the product mix, processing parameters and process flow diagrams for the equipment to be installed.
4. Prepare detailed layout drawings and specifications for the services;
5. Prepare detailed specifications for all the equipment and supplies (including the training equipment and supplies) to be purchased by the project, including a list of potential suppliers in home and abroad and a list of running spare parts;
6. Draw up a detailed schedule for the equipment installation and commissioning process;
7. Assist the Project Director to prepare a draft the project inception report and detailed work plan.

8. In every step, he will help and consult with the PD.
9. Will trained all personnel involved in this section of the laboratory.
10. Prepare manual or guidelines for microbiological and pathological protocols and techniques;
11. Conduct in-service training of equipment operations and maintenance.

**b) General:**

1. Participate in project meetings and training activities when on duty in mission;
2. Assist in other matters, as may be required, in relation to analytical tools and techniques
3. Upon completion of mission prepare and submit for technical report of activities with findings and recommendations for follow up activities addressed to the MoFL/DLS.

**The Biochemistry & product technology consultant will:**

**a) Specific**

1. Prepare the list of equipments, chemicals and reagents required for this section.
2. Prepare a brief technical specification of required machineries, equipments, reagent with specification.
3. Finalize the product mix, processing parameters and process flow diagrams for the equipment to be installed.
4. Prepare detailed layout drawings and specifications for the services;
5. Prepare detailed specifications for all the equipment and supplies (including the training equipment and supplies) to be purchased by the project, including a list of potential suppliers in home and abroad and a list of running spare parts;
6. Draw up a detailed schedule for the equipment installation and commissioning process;
7. Assist the Project Director to prepare a draft the project inception report and detailed work plan.
8. In every step, he will help and consult with the PD.
9. Will trained all personnel involved in this section of the laboratory.
10. Prepare manual or guidelines for analytical protocols and techniques;
11. Conduct in-service training of equipment operations and maintenance.

**b) General:**

1. Participate in project meetings and training activities when on duty in mission;
2. Assist in other matters, as may be required, in relation to analytical tools and techniques
3. Upon completion of mission prepare and submit for technical report of activities with findings and recommendations for follow up activities addressed to the MoFL/DLS.

**The Biomedical Engineering consultant will:**

**a) Specific:**

1. Prepare the list of equipments and machineries for each section
2. In-lab training for lab equipment maintenance and operation
3. Repairing and troubleshooting the laboratory equipments of different labs under DLS
4. Data inputs, maintenance and up gradation of LIMS
5. Develop the coordination procedure among the sections of EQCLIFP
6. Prepare a brief technical specification of required machineries, and equipments with specification.
7. Finalize the product mix, processing parameters and process flow diagrams for the equipment to be installed.
8. Prepare detailed specifications for all the equipment and supplies to be purchased by the project, including a list of potential suppliers in home and abroad.
9. Draw up a detailed schedule for the equipment installation and commissioning process;
10. In every step, he will help and consult with the PD.
11. Conduct in-service training of equipment operations and maintenance.

**b) General:**

1. Participate in project meetings and training activities when on duty in mission;
2. Assist in other matters, as may be required, in relation to analytical tools and techniques
3. Upon completion of mission prepare and submit for technical report of activities with findings and recommendations for follow up activities addressed to the MoFL/DLS.

**SELECTION CRITERIA**

Candidates meeting the following requirements are encouraged to apply:

<b>Consultants (Duration)</b>	<b>Educational qualification</b>	<b>Experience</b>
1. Animal feed quality control (8 months)	Masters in Animal Nutrition, Ph.D will be preferable in respective field	Minimum 8-10 years practical experience in laboratory techniques
2. Drug/Hormone residue and biologics (8 months)	Masters in Vet science/Pharmacy, Ph.D will be preferable in respective field	Minimum 8-10 years practical experience in laboratory techniques
3. Microbiology and Pathobiology (8 months)	Masters in Vet Sc (Pathology), Ph.D will be preferable in respective field	Minimum 8-10 years practical experience in laboratory techniques
4. Biochemistry & product technology (8 months)	Masters in Dairy/Poultry or Meat product technology /Food Technology / Biochemistry, Ph.D will be preferable in respective field	Minimum 8-10 years practical experience in laboratory techniques
5. Biomedical engineering (4 months)	Graduate in Biomedical engineering/Chemical Engineering/Computer Engineering in respective field (Master's Degree in Biomedical engineering will be preferable)	Minimum 5-8 years practical experience in laboratory techniques

- **The applicant should submit a copy of certificates/documents to prove her/his qualifications and experiences. Curriculum vitae (CV) and first page of the full-length articles of the applicant should be submitted.**
- **The applicant should prove her/his sufficient working experiences (publications, lab work, teaching, seminar, conference, workshop, etc) at international level.**
- The applicant should also have-
  - excellent analytical and communications skills and ability to write clearly and concisely;
  - strong interpersonal skills and ability to work effectively in a team-based environment and under tight time constraints;
  - proficient in using computer programs such as MS office (MS Word, MS Excel, MS PowerPoint).
  - ability to build effective working relations with Client's and colleagues.

