

**Meeting Minutes of the TOR & RFP Review Committee, LGED to review the documents of Request for Expressions of Interest (REOIs) of “Consulting Services” for Urban Development and City Governance Project, LGED**


Venue : Office of the Additional Chief Engineer (Planning, Design & Research)  
LGED Bhaban, LGED.

Date & Time : **16 March 2020 at 11.30am.**

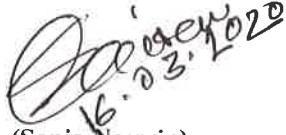
Chairperson : Mr. A.K.M. Lutfur Rahman, Additional Chief Engineer (Planning, Design & Research)

List of Participants : **Annex-1**


1. At the outset of the meeting, the Chairperson welcomed the participants and requested the Project Director (PD), Urban Development and City Governance Project (UDCGP), to present details about the submitted REOI documents.
2. The Project Director, UDCGP, informed that Government of Bangladesh (GOB) and the Government of Japan (GOJ) has been signed Minutes of Discussion (MOD) to implement Urban Development and City Governance Project in Gazipur, Narayanganj and Cumilla City Corporation and Cox's Bazar Pourashava. The project will be funded by Japan International Cooperation Agency (JICA). According to MOD, LGED should prepare REOI documents and invite REOI with concurrence of JICA to procure international consulting firm for assisting in implementation of the project. And thus, draft REOI documents are prepared and placed to the committee for reviewing.
3. After an elaborate discussion on REOI documents Chairperson pointed out that there should be a title of the consultants considering the nature of service procuring and he proposed that the consultant could be named as “Design Supervision and Management Consultant”. All the members conferred and agreed on this.
4. **Decision:**
  - a) In the REOI documents, consultants should be named as “Design Supervision and Management Consultant”.
  - b) The committee approved the REOI documents with above adjustment.
5. Finally, the chairperson concluded the meeting with a vote of thanks to all.

  
(Md. Golam Mostafa)  
Project Director  
UDCGP, LGED, Dhaka  
and


Member Secretary, TOR & RFP  
Review Committee.

  
(Sonia Nowrin)  
Senior Assistant Engineer  
MGSP, LGED  
and

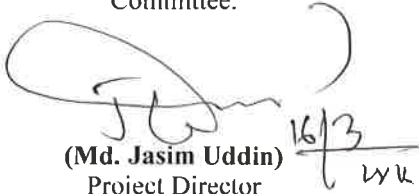
Member, TOR & RFP Review  
Committee.

  
(Md. Hamidul Hoque)  
Project Director  
CRDP-2, LGED  
and


Member, TOR & RFP Review  
Committee.

  
(Md. Abdus Sattar)  
Executive Engineer  
(Procurement), LGED  
and


Member, TOR & RFP Review  
Committee.

  
(Md. Jasim Uddin)  
Project Director  
BAIDP, LGED  
and

Member, TOR & RFP Review  
Committee.

  
(Md. Rafiqul Islam)  
Superintending Engineer  
(Procurement), LGED  
and

Member, TOR & RFP Review  
Committee.

  
(A.K.M. Lutfur Rahman)  
Additional Chief Engineer  
(Planning, Design & Research), LGED  
and

Chairperson, TOR & RFP Review Committee.

**Government of the People's Republic of Bangladesh**  
Ministry of Local Government, Rural Development and Cooperatives  
Local Government Division  
Local Government Engineering Department (LGED)

**Request for Expression of Interest (REOI)**  
**for**  
**Design Supervision and Management Consulting Services**  
**for**  
**Urban Development and City Governance Project**

**March 2020**



Government of the People's Republic of Bangladesh  
Local Government Engineering Department (LGED)  
LGED Headquarters, RDEC (Level-8)  
Agargaon, Sher-e-Bangla Nagar  
Dhaka-1207  
[www.lged.gov.bd](http://www.lged.gov.bd)

Ref: LGED/PD/UDCGP /2020/

Date: 00/03/ 2020

**Request for Expression of Interest (REOI)**  
**for**  
**Design Supervision and Management Consulting Services for**  
**Urban Development and City Governance Project**

The Government of the People's Republic of Bangladesh has applied for a loan from the Japan International Cooperation Agency (hereinafter referred to as "JICA") to finance the Urban Development and City Governance Project which is to improve urban functions by improving urban infrastructure and strengthening city governance related to infrastructure development. The Government of the People's Republic of Bangladesh also intends to use part of the proceeds of the loan for eligible payments for consulting services.

