



Government of Nepal

**Ministry of Urban Development**

DEPARTMENT OF URBAN DEVELOPMENT AND BUILDING  
CONSTRUCTION

Babarmahal, Kathmandu.

**Expression of Interest (Eoi) Document**

**for**

**Short-listing of Production Company**

**for**

**Regular production and broadcasting safety awareness raising  
television documentary program about earthquake resistant building  
construction**

National

**Building Code Section**

Department of Urban Development and Building Construction (DUDBC)

Babarmahal, Kathmandu

**Issued on:** February, 2018

## 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

Government of Nepal  
Ministry of Urban Development  
**Department of Urban Development and Building Construction**  
Babarmahal, Kathmandu

### Invitation of Expression of Interest (Eoi)

Date of Publication: 2074/11/

Department of Urban Development and Building Construction (DUDBC), plans to produce and broadcast the safety awareness raising television documentary program about earthquake resistant building construction. Therefore, DUDBC invites Expression of Interest (Eoi) from production companies for the following service.

<u>Contract ID</u>	<u>Description of Consultancy Services</u>
DUDBC/CS/QCBS-....- 074/75	Regular production and broadcasting safety awareness raising television documentary program about earthquake resistant building construction.

DUDBC invites eligible production companies to indicate their interest in providing the service. The production companies may form a Joint Venture (JV) among maximum of three partners only to enhance their qualification but the partnership should not be repeated to other joint ventures for the same package.

The Eoi document shall be downloaded from [www.dudbc.gov.np](http://www.dudbc.gov.np) which can be submitted with proper stamp and sign of the production company and JVs.

Expressions of interest must be delivered to the Procurement Section of DUDBC by 12:00 hours on or before the 16th day from the date of publication of this notice. The Eoi submitted shall be opened at 13:00 hours on the 16th day from the date of publication of this notice in the presence of representatives of production companies, who wish to present. If a deadline happens to be a public holiday, it shall automatically extend to the next working day.

Production company shall submit only one set of document for one or more packages but the sets of key experts for each package shall be different. Only short listed companies will be invited to submit Technical and Financial Proposal (RFP).

## B. Instructions for submission of Expression of Interest

1. Expression of Interest may be submitted by a sole company or a joint venture of production companies of maximum three partners.
2. Interested companies must provide information indicating that they are qualified to perform the services (*descriptions, organization and employee and of the 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 **documentary/TV programs production companies**.
4. The assignment has been scheduled for a period of **five months**. Expected date of commencement of the assignment is **April 2018**.
5. A production company will be selected in accordance with the **QCBS** method.
6. 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)*
7. Applicants may submit additional information with their application but short listing will be based on the evaluation of information requested and included in the formats provided in the EOI document.
8. 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 **Regular production and broadcasting safety awareness raising television documentary program about earthquake resistant building construction**. The Envelope should also clearly indicate the **name and address of the Applicant**. Alternatively, applicants can submit their EOI application through e-GP system by using the forms and instructions provided by the system.
9. 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.

## **C. Objective of Consultancy Services or Brief TOR**

### **1 INTRODUCTION**

Ministry of Urban Development (MoUD), Department of Urban Development and Building Construction (DUDBC) has planned to produce and broadcast the television program for the effective implementation of the Nepal National Building Code and disaster resilient buildings. Department of Urban Development and Building Construction intends to hire the National Production Company for the regular production and broadcasting of field based and studio based safety awareness raising television programs related to Nepal National Building code, its implementation, earthquake safety, reconstruction and Disaster Risk Reduction.

### **2 OBJECTIVE**

The main objective of this assignment is to create awareness among stakeholders by producing a field based and studio based television program in consultation of the project beneficiary groups, conducting subject specific talk programs with national experts working in the field of earthquake safety, reconstruction, building code implementation, etc. to create mass awareness, change in knowledge, attitude, behaviour, practices and policies on the issues related to media interventions at various levels.

