

REQUEST FOR EXPRESSION OF INTEREST

REoI No. *BCCI/GAD/HRAD/ (PRO)-01. a/2023-24/1045*

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



Title of Consulting Service
National Consultant for Development and Commissioning of BCCI Database System

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INVITATION FOR EXPRESSION OF INTEREST

BCCI/GAD/HRAD/ (PRO)-01. a/2023-24/1045

May 07, 2024

The **General Affairs Department, BCCI Secretariat** invites Expression of Interest (EoI) to provide the following consulting services “Development and Commissioning of BCCI Database System”. 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 14th May 2024 *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:

Ms. Nim Pem
Revenue Division, BCCI Secretariat
Email: nim.pem@bccci.org.bt
Doebum Lam, Chubachu, Thimphu.

Yours sincerely,



Head, Human Resource & Administrative Division
BCCI Secretariat
Deobum 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 interests 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 may deliver their EoI by hand, mail, courier service to the address mentioned in the REoI.
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 *14th May 2024 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:

[The Procuring Agency may modify and allocate the following indicative points based on their requirements and further breakdown each criteria into sub- criteria and allocate points accordingly].

Sl. No	Criteria	Points
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)		

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

Sl. No	Name of the Staff	Qualification	Total Years of experience	Relevant experience					
				Name of assignment	Client	Position	Duration		
							From (Date)	To (Date)	Duration (Months)

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

Sl. No	Name of the Staff	Qualification	Total Years of experience	Relevant experience					
				Name of assignment	Client	Position	Duration		
							From (Date)	To (Date)	Duration (Months)

TERMS OF REFERENCE (ToR) FOR LICENSED CONSULTANCY FIRM

PROJECT NAME:	Development and commissioning of BCCI database system
PLACE OF ASSIGNMENT:	BCCI Secretariat, Thimphu, Bhutan

1. Background

The Bhutan Chamber of Commerce & Industry (BCCI) plays a vital role in supporting and promoting Bhutanese businesses. With the hassle in manual recording of the members in the excel sheet, the BCCI wishes to maintain and update the BCCI membership on its database system.

The membership database system can be a valuable tool for the BCCI to strengthen its membership base, improve communication, and better serve the needs of Bhutanese businesses. To effectively serve its members and achieve its goals, the BCCI requires a robust and efficient membership database system.

2. Objective

The main objective of the assignment is to develop a BCCI membership database system and digitalize it.

3. Key task

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

1. Develop BCCI Membership Database (comprehensive members registration with membership login profile) having a strong security feature.
2. Members tracking system with the digital Membership card.
3. Allocation of auto generated membership no for individual members.
4. Automatic email generation to members for membership expiry and congratulation on the start of their business and becoming a member of BCCI. Bulk email features for the active members for broadcasting the prominent events.
5. Member categorization based on business sectors.
6. View membership update and card by members.
7. Overview of overall summery of membership information
8. Admin Panel (master data management system)
9. Integration with relevant agencies for the data.
10. Chatbot Integration for BCCI officials and it's active members.
11. 12 months warranty and technical support.
12. Automatic backup of the System
13. Feedback portal for the active members.
14. Include the Membership services for the active members
15. Other features as demanded by the agency (If any additional features need to be included)

Note: The server shall be procured from the same vendor for hosting system at office premises.

Preferred platform (Python and Java)

In addition, develop electronic and hardcopy documentation for all aspects of the data system including user manual and provide appropriate training and knowledge transfer to its counterpart of the Authority regarding the implementation, troubleshooting and use of the system.

4. Reporting and coordination

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

5. Team Composition

Team shall consist of Team Leader, Developers, Business Analyst and Database Administrator

6. Implementation Timeline

System design, equipment purchase, and implementation works should be completed within 90 days after the signing of the Contract.

7. Methodology

The participating firm during the submission of bid must indicate proposed methodology and work plan from the award of the engagement.