2. The outline of the Project:

**Executing Agency (synonymous with "the Employer" or "Client"):** Local Government Engineering Department (LGED)

**Location of the Project:** Gazipur City Corporation, Narayanganj City Corporation, Cumilla City Corporation and Cox's Bazar Paurashava

**Expected project completion:** June 2026

**The project consists of the following components:**

- i) Component 1- Capacity Development
- ii) Component 2-Infrastructure Development
- iii) Component 3-Consultancy Service

3. Scope of Consulting Services:

i) Capacity Development

- (a) Governance
- (b) Urban Planning
- (c) Civil Engineering
- (e) O&M (Operation and Maintenance) guidelines for each sector of subproject(Water Supply, solid waste management and other infrastructures as needed)
- (f) Municipal landfill and Solid Waste Management
- (g) Procurement
- (h) Water supply
- (i) Environment and Social Consideration
- (j) Survey (Base line and Impact Monitoring)

ii) Urban Infrastructure Development includes Design Supervision and management

- (a) Road and Bridge
- (b) Drainage and Water Supply
- (c) Municipal landfill and Solid Waste Management
- (d) Other Infrastructure (buildings, Public space, Bus-terminal etc.)



- iii) Environmental and Social Considerations
  - iv) Assistance for Project Management and Performance-based Approach
4. The firm is required to provide experts in the following fields:
- i) Project Management
  - ii) Urban Planning
  - iii) Construction Management
  - iv) Designing Urban Infrastructures (road, bridge, drainage, bus-terminal, flyover, overpass, water supply, landfill, public space, municipal lighting etc.)
  - v) Environmental and Social Consideration
  - vi) Land Acquisition and Resettlement
  - vii) Capacity Development
  - viii) Procurement
5. Selection of the shortlisted consultants will be made in accordance with the “Guidelines for the Employment of the Consultant under Japanese ODA Loan, April 2012” following Quality and Cost Based Selection (QCBS);  
[http://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/oda\\_loans/oda\\_op\\_info/guide/](http://www.jica.go.jp/english/our_work/types_of_assistance/oda_loans/oda_op_info/guide/)
6. EOI is invited from eligible international consulting firms/organizations/institutions in single or in the form of Joint Venture, or association/consortium, which has required expertise and experience in the above-mentioned areas. The firm would have:
- i) Relevant overseas experience of similar development projects for urban development and city governance includes urban infrastructure subprojects and improving city governance in developing countries, preferably in Asia Pacific and South Asia;
  - ii) Experience with solid waste management, including planning, designing and implementation of municipal solid waste landfill.
  - iii) Experience with municipal water supply management, including planning, designing and implementation of production tube well, water supply network and distribution pipelines.
  - iv) Experience with capacity development of government organizations.
  - v) Experience with Japanese ODA loan project.
7. EOI should include the following information:
- i) Company profile (Form-1);
  - ii) General experiences of the firm with comparable size and condition (Form-2)
  - iii) Related experiences of the firm, similar assignments in projects of comparable size, condition and technical specification (Form-3);
  - iv) Availability of appropriate Experts with one CV for each position attached (Form-4);
  - v) Financial information (Form-5); and
  - vi) Agreement of Joint Venture, or association/consortium, if applicable (Form-1b)
8. EOI as well as forms/supporting documents attached shall be written in English. Documents originally written in other than English should be translated by the applicant into English and attached to the copy of original duly attested by competent authority.



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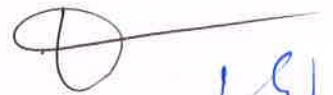
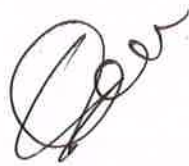
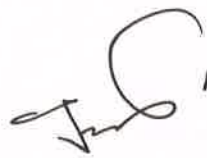
9. Outline of the project and Forms of Expression of Interest are posted on the websites of [www.lged.gov.bd/](http://www.lged.gov.bd/), and hard copy of the same is available from the office in the address given hereunder. REOI notice is available at [www.lged.gov.bd/](http://www.lged.gov.bd/) and [www.cptu.gov.bd](http://www.cptu.gov.bd)
10. Three (3) signed copies of EOI shall be submitted in a sealed envelope through post, Registered post, or delivered by hand, subscribing “Design Supervision and Management Consulting Services” for Urban Development and City Governance Project (UDCGP)” on top of the envelope to the following address by 4:00 pm, Date: 00/04/2020.
11. EOIs submitted by firms will be screened, and firms will be shortlisted. Only short-listed firms will be invited to submit proposals. The result of EOIs and names of the shortlisted firms will be informed by the undersigned in writing by Fax and/or email.
12. LGED reserves the right to accept/reject one or all EOIs or stop the process of approval at any stage, at its sole discretion without assigning any reasons and shall bear no liability whatsoever consequent upon such a decision.