### **3 SCOPE OF SERVICE**

The scopes of the services will focus on but not limited to the followings:

- Production of weekly TV program in the form of documentary or related television program in 20 episodes, each of about 20-30 minutes. Four of such episodes shall be concluding episodes based on specific policy improvement on Nepal National Building Code (NBC) Implementation, implementation status, experience and learning on Implementation of NBC, Earthquake safety and Urban development policy. Other episodes will cover interview, panel discussion and user's group story linking contemporary policy issues as well as DUDBC strategies.
- Visit project sites (urban or rural municipalities, small towns) and other relevant organizations and meet relevant user groups/stakeholders in consultation with DUDBC to get first hand information.
- Prepare field based project activity/status and produce documentary in harmony with DUDBC and its divisions.
- Identify national sector specific experts for the thematic panel discussion and interview about DUDBC activities on related sector.
- Conduct broadcasting program, i.e., round table discussion, report based program, talk show with sector specific experts and documentary based program.
- Ensure allocated prime time in national television stations for broadcasting the programs.
- Broadcasting in national television channel/s.

#### 4COMPOSITION OF TEAM

S.N	Personnel	No of personnel required.	General Experience	Qualification	Person months
1	Team Leader/ Executive Producer/ Director	1	5years experience after masters degree in relevant field.  Must have worked as a team leader/Executive Producer/Director in relevant field.  Experience in program development and reporting in Earthquake Safety/Building Code Implementation/Earthquake Reconstruction issues will be added advantage.	He/ She must have Masters in Mass Communication/ Journalism	5
2	Program Presenter/ Anchor	1	3years work experience after Masters degree in program presentation or 5 years of such experience after Bachelors Degree.  Experience in program development and reporting in Earthquake Safety/Building Code Implementation/Earthquake Reconstruction issues will be added advantage.	He/ She must have Bachelors in Mass Communication/ Journalism  Masters degree preferable.	4
3	Policy Analyst - Professional	1	3years experience in government policy formulation, updating in building construction/building code implementation sector	He/ She must have Masters Degree in Structural/Civil Engineering/ Disaster Management or related discipline after Bachelors degree in Civil Engineering	5
4	Policy Analyst - Academic	1	2years experience in government policy formulation and implementation sector	He/ She must have Masters Degree in Political Science/Policy Studies/Public	5

				policy or related discipline	
5	Reporter	1	3years work experience after Masters degree in program presentation or 5 years of such experience after Bachelors Degree.	He/ She must have Bachelors in Mass Communication/ Journalism	4
6	Editor	1	3years work experience after Bachelor degree in television program editing.	He/ She must have Bachelors in Mass Communication/ Journalism or related discipline	4
7	Graphic Designer	1	3years experience in graphic design/animation works for television program/motion picture	He/ She must have completed Bachelor degree in computer science or any related discipline.	4
8	Camerapersons	3	3yearswork experience in television program shooting.	He/ She must have completed higher secondary level education	4

**Note**

- *The study team mentioned in the RFP should do the field visit and work during the entire stated period. Failure to do so shall result in the cancellation of the contract. The team leader should also sign the contract as representative of study team , along with the consultant representative*
- *The team will be responsible for the technical part / study part and the team leader shall be present in all the meetings and presentations*
- *Only the financial and administrative matters will be discussed with the consultant representative.*
- *Before the team mobilization in the field, a detailed field work plan should be submitted and approved one week prior to the mobilization by the Building Code section at DUDBC.*



## **5 TIME SCHEDULE**

The estimated time to complete this assignment shall be 5 months from the date of work order.

## **6 REPORTING**

The Production Company shall prepare reports in 4 packages; each package consists of 4 weekly episodes for a month and one concluding episode. The package to be broadcasted in any month should be approved by the end of the previous month. However, the inception report shall cover all of the episodes. The Production Company shall prepare and submit the reports in four phases as specified below. All reports shall be prepared in English.

