



Expression of Interest (EOI)



Consulting Services for Preparation of Overall Master Plan of Lumbini Provincial Hospital, Review of Existing Master plan and Incorporation of Including all redesign of Garden, Vehicle Parking, Reuse Plan of Existing Newly Constructed/Under Constructor Buildings and Compound wall

Method of Consulting Service: National

EOI No: PPC-PCS-01/2076/77

Office Name : Province Planning Commission, Province 5

Office Address: Butwal , Rupandehi

Issued on: 8th Kartik 2076 (25th Oct, 2019)

[Handwritten Signature]



Abbreviations

CV	-	Curriculum Vitae
DO	-	Development Partner
EA	-	Executive Agency
EOI	-	Expression of Interest
GON	-	Government of Nepal
PAN	-	Permanent Account Number
PPA	-	Public Procurement Act
PPR	-	Public Procurement Regulation
TOR	-	Terms of Reference
VAT	-	Value Added Tax

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A. Request for Expression of Interest

Provincial Government
Province Planning Commission
Province 5, Butwal

Date of 1st publication: 8th kartik, 2076 (25th Oct, 2019)

EOI No: PPC-PCS-01/2076/77

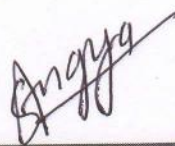
Name of Project: Preparation of overall Master plan of Lumbini Provincial Hospital, Review of Existing Master Plan and Incorporation of Including all Redesign of Garden, Vehicle Parking, Reuse Plan of Existing Newly Constructed/Under Construction buildings and Compound wall

1. Provincial Government, Province 5 has allocated fund from Provincial Budget toward the cost of **"Preparation of overall Master plan of Lumbini Provincial Hospital, Review of Existing Master Plan and Incorporation of Including all Redesign of Garden, Vehicle Parking, Reuse Plan of Existing Newly Constructed/Under Construction buildings and Compound wall"** and intends to apply a portion of this budget to eligible payments under the Contract for which this Expression of Interest (EOI) is invited for **National Consulting Service**.
Province Planning Commission invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the following consulting services: **Preparation of overall Master plan of Lumbini Provincial Hospital, Review of Existing Master Plan and Incorporation of Including all Redesign of Garden, Vehicle Parking, Reuse Plan of Existing Newly Constructed/Under Construction buildings and Compound wall**.
2. Interested eligible consultants may obtain further information and EOI document free of cost at the address: **Province Planning Commission, Province 5, Butwal** on office hour or visit the website: **www.ppc.p5.gov.np**.
3. Consultants may associate with other consultants to enhance their qualifications.
4. Expressions of interest shall be delivered manually to **Province Planning Commission, Province 5, Butwal** on or before office hour.
5. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.
6. EOI will be assessed based on **Qualification 40%, Experience 50% and Capacity 10%** of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
7. Minimum score to pass the EOI is **70**.

B. Instructions for submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms and the maximum number of partners in JV shall be limited to three.
2. Interested consultants must provide information indicating that they are qualified to perform the services (descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment).
3. This expression of interest is open to all eligible *consulting firm/person/ company/ organization*.
4. In case, the applicant is individual consultant, details of similar assignment experience, their location in the previous 4 years and audited balance sheet and bio data shall be considered for evaluation.¹
5. The assignment has been scheduled for a period of **3 three Months**. Expected date of commencement of the assignment is **27th Nov, 2019**.
6. A Consultant will be selected in accordance with the **QCBS** method.
7. Expression of Interest should contain following information:
 - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
 - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
 - *EOI Form: Letter of Application (Form 1)*
 - *EOI Form: Applicant's Information (Form 2)*
 - *EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))*
 - *EOI Form: Capacity Details (Form 4)*
 - *EOI Form: Key Experts List (form 5).*
8. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
9. The Expression of Interest (EOI) document must be duly completed and submitted in sealed envelope and should be clearly marked as "EOI Application for Short-listing for the **Consulting Services for Preparation of overall Master plan of Lumbini Provincial Hospital, Review of Existing Master Plan and Incorporation of Including all Redesign of Garden, Vehicle Parking, Reuse Plan of Existing Newly Constructed/Under Construction buildings and Compound wall**. The Envelope should also clearly indicate the **name and address of the Applicant**.
10. The completed EOI document must be submitted on or before the date and address mentioned in the "**Request for Expression of Interest**". In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.