Project Director  
Urban Development and City Governance Project  
Local Government Engineering Department (LGED),  
LGED Headquarters, RDEC (Level-8), Agargaon, Sher-e-Bangla Nagar,  
Dhaka-1207  
Phone: +880-00000000  
Fax: +880-00000000  
Email:



## Expression of Interest Forms : Contents

1. Form of Letter of "Expression of Interest"
2. Form -1A. General Information
  - A-1 Firm's Information
  - A-2 Summary of Consortium
3. Form - 1b B Consortium Agreement
4. Form-2 C. General Experience Record
5. Form-3 D. Relevant Experience Record
6. Form-4 E. Available Experts
7. Form-5 F. Financial Capacity



## Form of Letter of “Expression of Interest”

[Letter head paper of the Applicant or partner responsible for a consortium, including full postal address, telephone no., and fax no.]

Date:.....

To:  
XXXX  
Address:  
XX  
Dhaka-  
Bangladesh  
Phone +880XXXXXXXXX  
Fax: +880XXXXXXXXX  
Email: XXXXXX@XXX.XXX.bd

Sir,

1. Being duly authorized to represent and act on behalf of ..... (hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the information provided in Request for Expression of Interest, the undersigned hereby expresses its interest in and applies to be short-listed by yourselves as a submitter of proposal for the “Design Supervision and Management consulting services” for Urban Development and City Governance Project (UDCGP)
2. Attached to this Expression of Interest are copies of original documents defining:
  - (a) the Applicant's legal status; and
  - (b) the place of incorporation/ organization/ institution (for applicants who are corporations/ organizations/ institutes), or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
3. Project Director, UDCGP, Local Government Engineering Department (LGED) and their authorized representatives (“the Representative of LGED”) are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this Expression of Interest, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Expression of Interest will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by LGED to verify statements and information provided in this Expression of Interest, such as the human resources, experience, and competence of the Applicant.
4. The Representative of LGED may contact the following persons for further information.

Experience inquiries	
Contact	Telephone
Personnel inquiries	
Contact	Telephone
Financial inquiries	
Contact	Telephone

5. This Expression of Interest is made with the full understanding that:
  - (a) All information submitted in this Expression of Interest for qualification and selection for short-listing will be subject to verification at the time of submitting proposal by short-listed applicants;
  - (b) The Representative of LGED reserves the right to reject or accept any application, cancel the qualification and selection for short-listing process at any stage, and reject all applications;
  - (c) The Representative of LGED shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them.

*Applicants who are not Consortiums should delete para 6 and initial the deletion.*

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6. We confirm that if we submit a proposal, that proposal, as well as any resulting contract, will be:
- Signed so as to legally bind all partners, jointly and severally; and
  - Submitted with a consortium agreement providing the joint and several liabilities of all partners in the event the contract is awarded to us.

[Note A: By declaration of the para 6 above, the lead partner and the other partner (experiences, technical and financial capacity) will be jointly evaluated. The sub-contracted firm is not subject of evaluation.]

7. The undersigned of declaration on the statements made and the information provided in this Expression of Interest are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead of a Consortium)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf of (name of partner)	For and on behalf of (name of partner)

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## EXPRESSION OF INTEREST FORM -1

### A. General Information

[Note B: All individual firms and each partner of a Consortium applying for short-listing are requested to provide following information in this form. Nationality information should be provided for all owners or applicants who are partnerships or individually-owned firms. Summary of Consortium should be provided, if applicable.]

