Expression of Interest (EOI)  
For Conducting Training Sessions  
With Ref: PD-DHAK-00290

EOI Submission Deadline: 22 July, 2023, (on or before 11.59 PM)

Handicap International - Humanity & Inclusion  
House- 3A, Road- 36, Gulshan- 2, Dhaka-1212  
Tel: (+88 02) 222284794, 222292188  
Web: www.hi.org
1.0 Introduction:
Handicap International–Humanity & Inclusion (HI) is hereby inviting Expressions of Interest from interested experienced bona fide organizations/consultancy firms/individual consultants to conduct training sessions for HI staff. Interested organizations are encouraged to submit their Expression of Interest (EOI) as per the below-prescribed format along with the supporting documents.

2.0 Purpose of Inviting EOI:
Through this EOI, HI intends to prepare a short list of organizations/consultancy firms/individual consultants having requisite eligibility and experience for conducting similar nature of training in line with the scope mentioned at Sl. No 3. A separate Request for proposal (RFP) shall be issued to short-listed Consulting Firms.

3.0 Scope of Service In Brief:
The objective of this EOI is to establish pre-qualified service providers for the below-mentioned or similar nature of training that HI intends to conduct over the years:
- Microsoft Office Package Including Excel
- Proposal & Report Writing
- Data Analysis & Research
- Leadership/Team Building Skill/Change Management/Mentorship
- Risk Mitigation and Management
- Project Management
- Negotiation Skill
- Communication Skills /Business communication and Basic report writing
- Supply Chain & Warehouse Management
- Basic Safety, Security & First Aid Training
- Awareness on wellbeing and stress management

4.0 Eligibility for Application:
HI invites eligible training providers to indicate their interest in providing the services mentioned above. Interested organization(s)/consultant has to apply for the training(s) where they have relevant experience and expertise in the specified fields. Organization(s)/consultant must provide information indicating that they are qualified to perform the services.

Organization(s) will be short-listed in accordance with the procedures set out in the HI guidelines and tools. This is to be noted that we are not asking for any technical or financial proposals at this
moment. Interested service providers are requested to provide documentary evidence to establish that they have:

a. Legal establishment for a minimum of three years (for Firms/Companies)
b. Firm/organization must submit the documentation of legal status, and registration as a Company (Trade License, E-TIN, last year’s Tax clearance certificate/acknowledgment slip, VAT Registration, and Bank Account Information)
c. Minimum three years of overall experience in the specified fields
d. Experience to conduct training sessions for at least three: INGO/NGO/International Development Agencies/ Diplomatic Mission/Multinational Organizations along with their official contact details (Name, Position, Email ID & Phone Numbers)
e. Firm/organization should have a pool of Trainers/ Bidders must provide a list of key persons involved with the respective training and submit their CV(s) for pre-assessment

All natural or legal persons of whatever nationality are eligible to apply. However, certain criteria will be grounds for excluding applications.

Exclusion Criteria:

Organizations/consultancy firms/Individual consultants shall be excluded from the selection and participate procedure in the following conditions:

- If they are bankrupt or their affairs are being wound up; their affairs are being administered by the courts; they have entered into an arrangement with creditors; they have suspended business activities; they are the subject of proceedings concerning these matters or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- If they have been convicted of an offence concerning professional misconduct by a judgement which has the force of res judicata;
- If they have been found guilty of gross professional misconduct proven by any means which the contracting authorities can justify;
- If they have not fulfilled their obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country in which the contract is to be executed;
- If they have been the subject of a judgement which has force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities’ financial interests;
- If, following another procurement procedure or grant award procedure financed by the community budget, they have been found to be in serious breach of contract for failure to comply with their contractual obligations.
- Former HI employees whose employment contract was ended “amicably” (i.e. “negotiated”, “contractual”, by “transaction” or ‘by mutual agreement’) out of court, with or without payment of compensation by HI. Such former employees may be awarded contracts as an independent worker or consultant after a period of 2 years.
In addition, contracts shall not be awarded to applicants or tenderers who, during the procurement procedure:
- are in a position of conflict of interest;
- are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the award procedure, or fail to supply this information.

By returning this participation file duly initialled and signed, the tenderers confirm that they are not in one or more of the situations described above and undertake to send to Handicap International within seven (7) calendar days following receipt of a request from Handicap International any additional documents that Handicap International considers necessary to perform its checks.

5.0 Evaluation of EOI:
- Incomplete/partial EOIs will be rejected
- The procuring entity reserves the right to accept or reject any or all of the EOIs, or annual the EOI process at any stage without assigning any reason(s) whatsoever and without incurring any liability to the affected applicant(s)
- The procuring entity reserves the right to request additional and separate expressions of interest for the mentioned services
- Organization will be shortlisted based on the above eligibility criteria and the evaluation matrix set by the evaluation committee of HI. A separate Request for proposal (RFP) shall be issued to the pre-qualified Consulting Firms.