¹ Delete if EOI is not called for person.



C. Brief TOR



Terms of Reference

For

Preparation of overall Master plan of Lumbini Provincial Hospital, Review of Existing Master Plan and Incorporation of Including all Redesign of Garden, Vehicle Parking, Reuse Plan of Existing Newly Constructed/Under Construction buildings and Compound wall

Terms of Reference normally contain the following sections:

a) **Background**

LUMBINI PROVINCIAL Hospital, Hospital Road, BUTWALL Rupandehi, Nepal is running as old 300 bedded hospital with tentative 1000 patient inflow. In which approx 60 % of patients are follow up only. LUMBINI PROVINCIAL Hospital, intends to upgrade with re-planning its existing 300 bedded old Hospital to 700 bedded Regional multi disciplinary hospital with other hospital Infrastructure and planning to upgrade phasewise.

The total land area of this hospital is 77 ropani for hospital and side land of 16 ropani is allotted for residential purposes. The Site area nearly 1600.00sq meters. At the moment the hospital intends to construct a multi-storied modern hospital building with basement with all hospital facilities and planning shall be with appropriate manner and well open spaces for greenery and basement motor parking. The hospital also intend to design all infrastructure need related to the modern hospital eg. Administrative building, hostel building, other necessary building and other related structure. For this purpose the LUMBINI PROVINCIAL Hospital intends to hire a qualified consulting firm to carry out, concept design of the hospital, the architectural, Landscaping Design and drawings including topographical survey. The building is expected to be a prestigious and landmark building so new concept and new technology blending with Nepalese architecture is being sought.

b) **Objective**

The main objective of the assignment is to prepare Survey, conceptual, design drawings, tentative cost estimate to the satisfaction to the client.

The specific objectives are as follow:

- Carry out detail topographical survey with levels
- Prepare Master plan and landscape design of total area of hospital.
- Prepare Architectural Block design of the hospital.
- Preparation of conceptual 3D of Master Plan.
- Preparation of conceptual floor plans of proposed New Block (Main Hospital Block) for 1500 Beds.
- All required design for services for all blocks. (Floor Plan)
- Design and replanting of Garden and Vehicle parking area.
- Reuse plan of existing Blocks.
- Preparation of Detail Design, Drawings, Cost estimate and bid document.



- Preparation of Hospital waste management plan, including required disposal systems, indoor and outdoor sanitation facilities.

c) Scope of Services

Consultant shall, under this term of reference (TOR) carry out activities and deliver services

and documents as follows:

- Collection of requirements data, organization structure and business plan of the LUMBINI PROVINCIAL Hospital and study physical and geological existing land, review, analysis and rectify the requirement if required.
- Carry out topographical survey with levels showing the location of the existing buildings, Drainage lines, underground service lines, existing road, location of neighboring buildings and rivers followed by site verification and site analysis.
- Prepare the conceptual architectural fulfilling all requirements.
- Prepare master plan and landscape design of the premises.
- Presentation of concept design and draft report to client for feedback from client side.
- Prepare final report as per feedback received during presentation.
- Prepare the specification and tender documents.

d) Expected Outputs

- Carry out detail topographical survey with levels
- Prepare Master plan and landscape design of total area of hospital.
- Prepare Architectural Block design of the hospital.
- Preparation of conceptual 3D of Master Plan.
- Preparation of conceptual floor plans of proposed New Block (Main Hospital Block) for 1500 Beds.
- All required design for services for all blocks. (Floor Plan)
- Design and replanting of Garden and Vehicle parking area.
- Reuse plan of existing Blocks.
- Compound wall Design/ Drawings/and Cost estimation, Rate Analysis, Bill of quantity and Tender Documents.