8. Maintenance Services and Warranty

The firm shall provide technical support for a period of 12 months after successful implementation of the Database system. The Contractor shall also specify the warranty for the installed equipment.

9. Expected Output

The firm shall hand over a fully functional Database system with the inclusion of all the features listed under the key task.

10. Proposal

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

10.1 Technical Proposal

The consultant shall submit technical proposal detailing the following:

- A clear description of the approach/ methodology to be adopted for development of BCCI Membership Database.
- Profile of consultant/key expert and an outline of recent experiences on assignments of similar in nature with the supporting documents (certificates, recommendation, concern letters....)
- The consultant’s comments or suggestions on the TOR.

10.2 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);
- Cost of the server with detailed specifications. (Sl. 13)
- An indication of whether this rate is flexible.

11 Evaluation

Both technical and financial proposals shall be evaluated based on the criteria of the Procurement Rules and Regulation 2023 of the Royal Government of Bhutan. The selection weight shall be based on a Technical Proposal (70%) and Financial Proposal (30%).

Technical Evaluation shall be as follows:

Criteria	Points
i. Specific experience of the Consultancy firm relevant to the assignment:	25
ii. Work plan in responding to the terms of reference.	15
iii. Key Professional staff qualifications and competence for the assignment:	60
a. Team Leader (01 no) with minimum of 5 years and experience with at least completed 3 assignments of similar type (Web-based Application)	
b. Developer (02 nos) with minimum of 3 years’ experience in web-based data development.	
c. Business Analyst (01 no) with minimum of 3 years’ experience	
d. Database Administrator with minimum of 3 years’ experience	
Total	100

11.1 Breakdown of Evaluation Criteria

Criteria	Points Allocated	Maximum Score
i.	Specific experience of the Consultancy firm relevant to the assignment:	25
a.	Similar works experience [25] 5 points for each similar project	
b.	General experience [10] 2 points for each project	
ii.	Work plan in responding to the terms of reference:	15
a.	Work plan:	
•	Poor	0
•	Satisfactory	05
•	Good	10
•	Very good	15
iii.	Key Professional staff qualifications and competence for the assignment:	60
a.	Team Leader (20 points)	
•	With minimum of 5 years' experience with at least completed 3 assignments of similar type (Web-based Application)	20
•	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.	Developer 1 - 10 points	
•	With minimum of 3 years' experience in web development.	10
•	With less than 3 years' experience in web development.	5
•	With no experience in web development.	0
c.	Developer 2 - 10 points	
•	With minimum of 3 years' experience in web development.	10
•	With less than 3 years' experience in web development.	5
•	With no experience in web development.	0

d.	Business Analyst (10 points)		
	With minimum of 3 years' experience	10	
	With less than 3 years of experience	5	
	With no experience	0	
e.	Database Administrator (10points)		
	With minimum of 3 years' experience	10	
	With less than 3 years of experience	5	
	With no experience	0	
Total			100

12. Other Matters

The BCCI retains its right to accept or reject the proposals without citing any reason or even cancel the bids offered as it deems appropriate.

13. Deliverables, Timeframe and Payment Schedules

Deliverables	Timeframe	Payment Schedule
Develop and present detailed methodology and prototype and workplan to the BCCI management.	2 weeks	40%
Implementation of the demo system and presentation for the feedback and necessary comments from the BCCI management.	7 weeks	20%
Live integration of the BCCI database system and Final Presentation to the BCCI management for the approval	2 weeks	20%
Provide user manual, appropriate training, and knowledge transfer to its counterpart	2 weeks	20%

(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)

Server Specifications

Server - PowerEdge 650

CPU - Intel Xeon Silver - 2.8G 8C - 2 Nos

RAM - 32GB RDIMM X 2

Hardware RAID

Storage - 2.4 TB 10K RPM SAS 2.5" Hot-plug Hard Drive X 3

Power supply - Redundant Power Supply

Network -Broadcom Quad port 1GBE.