

**REQUEST FOR EXPRESSION OF INTEREST**

**REoI No. *BCCI/GAD/AFD/ (PRO)-01/2022/154***

Project Name: Transitional Trade Support Facility (TTSF) Program  
Procuring Agency: General Affairs Department, Bhutan Chamber of Commerce & Industry



Title of Consulting Service  
**National Consultant firms for Development of Web-based virtual exhibition / Trade Fair Platform**

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## INVITATION FOR EXPRESSION OF INTEREST

**BCCI/GAD/AFD/ (PRO)-01/2022/154**

**March 14, 2022**

The **General Affairs Department, BCCI Secretariat** invites Expression of Interest (EoI) to provide the following consulting services “**Development of Web-based virtual exhibition / Trade Fair Platform**”. More details on the services are provided in the Terms of Reference.

A Consultant will be selected as per the procedures described in this REoI, in accordance with Procurement Rules and Regulations of the Royal Government of Bhutan

The EoIs are to be submitted at the latest by *11<sup>th</sup> April 2022 at 2:30 pm.*

The procedural requirements for responding to this invitation are provided in the complete REoI document, which includes the following:

**Section I - Instructions to Consultants**

**Section II - Standard Forms**

**Section III- Terms of Reference**

Address for response/ Address of Procuring Agency:

*Mr. Tashi Penjor*

*Head, General Affairs Department (GAD)*

*BCCI Secretariat*

*Email: [tashi.penjor@bccci.org.bt](mailto:tashi.penjor@bccci.org.bt)/[tashipenjor2008@gmail.com](mailto:tashipenjor2008@gmail.com)*

*Doebum Lam, Chubachu, Thimphu.*

Yours sincerely,



**Head, Administration & Finance Division**

**BCCI Secretariat**

**Doebum Lam, Chubachu**

## SECTION I: INSTRUCTIONS TO CONSULTANT

1. **Scope of Assignment:** The Employer has received a budget from Transitional Trade Support Facility (TTSF) Program and intends to select a Consultant for the specific assignment as specified in the Terms of Reference in Section III.
2. **Qualifications of the Consultant:** Prospective Consultants shall demonstrate in their EoI that they meet the required qualifications and experiences and are fully capable of carrying out the assignment.
3. **Conflict of Interest:** The Consultant shall hold the Procuring Agency's interest's paramount, without any consideration for future work, and strictly avoid conflict with other assignments or its own corporate interests. For this purpose, the provisions of the Procurement Rules and Regulations on Conflict of Interest shall apply.
4. **Unfair Advantage:** If a Consultant could derive an unfair competitive advantage from having provided Consulting Services related to the assignment in question, the Procuring Agency shall make available to all Consultants together with this REoI all information that would in that respect give such Consultant any unfair competitive advantage over competing Consultants.
5. **Preparation of EoI:** EoI shall be typed or written in indelible ink in English language and shall be signed by the Consultant. Consultants are required to complete the following Forms including supporting documents to substantiate the qualification and experience of the firm:

### **Section I - Instructions to Consultants**

### **Section II - Standard Forms**

### **Section III- Terms of Reference**

6. **Submission of EoI:** The prospective Consultant must deliver their EoI by hand, courier service to the address mentioned in the REoI (*Kindly submit EoI in hard copy*).
7. The EoI shall be properly sealed in envelopes addressed to the Procuring Agency as mentioned in the REoI advertisement and bear the name & address of the Consultant as well as the name of the assignment.
8. The closing date for submission of EoI is **11<sup>th</sup> April 2022 up to 2:30 pm**. Any EoI received after the deadline for submission of EoI shall be declared late, and returned unopened to the Consultant.
9. The EoI may be modified or substituted before the deadline for submission. The Procuring Agency may at its sole discretion, extend the deadline for submission of EoI.
10. At any time prior to the deadline for submission of EoI the Procuring Agency for any reason or on its own initiative may revise the REoI Document by issuing an addendum, which shall form

an integral part of the Document.

11. Evaluation: The Consultants shall be evaluated on the following criteria:

<b>Sl. No</b>	<b>Criteria</b>	<b>Points</b>
1	General experience of the firm	[5-10]
2	Relevant experience of the firm that best fit with proposed assignment	[10-30]
3	Relevant experience of Firm's professional staff (including external professionals to be hired for the proposed assignment) in reference to the proposed assignment	[10-40]
4	Available Equipment	[0-10]
5	Any others	[0-10]
7	Total	100

The individual firms should score minimum point of 70 to qualify for next stage.