e). Methodology

- Project Background
- Detail concept of the Projects in design with all facilities
- Site survey
- Detail steps of the detail Architectural and engineering design steps.

f) Qualification, Experience of Key Personnel

Personnel Qualification (Minimum required)

1. Team Leader- 1 no.

The team leader is responsible for ensuring that the study is rightly designed, implemented and reported. S/he is expected to have a minimum Master's Degree in Architecture/Civil Engineering/ Urban Development; at least 10 years work experience with played leadership



role in modern architecture design.

2. Structural Engineer-1 no.

Master's Degree in Structural Engineering; at least 5 years work experience in earthquake resistant structural design of large plinth area and multi-storied buildings with basement.

3. Architecture- 1 no.

Master's Degree in Architect Engineering; At least 5 years work experience in architecture.

4. Public Health Expert-1 no.

Master's Degree in Public Health; At least 5 years work experience in Public health sector

5. Environment Expert-1 no.

Master's Degree in Environmental Science; At least 5 years work experience in Environmental sector

6. Economist-1 no.

Master's Degree in Economics; At least 5 years work experience related field.

7. Civil Engineer-1 no.

Master's Degree in Civil Engineering; At least 5 years work experience in related field.

8. Heat, Ventilation and Air Conditioning Expert-1 no.

Master's Degree in Mechanical Engineering; At least 5 years work experience in related field

9. Draft Person-1 no.

Master's Degree in any discipline; At least 3 years work experience in related field

10. Typist/ Computer Operator-1 no.

Bachelor's Degree in any discipline; At least 2 years work experience in related field

g) Duration of Services, Time Schedule

A comprehensive work schedule not exceeding a timeline of 3 months for Design phase

h) Reporting Requirement and Performance Requirement

Following mode of reporting obligations shall apply:

Design Phase:

Inception and Concept design Report; two copies.

Inception Report (Survey Plan, and Existing land and Buildings condition with appropriate recommendation with four weeks.

Draft design Report: One copy

Within 10 weeks of appointment, consultant shall submit draft conceptual master plan design report;

Master Plan design report with compound wall design and drawings with documentation.

Final design Report; One copy

Within 12 weeks (90Days) of appointment, consultant shall submit an Final conceptual master plan design report;

- The consultant shall incorporate all the comments and instruction from Hospital in draft

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- report in the draft conceptual Master Plan design drawing and reports.
- The consultant shall submit the Final edited conceptual Master Plan drawing,
For Compound Wall:
 - Final Rate analysis, detail Quantity estimate, Specification, Tender Document, BOQ.
 - All submission in electronic format in DVD.

I) Mode of Payment:

Design Phase:

The consulting fee shall be based on design period and construction supervision period as follow:

a. Design Phase:

- 40% of amount will be given after submission of Inception Report (Survey Plan, and Existing land and Buildings condition with appropriate recommendation).
- 50% of amount will be given after submission of draft Master Plan design report with compound wall design and drawings with documentation.
- 10% of amount will be given after submission of final Master Plan and report.

I) While mentioning marks to select consultant in the document of proposal to hire consultation service, the works in hand being conducted with any consultant or firm or company. It should be mentioned during evaluation of proposal, the human power of any consultant, firm or company with ongoing works in hand will not be considered.

