

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH  
National Academy of Social Services  
Department of Social Services  
Shamajseba Bhaban  
E-8/B-1, Agargaon, Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh  
[www.nass.gov.bd](http://www.nass.gov.bd)

Capacity building and skill development of the National Academy of Social Services - Project


Invitation for Request for Expressions of Interest (EOI) for Training Firm for arranging Local Training and visit

Memo No: 41.01.0000.084.07.001.18.109

Date: 30 August 2018

1.	Ministry	Ministry of Social Welfare (MSW)
2.	Agency	Department of Social Services (DSS)
3.	Procuring Entity Name	Project Director, Capacity building and skill development of the National Academy of Social Services - Project
4.	Procuring Entity Code	N/A
5.	Procuring Entity District	Dhaka
6.	Expression of Interest for Selection of	Training Firm for arranging Local Training (lumpsum)
7.	Title of Service	Invitation for Expression of Interest (EOI) for Appointment of Training Firm under Capacity building and skill development of the National Academy of Social Services - Project of Department of Social Services.
8.	EOI Ref. No.	41.01.0000.084.07.001.18.109
9.	Date	30 August 2018
<b>KEY INFORMATION</b>		
10.	Procurement Sub-Method	Quality and Cost Based Selection (QCBS)
<b>FUNDING INFORMATION</b>		
11.	Budget and Source of Funds	Development Budget, GoB
12.	Development Partners	N/A
<b>PARTICULAR INFORMATION</b>		
13.	Project Name and Code	Capacity building and skill development of the National Academy of Social Services - Project and Code No. 5009
14.	EOI Closing Date and Time	24 September 2018, 12.00 PM
<b>INFORMATION FOR APPLICANT</b>		
15.	Brief Description of Assignment	<ol style="list-style-type: none"> <li>The Training Management Firm will be responsible for management of local training and study visit under Capacity building and skill development of the National Academy of Social Services - Project. The Selected Training Management Firm will also provide with training aids (training materials, multimedia projectors, screen, white board bags, marker, notebook, pen, flipchart etc.) in delivering 35 short training programmes with the duration of 5(five)days (25 hours) at National Academy of Social Services (NASS) and any other division/districts. The selected firm will also arrange training venue, food, transport, accommodation for the trainees and resource persons along with evaluate and monitor training and submit the report to National Academy of Social Services and other related activities of the project. Further, the Training Management Firm will assist project authority to identify and select suitable training institutions/Universities/Ministry /Attach Department and resource persons for conducting the training sessions.</li> <li>Module of the training course will be developed by the concerned National Consultant (Training Specialist) of the project.</li> <li>Training sessions will be conducted by those resources persons who are selected by the project authority.</li> </ol>

		4. Arrange the services and logistic support offered by the firm for implementation of above-mentioned training and visit programs (if any).			
16.	Experience, Resources and Delivery Capacity Required	<p>a) Minimum 05 (Five) years of experience in organizing local training in Bangladesh.</p> <p>b) Evidence of organizing local training programs in Last 5 (five) years' worth at least Tk. 50,00,000.00 (fifty lac) at-least 02 (two) training. [relevant evidence must be provided with EOI];</p> <p>c) Evidence of having professionals in the organization who has experience in organizing local training programme for projects/ministries of the Government of Bangladesh. (According to PPR-2008 CV form of that person to be given with EOI);</p> <p>d) Evidence of office of training/study tour management firm in Bangladesh (ownership document/rental deed);</p> <p>e) Evidences of partnership/networking with other national/regional training institutions in the form of agreement/MOU or any other form of mutual collaboration signed with the organizations engaged in training of civil/public officials.</p> <p>f) Evidence showing ability of pre-financing local training/study tour programs and payment receipt after program completion; and</p> <p>g) Bank statement showing at least six months transaction of Tk: 1.00 crore or more.</p> <p>h) Credit facility must be 80% of the each package.</p>			
17.	Other Details (if applicable)	Interested firms are invited to provide information and produce documents indicating that they are competent to perform the services (brochures, description of similar assignments, Experience in similar activities, updated trade license, updated VAT certificate, updated income tax certificate etc)			
18.	Association with foreign firms is	N/A			
19.	EOI Detail Information	M M Mahamudullah, Project Director, Capacity building and skill development of the National Academy of Social Services – Project. Cell # 01708414081, E-mail: mahamudullah2010@gmail.com			
Ref No	Phasing of Services	Location	Start Date	Completion Date	Ref No
1.	<p><b>arranging local Training and visit</b></p> <p>35 short training programmes with the duration of 5(five)days (25 hours) under Capacity Building and Skill Development of the National Academy of Social Services - Project</p>	Academy of Social Services (NASS), and any other divisions/districts in Bangladesh.	October 15, 2018	December 15, 2018	
<b>PROCURING ENTITY DETAILS</b>					
20.	Name of Official Inviting EOI	M M Mahamudullah			
21.	Designation of Official Inviting EOI	Project Director, Capacity building and skill development of the National Academy of Social Services - Project.			
22.	Address of Official Inviting EOI	1st Floor (Room # 201), National Academy of Social Services, E-8/B-1, Agargaon, Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh			
23.	Contact details of Official Inviting EOI	Cell # 01708414081, E-mail: mahamudullah2010@gmail.com			
<b>The procuring entity reserves the right to accept or reject all tenders</b>					

  
(M M Mahamudullah)  
Project Director