#### A-1 Firm's Information (All firms in case of Joint Ventures)


	Name of firm	
	Head office address	
	Telephone	Contact (Name, position)
	Fax	
	Place of incorporation / registration	Year of incorporation / registration

#### A-1(b) Firm's Information (In addition to A-1 above, submit the following in case of partnership or individually-owned firms)

Nationality of the Owner	
Name	Nationality
1	
2	
3	
4	
5	

#### A-2 Summary of Consortium

Names of all partners of Consortium	
Lead partner	
Partner	
Partner	



## EXPRESSION OF INTEREST FORM -1b

### B. Consortium Agreement

To  
XX  
Address:  
Dhaka  
Bangladesh  
Phone +880XXXXXXXXX  
Fax: +880XXXXXXXXX  
Email: XXXXXX@XXX.XXX.bd

The undersigned of this declaration of cooperation are authorized to act with regard to the Expression of Interest in the consulting services for Urban Development and City Governance Project (UDCGP) on behalf of their organizations.

They hereby declare:

that they will legalize a consortium Agreement in case that a consulting services Contract indicated in the Request for Expression of Interest for consulting services for Urban Development and City Governance Project (UDCGP) (the Contract) is awarded to their group;

1. that they have nominated \_\_\_\_\_ [name of the lead partner] as the Sponsor Firm of the group for the purpose of this Expression of Interest;
2. that they authorized Mr./Ms. \_\_\_\_\_ [name of the person who is authorized to act as the Representative on behalf of the Consortium] to act as the Representative in the name and on behalf of their group for the purpose of this Expression of Interest.
3. that all partners of the Consortium shall be liable jointly and severally for the execution of the Contract;
4. that this Consortium is an association constituted for the purpose of providing consulting services under the Contract;
5. that each and every partner to this Consortium shall provide at least one expert for the contract period in any one of the required areas of expertise;
6. that this Consortium should be post-disqualified in case the Consortium should breach the agreement in respect of item 5 above when submitting a Proposal;

7. if the Representative of LGED accepts the Proposal of this Consortium, it shall not modify the composition or constitution of the consortium formed and proposed in the Proposal until the completion of Contract without the prior consent of the Representative of LGED;

Names and positions of the proposed Consortium Representatives, as well as organization's names and addresses are:

1	Name:	Signature:
	Position:	Date:
	Representative of: (Organization's Name and address)	

2	Name:	Signature:
	Position:	Date:
	Representative of: (Organization's Name and address)	

3	Name:	Signature:
	Position:	Date:
	Representative of: (Organization's Name and address)	

## EXPRESSION OF INTEREST FORM - 2

### C. General Experience Record

[Note C: All individual firms and all partners of a consortium are requested to provide information, in this form, of the similar service contracts in last ten (10) years. Major services must be related to the fields:

- 1) Design, Supervision and Management of Infrastructures Projects
- 2) Capacity Development in Government Organization

The value of the contract should be based on the currencies of the contracts converted into Bangladeshi Taka, at the date of substantial completion, or for current contracts at the time of award.]

C-1. Name of Applicant or Name of Consortium and name of the partner to provide information
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#### C-2 General Experiences

Name of assignment:	Country:
Duration (from month/year/to month/year)	Employer:
Contract status of the firm: Sole      J/V      Subcontractor	Loan project:    Yes      No
Total contract amount:	Contract amount of the firm:
Total men-months of professional:	Men-months of professional provided by the firm:
Summary of the service:	

## EXPRESSION OF INTEREST FORM - 3

### D. Related Experience Record

[Note D: All individual firms and all partners of a consortium are requested to provide information, in this form, of the similar service contracts in last ten (10) years. Major services must be related to urban infrastructure improvement and capacity development in the fields mentioned below;

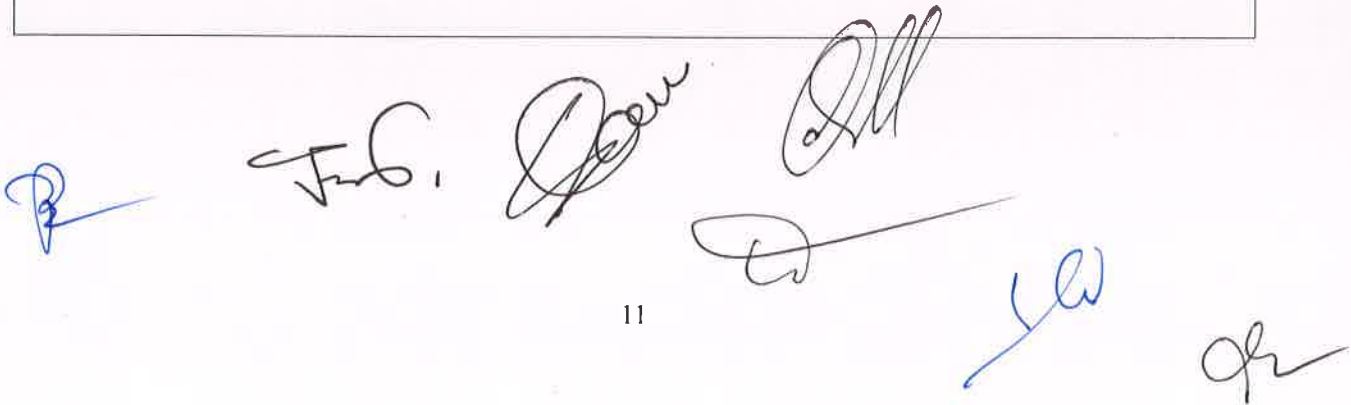
- i) Project Management
- ii) Urban Planning
- iii) Construction Management
- iv) Designing Urban Infrastructures (road, bridge, drainage, bus-terminal, flyover, overpass, water supply, landfill, public space, municipal lighting etc.)
- v) Environmental and Social Consideration
- vi) Land Acquisition and resettlement
- vii) Capacity Development
- vii) Procurement