Signature



D. Evaluation of Consultant's EOI Application

Consultant's EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.

i) Eligibility & Completeness Test	Compliance
Copy of Registration of the company/firm	
VAT/PAN Registration	
Tax Clearance 2074/075	
In case of a natural person or firm/institution/company which is already declared blacklisted and ineligible by the GoN, any other new or existing firm/institution/company owned partially or fully by such Natural person or Owner or Board of director of blacklisted firm/institution/company; shall not be eligible consultant.	
EOI Form 1: Letter of Application	
EOI Form 2: Applicant's Information Form	
EOI Form 3: Experience (3(A) and 3(B))	
EOI Form 4: Capacity	
EOI Form 5: Qualification of Key Experts	

ii) EOI Evaluation Criteria	Insert Minimum Requirement if Applicable	Score [Out of 100%]
A. Qualification		
<i>Qualification of Key Experts</i>	<p>1. Team Leader- 1 no. The team leader is responsible for ensuring that the study is rightly designed, implemented and reported. S/he is expected to have a minimum Master's Degree in Architecture/Civil Engineering/ Urban Development; at least 10 years work experience with played leadership role in modern architecture design.</p> <p>2. Structural Engineer-1 no. Master's Degree in Structural Engineering; at least 5 years work experience in earthquake resistant structural design of large plinth area and multi-storied buildings with basement.</p> <p>3. Architecture- 1 no. Master's Degree in Architect Engineering; At least 5 years work experience in architecture.</p> <p>4. Public Health Expert-1 no. Master's Degree in Public Health; At least 5 years work experience in Public health sector</p> <p>5. Environment Expert-1 no. Master's Degree in Environmental Science; At least 5 years work</p>	40 %



	<p>experience in Environmental sector</p> <p>6. Economist-1 no. Master's Degree in Economics; At least 5 years work experience related field.</p> <p>7. Civil Engineer-1 no. Master's Degree in Civil Engineering; At least 5 years work experience in related field.</p> <p>8. Heat, Ventilation and Air Conditioning Expert-1 no. Master's Degree in Mechanical Engineering; At least 5 years work experience in related field</p> <p>9. Draft Person-1 no. Master's Degree in any discipline; At least 3 years work experience in related field</p> <p>10. Typist/ Computer Operator-1 no. Bachelor's Degree in any discipline; At least 2 years work experience in related field</p>	
<p><i>Experience of Key Experts</i></p>	<p>1. Team Leader- 1 no. The team leader is responsible for ensuring that the study is rightly designed, implemented and reported. S/he is expected to have a minimum Master's Degree in Architecture/Civil Engineering/Urban Development; at least 10 years work experience with played leadership role in modern architecture design.</p> <p>2. Structural Engineer-1 no. Master's Degree in Structural Engineering; at least 5 years work experience in earthquake resistant structural design of large plinth area and multi-storied buildings with basement.</p> <p>3. Architecture- 1 no. Master's Degree in Architect Engineering; At least 5 years work experience in architecture.</p> <p>4. Public Health Expert-1 no. Master's Degree in Public Health; At least 5 years work experience in Public health sector</p> <p>5. Environment Expert-1 no. Master's Degree in Environmental Science; At least 5 years work experience in Environmental sector</p> <p>6. Economist-1 no. Master's Degree in Economics; At least 5 years work experience related field.</p>	

	<p>7. Civil Engineer-1 no. Master's Degree in Civil Engineering; At least 5 years work experience in related field.</p> <p>8. Heat, Ventilation and Air Conditioning Expert-1 no. Master's Degree in Mechanical Engineering; At least 5 years work experience in related field</p> <p>9. Draft Person-1 no. Master's Degree in any discipline; At least 3 years work experience in related field</p> <p>10. Typist/ Computer Operator-1 no. Bachelor's Degree in any discipline; At least 2 years work experience in related field</p>	
B. Experience		
<i>General of consulting firm</i>	<i>Should have at least 7 years of experience in the field of Study and Survey of consulting Services</i>	
<i>Specific experience of consulting firm within last 7 years. In case of person, specific experience of the person within last 4 years.</i>	<i>Should have experience of Preparation of overall Master plan of Lumbini Provincial Hospital, Review of Existing Master Plan and Incorporation of Including all Redesign of Garden, Vehicle Parking, Reuse Plan of Existing Newly Constructed/Under Construction buildings and Compound wall at least one Hospital.</i>	50 %
<i>Similar Geographical experience of consulting firm</i>	<i>All provinces of Nepal</i>	
C. Capacity		
<i>Financial Capacity²</i>	<i>Average annual turnover of last three year should be at least NRs. 5 million</i>	10 %

Note : In Case, a corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such firm's or JV EoI shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.