**The short-listed candidates shall be invited for an interview to test their aptitude and presentation by the evaluation committee.**

**The points to be given under each of the evaluation Criteria are:**

<b>Criteria</b>	<b>Points</b>
Educational Qualification	20 points
Relevant Working Experience and its adequacy for the assignment	60 points
Suitability considering age, skill (such as training, computer skills, proficiency in English and Bengali languages and others)	15 points
Interview	5 points
<b>Total points:</b>	<b>100 points</b>

## **Section 3. Application Forms**

**Form 3A: Application Submission Form**

**Form 3B: CV of the Applicant**

**Form 3C: Remuneration and Reimbursable**



## Form 3A. Application Submission

[Location: dd/mm/yy]

To:

Project Director

Establishment of quality control laboratory for livestock inputs and its food products (EQCLIFP)

Department of Livestock Services (room-405, building-2)

Krishi Khamar Sarak, Farmgate, Dhaka, Bangladesh

Dear Sirs:

I am hereby submitting my Application to provide the consulting Services for [*Insert title of assignment*] in strict accordance with your Request for Application dated [*dd/mm/yy*].

I declare that I was not associated, nor have been associated in the past, directly or indirectly, with a Consultant or any other entity that has prepared the design, specifications and other documents in accordance with Clause 5 of Information to Applicants.

I further declare that I have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices in accordance with Clause 4 of the Information to Applicants.

I undertake, if I am selected, to commence the consulting Services for the assignment not later than the date indicated in Clause 12.1 of the Information to Applicants.

I understand that you are not bound to accept any Application that you may receive.

I remain,

Yours sincerely,

Signature

Print name

Address:

Tel:

Attachment:

## Form 3B. Curriculum Vitae (CV) of the Applicant

[dd/mm/yy]

1	PROPOSED POSITION FOR THIS PROJECT :	[From the Terms of Reference, state the position for which the Consultant will be engaged.].								
2	NAME OF PERSON :	[state full name]								
3	DATE OF BIRTH :	[ dd/mm/yy]								
4	NATIONALITY :									
5	MEMBERSHIP IN PROFESSIONAL SOCIETIES	[state rank and name of society and year of attaining that rank].								
6	EDUCATION	[list all the colleges/universities which the Applicant attended, stating degrees obtained, and dates, and list any other specialised education of the Applicant ].								
7	OTHER TRAINING	[indicate significant training since degrees under EDUCATION were obtained, which is pertinent to the proposed tasks of the Consultant].								
8	LANGUAGES & DEGREE OF PROFICIENCY	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><u>Language</u></td> <td style="text-align: center;"><u>Speaking</u></td> <td style="text-align: center;"><u>Reading</u></td> <td style="text-align: center;"><u>Writing</u></td> </tr> <tr> <td style="text-align: center;">e.g. English</td> <td style="text-align: center;">Fluent</td> <td style="text-align: center;">Excellent</td> <td style="text-align: center;">Excellent</td> </tr> </table>	<u>Language</u>	<u>Speaking</u>	<u>Reading</u>	<u>Writing</u>	e.g. English	Fluent	Excellent	Excellent
<u>Language</u>	<u>Speaking</u>	<u>Reading</u>	<u>Writing</u>							
e.g. English	Fluent	Excellent	Excellent							
9	COUNTRIES OF WORK EXPERIENCE									
10	EMPLOYMENT RECORD  [starting with present position list in reverse order <b>every employment held and state the start and end dates of each employment</b> ]	[The Applicant should clearly distinguish whether as an “employee” of the firm or as a “Consultant” or “Advisor” of the firm].  [The Applicant should clearly indicate the Position held and <b>give a brief description of the duties</b> in which the Applicant was involved].								
	EMPLOYER 1	FROM: [e.g. January 1999]                      TO: [e.g. December 2001]								