6.0 Submissions of EOI
Interested and qualified trainers/consultants or firms can submit EOI by e-mail to: logistics@bangladesh.hi.org with Ref: PD-DHAK-00290 “EOI for Conducting Training Session”. (File size must not exceed 15MB, should split the submission into multiple emails mentioning chronological order.

Or Hard copy can be dropped in the EOI Submission Box at the reception desk of Handicap International Country Office: House 3/A, Road 36, Gulshan-2, Dhaka-1212. The envelope should clearly indicate the Ref: Ref: PD-DHAK-00290 “EOI for Conducting Training Session”.

Submission deadline: 22 July, 2023 (on or before 11.59 PM)
EOI Application Format

1. Name of the organization, Address and Status

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<td>a.</td>
<td>Name of Organization</td>
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<td>b.</td>
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<td>c.</td>
<td>Type of the Entity (Public company/LLC/association/Proprietorship, etc.)</td>
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<td>i.</td>
<td>Total No of staff</td>
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<td>j.</td>
<td>EOI Submission Authorized by:</td>
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<td>Name: Position:</td>
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2. Briefly describe the organizational profile: (Maximum: A-4 size one page)
3. Briefly describe the organizational experience and expertise to provide what types of Training: (A-4 size one page).

4. Provide the Training Reference:

<table>
<thead>
<tr>
<th>Name of Training</th>
<th>Training Year and Duration</th>
<th>Client Name</th>
<th>Client Contact Details</th>
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5. Please mention staff number in following areas and provide details information:
   - No of Trainer/Facilitator/Consultant: Full Time: Contractual:
   - No of Administrative/Support Staff:
   - No of Disable Staff (If any):  

6. Please select the training which you are interested to work under this EOI.

- [ ] Microsoft Office Package Including Excel
- [ ] Proposal & Report Writing
- [ ] Data Analysis & Research
- [ ] Leadership/Team Building Skills /Change Management/Mentorship
- [ ] Risk Mitigation and Management
- [ ] Project Management
- [ ] Negotiation Skill
- [ ] Communication Skills /Business communication and Basic report writing
- [ ] Supply Chain & Warehouse Management
- [ ] Basic Safety, Security & First Aid Training
- [ ] Awareness on wellbeing and stress management
- [ ] Others (Mention other training, which your firm has expertise)

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7. Please mention additional information justifying your strength focusing the key criteria (A-4 size- half page)

8. EOI Attachments

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<tbody>
<tr>
<td>1.</td>
<td>Company profile/ brochure</td>
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<td>2.</td>
<td>Legal documents</td>
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<td>- Trade license</td>
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<td>- TIN certificate</td>
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<td>- Last year’s Tax clearance certificate/acknowledgement slip</td>
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<td>- Vat registration certificate</td>
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<td>- Certificate of incorporation (for company)</td>
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<td>3.</td>
<td>List of the pool of Trainers/ key personnel/Consultant updated Resume</td>
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<td>4.</td>
<td>Organization/Participators testimonial certificate/Feedback</td>
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<td>5.</td>
<td>Brief of the Training Curriculum and Course Materials</td>
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<td>6.</td>
<td>Audit Report/ Solvency Certificate/Credit Worthiness (recent) from bank</td>
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<tr>
<td>7.</td>
<td>Brief of the Training Curriculum and Course Materials</td>
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<td>8.</td>
<td>Any other documentary evidence to prove your strength</td>
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9. Eligibility Declaration

We, the undersigned, certify to the best of our knowledge and belief:

☐ We have read the advert, including scope of work, for this training assignment.

☐ We confirm that the project references submitted as part of this EOI accurately reflect the experience of the specified institute/consultant.

☐ The lead entity and institute or sub-consultant are NOT currently sanctioned by the ORGANIZATION or other related persons. Neither the consulting firm nor the member or sub-consultant has ever been convicted of an integrity-related offense or crime related to theft, corruption, fraud, collusion, or coercion.

☐ We understand that it is our obligation to notify ORGANIZATION should any member of the consortium become ineligible to work with ORGANIZATION or other be convicted of an integrity-related offense or crime as described above.

☐ Any members or sub-consultant named in this EOI confirmed their interest in this activity in writing.

☐ Any member or sub-consultant named in this EOI, authorized us in writing to represent them in expressing interest in this activity.

☐ We understand that any misrepresentations that knowingly or recklessly mislead or attempt to mislead may lead to the automatic rejection of the proposal or cancellation of the contract, if awarded, and may result in further remedial action, in accordance with ORGANIZATION’s Anticorruption Policy.

☐ We certify that all the details furnished above and in attached documents are true to the best of my knowledge. I/we also certify that we were not blacklisted by any NGO/Govt. /Private Organizations.

☐ We will abide by all existing rules and regulations (Code of Conduct, Protection of beneficiaries from sexual exploitation, abuse and harassment, Child Protection Policy, Anti-fraud and anti-corruption policy) of HI and amendment/ changes on the same time to time.

Signature: ---------------------------------------------------------------

Name and designation: ..............................................

Date of submission: ...................................................