12. Immediately after the closing date and time for submission, the Procuring Agency shall open all EoI documents, including any substitutions accompanied by a properly authorized substitution notice.
13. Following the opening of the EoI, and until the RFP is issued; no Consultant shall make any unsolicited communication to the Procuring Agency. Such an attempt to influence the Procuring Agency in its decisions on the examination, evaluation, and comparison of the EoI may result in the rejection of the EoI.
14. EoIs shall be evaluated based on the criteria outlined under clause 11. Request for Proposal (RFP) documents shall be issued to the shortlisted consultants only.

## **SECTION II: STANDARD FORMS**

Form 1: Sample letter of Expression of Interest

Form 2: Firm Information Sheet

Form 3: General Experience of the Firm during the Last 5 (five) calendar Years

Form 4: Relevant Experience of the Firm during the Last 5 (five) calendar Years

Form 5: Relevant Experience of the Firm's Professional Staff

Form 6: Relevant Experience of the External Professional Staff available to the Firm

**Form 1: Sample Expression of Interest (EOI) for Consultancy services**

Date:

To

*[Insert address of Procuring Agency]*

Sub: **Expression of Interest (EOI) for the Consultancy Service .....***[Insert title of Consulting Services]*

Dear Sir/Madam,

This is in response to your public notice published in *[.....insert name of paper/ website.....]* on *[.....insert date.....]*, inviting expression of interest for *[insert description of Consulting services]*. We hereby submit our expression of interest and have attached necessary information according to the standard forms.

The information furnished by us in this expression of interest is correct to the best of our knowledge. Based on this information, we understand you would be able to evaluate our proposals in order to shortlist for the above-mentioned assignment. We, however, understand that the Procuring Agency reserves the right to decide whether or not to shortlist our firm without disclosing the reason whatsoever.

Sincerely yours,

On behalf of the firm:

Signature:

.....

Name of signatory:

Designation:

Company Seal



## Form 2: Firm Information Sheet

### 2.1. Consulting Services Data

Name of the consulting services	
Brief Description of the Assignment	

### 2.2. (a) Consulting Firm Information

Name of the consulting firm:	Country of Registration:
Name of the owner:	Day, month & Year of Establishment:
Name of Authorized Representative ( <i>if applicable</i> ):	Position/Designation:
Contact Person details: Name, Designation, email and phone number	

*[Attach valid Trade License /Registration certificate]*

### 2.2. (b) Associations (Joint Venture or Sub-consultancy)

Name of the consulting firm	Country of Registration	Joint Venture (JV) or Sub-consultant	Name of Owner/ Authorized representative	Position/Designation

*[Attach Certificate of Registration of the lead member, Certificate of Registration of the JV member (for each member) Certificate of Registration of the Sub-Consultant (for each sub-consultant), Letter of Association/letter of Intent to form JV/Association]*

### 2.3. Core Area of expertise of the firm *[Provide a brief Description]*

**2.4. Company Profile** *[Provide a brief Description]*

**2.5. Available Equipment** *[where applicable]*

Provide list of equipment owned by the firm and relevant for the assignment

**Form 3: General Experience of the Firm during the Last 5 (five) Calendar Years**

Sl. No	Name of the assignment	Name of the client	Address of the client	Duration of the assignment			Total Cost of the assignment Nu.	Remarks
				From (Date)	To (Date)	Total (Months)		

**Form 4: Relevant Experience of the Firm during the Last 5 calendar Years**

Sl. No	Name of the assignment	Name of the client	Address of the client	Duration of the assignment			Total Cost of the assignment Nu.	Remarks
				From (Date)	To (Date)	Total (Months)		





**SECTION III: TERMS OF REFERENCE (ToR)  
FOR LICENSED CONSULTANCY FIRM**

<b>POST TITLE:</b>	National Consultant firms for development of Web-based virtual exhibition / trade fair Platform
<b>PROJECT NAME:</b>	Transitional Trade Support Facility (TSF) Program
<b>PLACE OF ASSIGNMENT:</b>	General Affairs Department, BCCI, Thimphu, Bhutan

**1. Background**

The BCCI has been hosting series of events physically such as trade fairs, expos, B2B meeting, workshops, and seminars in the past. With the current pandemic, it has become almost impossible to host such events. Hosting events is one the primary function of the chambers across the globe.

As an alternative, creating online system/virtual system will provide platform for business promotion and networking. The online system development will play a vital role for BCCI to host virtual meetings/ B2B/ Conferences/Expositions.

In view of the above, the Events & Resource Division, BCCI will develop a web-based virtual platform for Bhutanese exhibitors to showcase their products. This platform should help Bhutanese exhibitors to create market linkages both within and outside.

**2. Objective**

The main objective of the assignment is to develop a platform for hosting trade fairs /events / B2B (Web-based Application) for BCCI to host online events.

