**Prescribed Format for Submission of Expression of Interest (EOI)**

**(In case of Joint Venture, this Form to be completed by each JV partner)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Package No.** | **:** | **SD-58A** | | |
| **Title of Service** | **:** | **Selection of NGO for Collaborative Forest Management Group formation, data entry, training etc. (Hill Sylhet)** | | |
| 1. **Letter of Submission [Addressing Project Director, SUFAL Project, BFD]** | | | | |
|  | | | | |
| 1. **General Experience of the NGO/Firm**   (Year of Establishment, as per Registration Certificate)  **(Necessary Attachments: Company/NGO/Firm’s Registration Certificate)** | | | **:** |  |
| 1. **Experience in working location mentioned in ToR** | | | : |  |
| **(Necessary Attachments: Details Description of Assignment done by the NGO/Firm in working location)** | | | | |
| 1. **Firm/Company Background (General Information)**   **(Necessary Attachments: Brochure etc.)** | | | | |
| 1. **Financial Capacity of the Firm (Turnover of last 3 years)** | | |  |  |
| 1. **2018-19 (Up to Present)** | | | **:** |  |
| 1. **2017-18** | | | **:** |  |
| 1. **2016-17** | | | **:** |  |
| **(Necessary Attachments: Payment Received Certificates/Audit Report)** | | | | |
| 1. **Experience of the NGO/Firm in Similar Tasks/Assignments in Last Ten Years**   (Example of Past Experience of Required Nature and/or Complexity including Cost and Duration of the Assignment) | | | | |
| **Total No. of Similar Nature Assignment done by the Firm** | | | **:** |  |
| |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Project Name** | **Title/Description of Service** | **Type of Service** | **Name and Address of the Client** | **Service Duration (Start & End Dates)** | **Value of Service** | | | **Man-Month Input** | | | **Total Value** | **No. of Partners**  **(if Any)** | **Value of Service Provided by the Firm** | **Firm’s Input** | **Partners’ Input** | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |   **(Necessary Attachments: Details Description of Mentioned Similar Nature Assignment done by the NGO/Firm Separately)** | | | | |
| 1. **List of Managerial Professionals of the NGO/firm :** | | | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **SN** | **Name of Professionals** | **Position held in the Firm** | **Educational Qualification** | **Total Years of Experience** | **No. of Years as Firm’s Employee** | |  |  |  |  |  |  | |  |  |  |  |  |  | | | | | |
| 1. **Organizational Capacity and logistics of the Firm** | | | | |
| 1. **Office Space (Area, Floor No. etc.)** | | | | |
| 1. **No. of Support Staffs** | | | | |
| 1. **Description of Important Office Equipment** | | | | |