The value of the contract should be based on the currencies of the contracts converted into Bangladeshi Taka, at the date of substantial completion, or for current contracts at the time of award.]

D-1. Name of Applicant or Name of Consortium and name of the partner to provide information
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#### D-2 General Experiences

Name of assignment:	Country:
Duration (from month/year/to month/year)	Employer:
Contract status of the firm: Sole      J/V      Subcontractor	Loan project:    Yes      No
Total contract amount:	Contract amount of the firm:
Total men-months of professional:	Men-months of professional provided by the firm:
Summary of the service:	



## EXPRESSION OF INTEREST FORM - 4

### E. Available Experts

[Note E: The Applicant is requested to provide personnel information to be possibly assigned for the specified area mentioned in the followings:

**Professional (A): International key Experts**

- i) Team Leader/Project Management
- ii) Construction Management
- iii) Transport Engineer
- iv) Structure Engineer
- v) Design Engineer (bridge)
- vi) Hydrological Engineer
- vii) Solid Waste Management/Collection and Transportation Specialist
- viii) Landfill Facility Expert
- ix) Monitoring and Evaluation Expert
- x) Governance Specialist
- xi) Environmental and Social Consideration Expert

**Professional (B): Local Key Experts**

- i) Deputy Team Leader (Infrastructure)
- ii) Deputy Team Leader (Governance)
- iii) Project Benefit Monitoring and Evaluation Expert
- iv) Traffic/Transport Engineer
- v) Structure/Design Engineer (4)
- vi) Hydrological Engineer
- vii) Solid Waste Management/Collection and Transportation Specialist
- viii) Landfill Facility (Civil Engineer)
- ix) Quality Control Engineer (4)
- x) Residential Engineer (4)
- xi) Environmental and Social Consideration Expert
- xii) Resettlement Expert

No. of Expert/Engineer to be Available. At least one CV for each Expert position should be submitted. Please be noted that the CV is for reference purpose at this EOI stage and that there is no obligation to submit the same CV at the Request for Proposal stage.

Name of the firm (each firm of JV or consortium)	International Experts/Local Key Experts	Expertise	Degree (Bachelor, Master, Doctor)	No. of Experts
<b>(Example)</b>				
ABC	International	Team Leader/Project Management	B.Sc. in Civil Engineering	2
DEF	International	Solid Waste Management/Collection and Transportation Specialist	B.Sc. in Civil Engineering	3
ABC	Local	Deputy Team Leader (Infrastructure)	B.Sc. in Civil Engineering	3

## EXPRESSION OF INTEREST FORM - 5

### F. Financial Capacity

[Note F: The Applicant or each partner of consortium is requested to provide audited financial statement (balance sheet, income statement, and cash flow statement) in last five (5) years. The Applicant or each partner of consortium is also requested to provide summary of financial information in the following form.]

For partner;

Financial information in Bangladeshi Taka equivalent	Actual: previous 5 years (use the accounting year of the applicant or partner)				
	Accounting Year 1	Accounting Year 2	Accounting Year 3	Accounting Year 4	Accounting year 5
1. Total assets					
2. Current assets					
3. Total liabilities					
4. Current liabilities					
5. Sales of which consulting services only (Turnover)					
6-1. Gross Profits of the firm					
6-2. Gross Profits out of consulting services only					
7-1. Profits after taxes of the firm					
7-2. Profits after taxes from consulting services only					