

Public Private Partnership (PPP) Authority  
Prime Minister's Office  
NGO Bureau Affairs Building (1<sup>st</sup> Floor)  
Plot: E-13B, Sher-e-Banglanagar, Dhaka-1207

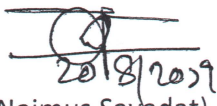
No: 03.11.2680.852.41.002.17-712

Date: 20/08/2017

### Expression of Interest (EOI) for Selection of Firm (Supplying Outsourcing Staff)

1.	Ministry/Division	:	Prime Minister's Office
2.	Agency	:	Public Private Partnership (PPP) Authority
3.	Procuring entity name	:	Public Private Partnership (PPP) Authority
4.	Procuring entity Code	:	03-0305-2831
5.	Procuring entity district	:	Dhaka
6.	Expression of interest for selection of	:	Selection of for staff engagement in the PPP Authority. The Positions are: Office Secretary-1, Front Desk Officer-1, Computer Operator-1 Office Assistant-cum- Computer Typist-1, Driver-2, Office Attendant-1, Dispatch Rider-1, Security Guard-1, Cleaner-1).
7.	EOI Ref. No. and date	:	No. 03.11.2680.852.41.002.17-712      Date: 20/08/2017
8.	Procurement method	:	Fixed Budget Selection (FBS)
9.	Budget & source of fund	:	GOB
10.	EOI submission date and time	:	04/09/2017 at 2:00 PM
11.	EOI Submission Place	:	PPP Authority, NGO Bureau Affairs Building (1 <sup>st</sup> Floor), Plot: E-13B, Sher-e-Banglanagar, Dhaka-1207.
12.	Brief description of duties & responsibilities to be performed	:	As per relevant Government Recruitment Rules
13.	Qualification and experience	:	<ul style="list-style-type: none"> <li>• The firm/company must have registration from any government authorized body or authority.</li> <li>• Must have permanent office/offices at Dhaka and management set-up for the service wanted.</li> <li>• Must have at least three years overall experience and two years specific experience in supplying quality manpower (Consultant/Experts/Technical staff in public or private organization/project/NGOs etc.).</li> <li>• Must have experience of supplying manpower (Consultant/Experts/Technical staff in public or private organization/project/NGOs etc.) of at least worth of TK 20.00 (Twenty) Lakh in single contract in last three years.</li> <li>• Preference will be given who are experienced on supplying required types of outsourcing staffs.</li> </ul>
14.	Other details (if applicable)	:	<p>Duration: Contract duration will be initially for one (01) year. On the basis of satisfactory performance it may be renewed annually.</p> <p>Bill payment: All payment including service charges for the firm/company will be made on monthly basis. VAT, Taxes</p>

			and all other govt. duties must be deducted as per govt. rules.		
15.	Phasing of services	:	Outsourcing staff should be fielded annually, but the authority preserves the right to increase or decrease the number.		
	Ref. No.	Phasing of services	Location	Indicative	Indicative completion date
		Year Wise			07/10/2018 and will be extended year wise subject to satisfactory performance.
16.	Name Official inviting EOI	:	Najmus Sayadat		
17.	Designation of Official EOI	:	Director, PPP Authority		
18.	Address of official inviting EOI	:	NGO Bureau Affairs Building (1 <sup>st</sup> Floor), Plot: E-13B, Sher-e-Banglanagar, Dhaka-1207		
19.	Contact details of official inviting EOI	Tel: 55007419, 55007421	Fax: 55007421/22	E-mail: info@pppo.gov.bd	
20.	Special Instruction	:	The procuring entity reserves the right to reject any or all EOIs without assigning any reason whatsoever.		
21.	Application must include the following information and supporting papers:				
	I. Name of firm/company, contract address (including postal address, Telephone & Fax no. E-mail address and name of contract person with phone/cell no.).				
	II. Date of Registration & establishment (enclosed certificate in favor of this).				
	III. Updated Trade license, Tax clearance certificate and VAT registration certificate.				
	IV. Updated commercial license for supplying staff/manpower.				
	V. Working experience in relevant fields (enclose valid documents).				
	VI. Selected firm/company must submit and have approval of the CVs of outsourced staff before fielding.				
	VII. Must submit certification of educational qualification and experiences of the outsourced staffs as per contract.				
	VIII. Information about one of the completed contract worth of 20.00 (Twenty) Lakh or more in a single contract in the last three years with appropriate documents (completion certificate or relevant documents).				
	IX. Detailed organizational structure.				
	a). Managerial manpower (attached list with educational qualifications and experiences).				
	b). Organizational capacity and physical facilities of the firm/company.				
	X. Last 02 (Two) years audit report (enclose attested photocopy).				
	XI. Proposal should be in letterhead pad of the firm/company.				
	XII. Detailed Request for Proposal for the Firms Can be collected from the PPP Authority and can be found at <a href="http://www.pppo.gov.bd">www.pppo.gov.bd</a> .				

  
 (Najmus Sayadat)  
 Director

Public Private Partnership (PPP) Authority.