² Average turnover required shall not exceed 150% of cost estimate

Signature

E. EOI Forms & Formats



Form 1. Letter of Application

Form 2. Applicant's information

Form 3. Experience (*General, Specific and Geographical*)

Form 4. Capacity

Form 5. Qualification of Key Experts

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1. Letter of Application

(Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)

Date:

To,

Full Name of Client: _____

Full Address of Client: _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by **[Insert name of Client]** as Consultant for **{Insert brief description of Work/Services}**.
2. Attached to this letter are photocopies of original documents defining:
 - a) the Applicant's legal status;
 - b) the principal place of business;
3. **[Insert name of Client]** and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application 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 requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. **[Insert name of Client]** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.³
5. All further communication concerning this Application should be addressed to the following person,
[Person]
[Company]
[Address]
[Phone, Fax, Email]
6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or business and our Company/firm has not been declared ineligible.

³ Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

[Handwritten signature]



7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
8. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed :

Name :

For and on behalf of (name of Applicant or partner of a joint venture):

Signature



2. Applicant's Information Form

(In case of joint venture of two or more firms to be filled separately for each constituent member)

1. Name of Firm/Company:
2. Type of Constitution (*Partnership/ Pvt. Ltd/Public Ltd/ Public Sector/ NGO*)
3. Date of Registration / Commencement of Business (*Please specify*):
4. Country of Registration:
5. Registered Office/Place of Business:
6. Telephone No; Fax No; E-Mail Address
7. Name of Authorized Contact Person / Designation/ Address/Telephone:
8. Name of Authorized Local Agent /Address/Telephone:
9. Consultant's Organization:
10. Total number of staff:
11. Number of regular professional staff:

(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)

Signature

3. Experience



3(A). General Work Experience

(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)

S. N.	Name of assignment	Location	Value of Contract	Year Completed	Client	Description of work carried out
1.						
2.						
3.						
4.						
5.						
6.						
7.						

Signature



3(B). Specific Experience

Details of similar assignments undertaken in the previous seven years

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Assignment name:	Approx. value of the contract (in current NRs; US\$ or Euro) ⁴ :
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs; US\$ or Euro):
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment: Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.	

Firm's Name: _____

⁴ Consultant should state value in the currency as mentioned in the contract



3(C). Geographic Experience

Experience of working in similar geographic region or country

(In case of joint venture of two or more firms to be filled separately for each constituent member)

No	Name of the Project	Location (Country/ Region)	Execution Year and Duration
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Signature



4. Capacity

4(A). Financial Capacity

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Annual Turnover	
Year	Amount Currency

- Average Annual Turnover of Best of 3 Fiscal Year
Of Last 7 Fiscal Years

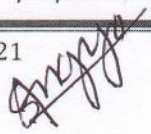
(Note: Supporting documents for Average Turnover should be submitted for the above.)

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4(B). Infrastructure/equipment related to the proposed assignment⁵

No	Infrastructure/equipment Required	Requirements Description
1.		
2.		
3.		
4.		
5.		

⁵ Delete this table if infrastructure/equipment for the proposed assignment is not required.



5. Key Experts *(Include details of Key Experts only)*

(In case of joint venture of two or more firms to be filled separately for each constituent member)

SN	Name	Position	Highest Qualification	Work Experience (in year)	Specific Work Experience (in year)	Nationality
1						
2						
3						
4						
5						

(Please insert more rows as necessary)

[Handwritten Signature]