**3. Key task**

The Consultant firm shall carry out the following task but not limited to:

- a. Develop comprehensive registration system for the exhibitors and visitors.
- b. Visitors tracking system.
- c. Exhibitor platform/ stall development and allocation system.
- d. Automatic mail generation to an exhibitor if any visitor visited the Expo.
- e. B2B platform and allocation system.
- f. Chat and call System.
- g. Master platform for BCCI to access information.
- h. Payment gateway.

#### 4. Reporting and coordination

- a) The consultant firm shall report directly to Head, General Affairs Department, BCCI, and liaise closely until such time that the final assignment is submitted and accepted by the BCCI management.
- b) The consultant shall lead, facilitate and initiate all discussions related to assignment with the stakeholders.

#### 5. Team Composition

Team shall consist of Team Leader, Web Developer, Graphic Designer, Programmer, and 3D Animator

#### 6. EVALUATION

Both technical and financial proposals shall be evaluated based on the criteria of the Procurement Rules and Regulation 2019 of the Royal Government of Bhutan. The selection weight shall be based on a Technical Proposal (80%) and Financial Proposal (20%).

Technical Evaluation shall be as follows:

<b>Criteria</b>	<b>Points</b>
i. Specific experience of the Consultancy firm relevant to the assignment:	<b>25</b>
ii. Work plan in responding to the terms of reference.	<b>15</b>
iii. Key Professional staff qualifications and competence for the assignment:	<b>60</b>
a. Team Leader (01 no) with minimum of 5 years and experience with at least completed 2 assignments of similar type (Web-based Application)	
b. Web-developer with minimum of 3 years' experience in web development.	
c. Graphic Designer (01 no) with minimum of 3 years' experience in graphic design	
d. Programmer (01 no) with minimum of 3 years' experience	
e. 3D Animator (01 no) with minimum of 3 years' experience	
<b>Total</b>	<b>100</b>

##### 6.1 Breakdown of Evaluation Criteria



Criteria		Points Allocated	Maximum Score
i.	<b>Specific experience of the Consultancy firm relevant to the assignment:</b>		<b>25</b>
a.	Similar works experience [25]		
b.	General experience [10]		
ii.	<b>Work plan in responding to the terms of reference:</b>		<b>15</b>
a.	<b>Work plan:</b>		
•	Poor	0	
•	Satisfactory	05	
•	Good	10	
•	Very good	15	
iii.	<b>Key Professional staff qualifications and competence for the assignment:</b>		<b>60</b>
a.	<b>Team Leader</b>		
•	With minimum of 5 years and experience with at least completed 2 assignments of similar type (Web-based Application)	15	
•	With less than 5 years and experience with at least completed 2 assignments of similar type (Web-based Application)	10	
•	With less than 5 years and with no assignment handled	0	
b.	<b>Web Developer</b>		
•	With minimum of 3 years' experience in web development.	15	
•	With less than 3 years' experience in web development.	10	
•	With no experience in web development.	0	
c.	<b>Graphic Designer</b>		
	With minimum of 3 years' experience in graphic design	10	
	With less than 3 years' experience in graphic design.	5	
	With no experience in graphic design	0	
	<b>Programmer</b>		
	With minimum of 3 years' experience	10	
	With less than 3 years of experience	5	
	With no experience	0	
	<b>3D Animator</b>		
	With minimum of 3 years' experience	10	
	With less than 3 years of experience	5	

	With no experience	0	
<b>Total</b>			<b>100</b>

## 7 PROPOSAL

The proposal must include detailed description of approach and methodologies, work plan and CV of the key expert.

### 7.1 Technical Proposal

The consultant shall submit technical proposal detailing the following:

- A clear description of the approach/ methodology to be adopted for development of web-based virtual exhibition/trade fair platform.
- Profile of consultant/key expert and an outline of recent experiences on assignments of similar in nature; and
- The consultant's comments or suggestions on the TOR.

### 7.2 Financial Proposal

The financial proposal will be solicited only if the technical proposal scores at least 70 out of 100.

The financial proposal should contain the following:

- The lump-sum consultancy fee with the breakdown to clearly indicate: travel, per diems and actual consultancy fees (daily fee);
- An indication of whether this rate is flexible.

## 8 Duration of assignment

The consultant will be recruited for 60 working days.

## 9 Deliverables, Timeframe and Payment Schedule

Deliverable/output	Timeframe	Payment Schedule
Develop and present detailed methodology and work plan	1 weeks	20%
Preliminary conceptual design of platform and presentation	4 Weeks	20%
Final draft presentation to BCCI management	11 Weeks	20%
Upon approval of preliminary design, submission of detailed design document which shall include structure layouts and applications	12 Weeks	40%

*(Note: 2 % tax will be deducted at source on each payment made to consultant as per existing Financial Regulation and norms of the Royal Government of Bhutan)*

## 10 OTHER MATTERS

The BCCI retains its right to accept or reject the proposals without any reasons and cancel the procurement service, if it deems so.