EMPLOYER 2	FROM:	TO:
EMPLOYER 3	FROM:	TO:
EMPLOYER 4 (etc)	FROM:	TO:
11	WORK UNDERTAKEN THAT BEST ILLUSTRATES THE CAPABILITY TO HANDLE THIS ASSIGNMENT	<i>[give an outline of experience and training most pertinent to tasks on this assignment, with degree of responsibility held. Use about half of a page A4].</i>
12	COMPUTER SKILL	

**CERTIFICATION**

*[Do not amend this Certification].*

I, the undersigned, certify that (i) I was not a former employee of the Client immediately before the submission of this proposal, and (ii) to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature

Print name

Date of Signing

dd / mm / yyyy

## Form 3C. Indicative Remuneration & Expenses

The Consultant should provide an indication of the remuneration as per the format shown below. This will not be used for evaluation of the Consultant's Application but solely for the purposes of Application Negotiations to be held as stated in Clause 9.1 .

### (1) Remuneration

Rate (per month / day / hour in Tk)	Staff Time (No. month / day / hour)	Total (Tk)

Note: A month consists of 30 calendar days.

### (2) Reimbursable (as applicable)

	Rate per unit	Total unit	Total Amount (Tk)
(a) Per Diem Allowance			
(b) Air Travel Costs			
(c) Other Travel Costs (state mode of travel)			
(d) Communication charges			
(e) Reproduction of Reports			
(f) Other Expenses ( <i>to be listed</i> )			
		Sub-total	

CONTRACT CEILING (1) + (2)	
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## Section 4. Contract Forms

The ***Contract Agreement***, which once completed and signed by the Client and the Consultant, clearly defines the Client's and Consultants' respective responsibilities.

## 4.1 Contract Agreement (Time-based)

THIS CONTRACT (“the Contract”) is entered into this day of [dd/mm/yy], by and between [insert name of Client] (“the Procuring Entity”) having its office at [insert address of Client], and [insert name of Consultant] (“the Consultant”) having his/her address at [insert address of Consultant].

WHEREAS, the Client wishes to have the Consultant performing the Services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these Services,

NOW THEREFORE THE PARTIES hereby agree as follows:

### General

1. **Services**
  - 1.1 The Consultant shall perform the Services specified in Annex A, “Terms of Reference”, which is made an integral part of the Contract (“the services).
  - 1.2 The Consultant shall provide the reports listed in Annex B, “Consultant’s Reporting Obligations”, within the time periods listed in such Annex, and the “Cost Estimate of Services, and Schedule of Rates”, as shown in Annex C, to perform the Services.
2. **Duration**
  - 2.1 The Consultant shall perform the Services during the period commencing from [dd/mm/yy] and continuing until [dd/mm/yy], or any other period as may be subsequently agreed by the parties in writing.
3. **Corrupt, Fraudulent, Collusive or Coercive Practices**
  - 3.1 The Government requires that Client , as well as Applicants, shall observe the highest standard of ethics during the implementation of procurement proceedings and the execution of Contracts under public funds.
  - 3.2 The Government defines corrupt, fraudulent, collusive or coercive practices, for the purposes of this provision, in the **Sub-Clause 3.5**
  - 3.3 Should any corrupt, fraudulent, collusive or coercive practice of any kind come to the knowledge of the Client, it shall, in the first place, allow the Applicant to provide an explanation and shall, take actions only when a satisfactory explanation is not received.
  - 3.4 If the Client at any time determines that the Applicant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Contract under public funds., the Client shall:
    - (a) exclude the Applicant from participation in the procurement proceedings concerned or reject an Application for award; and
    - (b) declare the Applicant ineligible, either indefinitely or for a stated period of time, from participation in procurement proceedings under public funds.

3.5 The Government defines, for the purposes of this provision, the terms set forth below as follows:

**“corrupt practice”** means offering, giving or promising to give, receiving, or soliciting either directly or indirectly, to any officer or employee of a Client or other public or private authority or individual, a gratuity in any form; employment or any other thing or service of value as an inducement with respect to an act or decision or method followed by a Client in connection with a Procurement proceeding or Contract execution;

**“fraudulent practice”** means the misrepresentation or omission of facts in order to influence a decision to be taken in a Procurement proceeding or Contract execution;

**“collusive practice”** means a scheme or arrangement between two (2) or more Persons, with or without the knowledge of the Client, that is designed to arbitrarily reduce the number of Tenders submitted or fix Tender prices at artificial, non-competitive levels, thereby denying a Client the benefits of competitive price arising from genuine and open competition; or

**“coercive practice”** means harming or threatening to harm, directly or indirectly, Persons or their property to influence a decision to be taken in the Procurement proceeding or the execution of a Contract, and this will include creating obstructions in the normal submission process used for Tenders, Applications, Proposals or Quotations.