### **Inception Report**

The report shall be submitted in three copies. It shall comprise the content and subject matter to be covered in the form of documentary, talk program, panel discussion, field report or related activities. A clear plan and schedule for production and broadcasting the program should be included in this report. The proposed inception report matters shall be finalized upon discussion and approval from DUDBC. The report shall be submitted in **three** copies.

### **Interim Report**

The interim report of each of the program activity shall be submitted in three copies in printed documents and digital media file format covering 4 episodes with an concluding episode in a package basis. It shall comprise the scripts, field data, interviews, pictures, site shoots, graphics animations, dramas or any other appropriate information for discussions.

### **Draft Report**

The report shall cover final matters before broadcasting in package basis which shall be presented at DUDBC among DUDBC officials and experts. The report shall be submitted in **three** copies in printed documents and digital media file format.

### **Final Report**

The report shall contain same matter as the draft report after incorporation of the comment and suggestion from the DUDBC in episode basis. The report shall be submitted in five copies in printed documents and digital media file format.

### **Presentation**

The Production company shall present Draft Report at DUDBC. Upon submission of the draft report, the Consultant shall fix the date and venue of final presentation in consultation with the concerned officials.

## 7 REPORTING SCHEDULE

S.N.	Description	Time Schedule
1	Submission of Inception Report	Within 15 days from the date of work order
2	Submission of Interim Report (package basis)	Within 15 days before the broadcasting month
3	Submission of Draft Report (package basis)	Within 7 days before the broadcasting month
4	Submission of Final Report (package basis)	Within 3 days before the broadcasting month

## 8 PAYMENT SCHEDULE

No. of installments	Time period	Payment in % of agreement amount	Report submitted by the company and accepted by DUDBC
First	At the end of first month	20%	Inception report
Second	At the end of 2nd month	20%	Final report - first package
Third	At the end of 3rd month	20%	Final report - Second package and after broadcasting first package
Fourth	At the end of 4th month	20%	Final report - Third package and after broadcasting second package
Fifth	At the end of 5th month	20%	Final report - Fourth package and after broadcasting third package, submission of agreement/commitment from television channel to broadcast the fourth package.

## 9 AGREEMENT

The production company will be required to enter into an agreement with DUDBC. The terms and condition of the agreement shall be given with Request for Proposal if the company is shortlisted.

## 10 INDEMNITY

The production company shall be responsible for any damage of life, property that may arise out of his works and he shall take all necessary insurance provision to indemnify any claims for compensation that may arise through his negligence.

## **11 TAXATION**

The Consultant shall be fully responsible for all taxes including VAT applicable as per the rules and regulations of Government of Nepal and for that the taxes except VAT shall be deducted at the source at the time of payment. The consultant shall be responsible for clearance of VAT. All payments shall be made after deducting taxes.

## D. Evaluation of EOI Application

Production company's EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria. Minimum score 70% should be obtained in EOI evaluation criteria.

<b><u>i) Eligibility &amp; Completeness Test</u></b>	<b>Compliance</b>
Copy of Registration of the company/firm	
Copy of VAT/PAN Registration	
Copy of Tax Clearance certificate of FY 2073/074	
<b>Minimum years of standing: 5 years (<i>single or lead firm of Joint Venture (JV) be must</i>)</b>	
<b>JV agreement in case of Firms in JV</b>	
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	

Note 1 :Production Companies can form a Joint Venture (JV). The EOI of Short List must clearly mention the name of the leading company with financial liabilities.
Note 2 : Maximum no of JV companies : Three
Note 3 :Production companies shall submit the EOI document with tape binding. Spiral bindings and lose sheets with hard cover shall not be entertained.