- |  |  |
|--|--|
| 4. <b>Applicable Law</b>               | 4.1 The Contract shall be governed by and interpreted in accordance with the laws of the People’s Republic of Bangladesh or as mutually agreed between the client and the consultant as mentioned in the TOR.  |
| 5. <b>Governing Language</b>           | 5.1 The language governing the Contract shall be English, however for day to day communications in writing both Bangla and English may be used provided the consultant is conversant in Bangla Language.   |
| 6. <b>Modification of Contract</b>     | 6.1 The Contract shall only be modified by agreement in writing between the Client and the Consultant.   |
| 7. <b>Ownership of Material</b>        | 7.1 Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client.<br><br>7.2 The Consultant may, with the prior written approval of the Client, retain a copy of such documents and software, but shall not use them for purposes unrelated to the Contract. |
| 8. <b>Relation between the Parties</b> | 8.1 Nothing contained in the Contract shall be construed as establishing or creating any relationship other than that of independent Consultant between the Client and the Consultant.   |
| 9. <b>Contractual Ethics</b>           | 9.1 No fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the Contract, shall have been given or received in connection with the selection process or in the contract execution.   |

10. **Leave**

10.1 Sick Leave: Entitlement to sick leave shall occur at the rate of one and one half (1.5) working days for every month during which the Consultant is performing the Services. However, Entitlement to sick leave shall be conditional upon the liability of the Consultant to perform the Services, and the Consultant shall furnish the Client with all such medical and other evidence of his said inability as the Client may reasonably require.

10.2 Other Leave: The consultant shall be entitled to enjoy casual leave not exceeding 16 (Sixteen) days per year. However, the client may in his sole discretion, whether compassionate reason or otherwise permit the consultant to take additional leave without fees during the term of engagement.

## **Payments to the Consultant**

11. **Ceiling Amount**

11.1 The Client shall pay the Consultant for the Services rendered pursuant to 'Description of Services' 'a ceiling amount not to exceed Tk [*insert amount*], which includes remuneration and reimbursable expenses as set forth in Clauses 10.2. These amounts have been established based on the understanding that it includes all of the Consultant's costs as well as any tax obligation that may be imposed on the Consultant.

11.2 The composition of the Remuneration and Reimbursable which make up the ceiling amount are detailed in Annex B

12. **Remuneration**

12.1 The Client shall pay the Consultant for Services rendered with the rates agreed and specified in **ANNEX B** "Cost estimates for Services and Schedule of Rates". Remuneration rates shall be on monthly/daily/hourly [ delete those inappropriate ]

12.2 **Monthly Rate:** The time spent in performing the Services shall include travel time, weekends and public holidays, and to the extent specified in Clause 15.2 shall also include periods of casual leave and sick leave. In cases where only part of a month is worked then remuneration shall be computed by dividing the monthly rate by 30 and multiplying by the number of days worked i.e. time spent (as described above) during that month;

**or**

**Daily rate:** The time spent in performing the Services shall be determined solely on the basis of the number of days actually worked by the Consultant, and shall include travel time, but not weekends, public holidays, casual or sick leave

**or**

**Hourly rate:** The time spent in performing the Services shall be determined solely on the basis of the number of hours actually worked by the Consultant, and shall include travel time, but not weekends, public holidays, casual or sick leave.



### 13 Reimbursables

- 13.1 **Per Diem Allowance:** The Consultant shall, when performing the Services away from the duty station, be entitled to per diem allowance in accordance with the agreed per diem rates.
- 13.2 **Travel Costs:** The Consultant shall, when performing the Services away from the duty station, be entitled to travel costs in accordance with the agreed travel costs.
- 13.3 **Other Expenses:** The Consultant shall, when performing the Services, be entitled to reimbursement of any other expenses as detailed in **Annex B**.
- 13.4 For other reasonable reimbursable expenses not falling within the above three categories, but which may arise during performance of the Services, such expenses will only be reimbursed by the Client as it may at its sole discretion approve, subject to available of budget.

### 14 Payment Conditions

- 14.1 **Currency:** For Services rendered pursuant to the agreed ToR, the Client shall pay the Consultant an amount of *[insert amount in currency words and figures]*. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant.
- 14.2 **Advance Payment:** The Consultant shall, if he/she so requests, be entitled to a total advance payment, as specified in Annex B, to cover his/her out-of-pocket expenses which are to be recovered in equal installments from monthly amounts due to him/her.

*[For aid funded procurement Advance Payments may be applicable. However, for 100% GoB funded procurement Advance payments shall not be applicable unless otherwise specifically decided by The Government.]*

- 14.3 **Monthly Payments:** The Consultant shall submit an Invoice for Remuneration and Reimbursable at the end of every month and payments shall be made by the Client within fifteen (15) calendar days of receipt of the invoice.
- 14.4 **Final Payment:** The final payment shall be made only after the final report shall have been submitted by the Consultant and approved as satisfactory to the Client. If the Client notifies any deficiencies in the Services or the final report, the Consultant shall promptly make any necessary corrections, to the satisfaction of the Client.
- 14.5 **Suspension:** The Client may, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant fails to perform his/her obligations under this Contract.
- 14.6 **Refund of Excess Payment:** Any amount if paid to the Consultant in excess of the amount actually payable under the provisions of the Contract shall be reimbursed by the Consultant within thirty (30) days of receipt of the claim from the Client, provided that such claim is lodged within three(3) months after the acceptance of the final report.

## **Obligations of the Consultant**

- 15 Medical Arrangements**
- 15.1 The Consultant shall, before commencement of the Services furnish the Client with a medical report providing evidence satisfactory to the Client that the Consultant is in good health and is not subject to any physical or mental disability which may interfere with his/her performance of the Services. In case of international consultant from countries other than Bangladesh if the above medical fitness is demonstrated, during the selection process, by visible act of performance by the consultant to the satisfaction of the client such a formal medical report may not be required at the discretion of the client.
- 16 Working Hours and Leave**
- 16.1 The Consultant shall, when engaged directly with the Client, follow the normal Working Hours and Holidays of the Client, and entitlement to leave as per the Client's Rules.
- 16.2 The Consultant's remuneration shall be deemed to cover leave except otherwise specified in the Contract.
- 17 Performance Standard**
- 17.1 The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity.
- 18 Contract Administration**
- 18.1 Client's Representative**
- The Client's representative, as indicated in Annex A, shall be responsible for the coordination of all activities under the Contract, and for acceptance of the deliverables by the Client.
- 18.2 Timesheets**
- During the course of their work under this Contract, including field work, the Consultant providing Services under this Contract may be required to complete standard timesheets or any other document to identify the time spent, as well as expenses incurred, as instructed by the Coordinator/Authorized Signatory.
- 19 Confidentiality**
- 19.1 The Consultant shall not, during the term of the Contract or within two years after its expiration, disclose any proprietary or confidential information relating to the Services, the Contract or the Client's business operations without the prior written consent of the Client.
- 20 Consultant's Liabilities**
- 20.1 The Consultant shall continue to cooperate with the Client after the termination of the Contract, to such reasonable extent as may be necessary to clarify or explain any reports or recommendations made by the Consultant.
- 20.2 The Consultant shall report immediately to the Client any circumstances or events which might reasonably be expected to hinder or prejudice the performance of the Services.

- |   |   |
|---|---|
| 21 Reports  | 21.1 The reports listed in Annex C, “Consultant’s Reporting Obligation”, shall be submitted in the course of the assignment, and will constitute the basis for the payments.  |
| 22 Records and Accounts                               | 22.1 The Consultant shall keep accurate and systematic records and accounts in respect of the services, which will clearly identify all charges and expenses. The Client reserves the right to audit, or to nominate a reputable accounting firm to audit, the Consultant’s records relating to amounts claimed under this Contract during its term and any extension, and for a period of three months thereafter. |
| 23 Consultant not to be Engaged in Certain Activities | 23.1 The Consultant agrees that, during the term of the Contract and after its termination, the Consultant shall be disqualified from providing goods, works or services (other than any continuation of the Services under the Contract) for any project resulting from or closely related to the Services.  |
| 24 Insurance  | 24.1 The Consultant will himself be responsible for taking out any appropriate insurance coverage.  |
| 25 Assignment   | 25.1 The Consultant shall not assign this contract or subcontract or any portion of it without the Client’s prior written consent.  |

## **Obligations of the Client**

- |   |  |
|---|--|
| 26 <b>Services, Facilities and Property</b> | 26.1 The Client shall, free of any charge to the Consultant, make available for the purpose of carrying out the assignment data, local services, personnel, and facilities indicated in Annex A. |
|---|--|