<u>ii) EOI Evaluation Criteria</u>	<u>Minimum Requirement</u>	<u>Score</u> (Out of 100)	
<b>A. Qualification</b>			
<i>Qualification of Key Experts</i>	<i>As per ToR</i>	15	<b>30</b>
<i>Experience of Key Experts (in year)</i>	<i>As per ToR</i>	15	
<b>B. Experience</b>			
<i>General experience of production company</i>	a) Years of establishment	10	<b>55</b>
	b) Experience in any public welfare and/or development section any public welfare and/or development sector successfully completed within last 5 years. <i>(Consultancy fee less than 3 Lakhs with VAT shall not be considered.)</i>	15	
<i>Specific experience of production company within last 2 years.</i>	Experience in production and broadcasting television program based on Earthquake Safety/ Reconstruction/Building Code Implementation/Disaster Risk Reduction in last 2 years. <i>(Consultancy fee less than 3 Lakhs with VAT shall not be considered.)</i>	30	
<b>C. Capacity</b>			
<i>Financial Capacity</i>	<i>(Note: Considering last 5 years, Average annual turnover of best three years less than 36.50 Lakhs will not be considered.)</i>	10	<b>15</b>
<i>Infrastructure/equipment related to the proposed assignment</i>	i) Company/s has their own Studio: 1 no. ii) HD Video Camera : 3 nos.	5	

Note1: CV of each professional key expert shall be submitted with signature of professional and authorized representative of the firm/JV. Scanned signature shall cause to rejection of CV for EOI evaluation.

Note 2: CV of personnel's shall clearly mentioned his/her e-mail address and mobile number.

Note 3: The firm/JV shall have to submit the NEC registration certificate for engineer professionals only

Note 4: The firm/JV shall also have to submit any certificate as evidence of his/her education (degree) as required above.

## **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

# 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 DUDBC as Consultant for **Regular production and broadcasting safety awareness raising television documentary program about earthquake resistant building construction**. Attached to this letter are photocopies of original documents defining:
  - a) the Applicant's legal status;
  - b) the principal place of business;
2. DUDBC 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.
3. DUDBC and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.<sup>1</sup>
4. All further communication concerning this Application should be addressed to the following person,  
*[Person]*  
*[Company]*  
*[Address]*  
*[Phone, Fax, Email]*
5. 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.

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<sup>1</sup> Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

6. 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.
7. 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):**



## 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. Company'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 Company and, if applicable, for each joint venture partner for this assignment.)*

### 3. Experience

#### 3(A). General Work Experience

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

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

### 3(B). Specific Experience

#### Details of similar assignments undertaken in the previous **two** 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) <sup>2</sup> :
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:	
<p><b>Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.</b></p>	

Firm's Name: \_\_\_\_\_

<sup>2</sup> Consultant should state value in the currency as mentioned in the contract

**3(C). Geographic Experience: *not applicable***

**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)*

<b>No</b>	<b>Name of the Project</b>	<b>Location (Country/ Region)</b>	<b>Execution Year and Duration</b>
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			
<b>4.</b>			

## 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
2073/074 B.S. (2017/18 A.D.)	
2072/073 B.S. (2016/17 A.D.)	
2071/072 B.S.(2015/16 A.D.)	
2070/071 B.S.(2014/15A.D.)	
2069/070 B.S.(2013/14 A.D.)	

- Average Annual Turnover

*(Attach copy of Audit Report and tax clearance certificate that shows total value of work)*

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

<b>No</b>	<b>Infrastructure/equipment Required</b>	<b>Requirements Description</b>
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		

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

Please submit list of professionals /experts for each package separately. Professionals /experts with full time input should not be repeated for more than one package, but intermittent input equivalent or less than 50% of the total work period (9 month) could be repeated in two packages only.

SN	Name	Proposed Position	Minimum Qualification		Specific Work Experience (in year)	Nationality
			Degree	Passed Year		
1						
2						
3						
4						
5						

(Please insert more rows as necessary)

Key experts i.e. Team Leader/Executive Producer/Director, Program Presenter, Policy Analyst-Professional, Policy Analyst-Academic, Reporter will be evaluated for short listing purpose.