## **Termination and Settlement of Disputes**

- |                              |  |
|------------------------------|--|
| 27 <b>Termination</b>        | <p><b>27.1 By the Client</b></p> <p>The Client may terminate the Contract by not less than twenty-eight (28) days written notice to the Consultant, Such notice to be given after the occurrence of any event necessitating such termination.</p> <p><b>27.2 By the Consultant</b></p> <p>The Consultant may terminate the Contract, by not less than twenty eight (28) days written notice to the Client, if the Client fails to pay any monies due to the Consultant pursuant to the Contract.</p> |
| 28 <b>Dispute Resolution</b> | <p><b>28.1 Amicable Settlement</b></p> <p>The Client and the Consultant shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.</p> <p><b>28.2 Arbitration</b></p> <p>If the dispute cannot be settled the same may be settled through arbitration in accordance with the Arbitration Act 2001 of Bangladesh as</p>   |

at present in force. The place of Arbitration shall be in Dhaka. *(In case of Consultant being from countries other than Bangladesh, the place and procedure of arbitration may be decided otherwise provided the same is incorporated in the TOR previously.)*

IN WITNESS WHEREOF the parties hereto have signed this agreement the day and year first above written.

FOR THE CLIENT

FOR THE CONSULTANT

Signature

Signature

Print Name & Position:

Print Name:

The following documents forming the integral part of this contract shall be interpreted in the following order of priority:

(a) The Form of contract

Annex A: Description of Services

Annex B: Cost Estimates of Services and Schedule of Rates

Annex C: Consultant's Reporting Obligations

Annex D: Monthly Activity Plan/Report for Consultants

## **ANNEX A: Description of the Services**

*[Give detailed descriptions of the Services including its (a) Background, (b) Objectives, (c) Detailed negotiated TOR providing a description of Services to be provided, (d) Work plan with dates for completion of various tasks, (e) Place of performance of different tasks, (f) Specific tasks to be approved by the Client; etc.).*

*[also ensure the following data is listed in this Annex in conformity with the Contract Agreement.*

- 1. The name of the main location (Duty Station) at which the Services are to be provided. Also advise if any other travel will be necessary, and if so, to which expected locations will the Consultant be required to travel.*
- 2. Indicate the Contact Addresses for Notices and Requests as indicated in Clause 22.1 of the Contract Agreement.*

*(a) Address of the Client:*

*(With phone number, Fax number & e-mail)*

*(b) Address of the Client:*

*(With phone number, Fax number & e-mail)*

- 3. Logistics and facilities to be provided to the Consultant by the Client are listed below:*
  - Office space with furniture including file cabinet and electric connection;*
  - Office Assistant(s)/Support staff;*
  - Office equipment like computer, printer etc;*
  - Facilities for production and binding of reports etc. shall be the responsibility of the Client in case of Time based contract.*
  - Any other facilities agreed by both Client & the Consultant.*

## ANNEX B: Cost estimates of Services and Schedule of Rates

### (A) Remuneration

Name of Consultant	Rate, Taka	Quantity	Total Taka
(a)	(b)	(c)	(d) = (b) x (c)
Remuneration is made on a [ <i>state monthly, daily or hourly</i> ] rate		Sub-Total (A)	

### (B) Reimbursable

Items of reimbursable	Unit	Qty	Rate (Taka)	Total (Taka)
(a)	(b)	(c)	(d)	(e) = (c) x (d)
(a) Per Diem Allowance				
(b) Air Travel Costs				
(c) Other Travel cost				
(d) Communication charges				
(e) Reproduction of reports				
(f) Other Expenses (to be listed)				
<i>Supporting documents and vouchers must be attached with the invoice</i>		Sub-total (B) =		

<b>CONTRACT CEILING (A) +(B)=</b>	Total =
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**ANNEX C: Consultant's Reporting Obligations**  
(Sample Format)

Sl. No.	Reports	Contents of Reports	Persons to Receive them	Date of Submission
1	Inception Report			
2	Interim Progress Report (a) First Status Report (b) Second Status Report			
3	Draft Report			
4	Final Report			

Note: This format may be modified as per requirement of the Description of Services

**ANNEX D**

**Monthly Activity Plan/ Report for Consultants**

Name: ----- For the month of: -----, 20-----

Designation: ----- Date: -----

Date	Day	Activities	With whom	Expected Output
01				
02				
03				
04				
05				
06				
07				
08				
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10				
11				
12				
13				
14				
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-----  
Consultant

Comments of the Procuring Entity:

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Approved by: Procuring Entity