



Request for Expression of Interest (EOI)

1.	Ministry/Division	Ministry of Environment, Forest and Climate Change
2.	Agency	Bangladesh National Herbarium
3.	Client/Procuring Entity	Project Director, SVFBS Project
4.	Procuring Entity District	Dhaka
5.	Expression of Interest for selection of	Firm to collect fertile specimens of all vascular plant species with relevant data occur in the project areas (Barishal & Sylhet Divisions) through systematic botanical survey and to prepare voucher herbarium sheets.
6.	EOI Ref. no. & date	22.05.0000.011.14.001.21.6(a); 20 February 2022
7.	Procurement method	Quality and Cost Based Selection (QCBS)
8.	Budget and Sources of Funds	Development Budget
9.	Project Code	224348200
10.	Project Name	Survey of Vascular Flora of Barishal and Sylhet Divisions (SVFBS)
11.	EOI Closing Date & Time	07-03-2022 at 12:00 pm
12.	Information for Applicants: Details Description of Assignment, Qualification & Experience are available in EOI in the website of BNH (www.bnh.gov.bd).	

Brief Description of Assignment	Experience, Resources & Delivery Capacity Required
<p>The selected firm will perform the following assignments: (i) Vascular plant species must be surveyed individually in all the districts of the project areas following a standard survey method; (ii) The standard plant survey method must be developed by organizing seminars/workshops with relevant experts (Plant Taxonomists) and must be approved by the project authority; (iii) The survey work should be done following the approved survey method and forming survey team consisting of a total of 5 (five) members including 01 Field Investigator, 02 Plant Collectors, 01 Plant Processor and 01 Herbarium Attendant. (iv) In order to prove the existence of each plant species found in each district, voucher specimens (three to four duplicate samples for each species depending on availability) including field data, photos and flower and/or fruits must be collected; (v) Each forest/area/ecosystem must be surveyed at least once in every season and six times in a year to ensure that no plant species is left out; (vi) With each collected plant specimen, the local name, traditional use/s, place of collection including GPS readings (latitude, longitude & altitude), date of collection, collector's name, collection number, habit, special features for identification, habitat and abundance etc. must be recorded in the field notebook; (vii) Voucher herbarium sheets should be prepared by processing the plant specimens collected from field by following standard procedures approved by the project authority; (viii) A complete herbarium sheet must be prepared by attaching a seed capsules and a composed labels with information recorded in the field notebook; (ix) In case of submission of plant samples, a standard herbarium sheet for each species along with two or three duplicate specimens and more than one photographs (high resolution) must be provided; (x) Hardcopy and softcopy of a computer composed descriptive list of supplied plant samples must be provided; (xi) All these prepared vouchers herbarium sheets & field notebooks must be well packaged and reached to National Herbarium office in Dhaka in good condition with the firm's own cost. In the same way, photographs of each plant species must be delivered in pen drives; (xii) Following the procedure described above, more or less 70,000 (seventy thousand) complete voucher herbarium sheets with field data will be procured; (xiii) The Firm must provide overall assistance to delegates sent from the project office involving in project monitoring work at the field level; and (xiv) The selected firm will compliance with other instructions given by the project authority.</p>	<p>Experience: (a) The consulting firm must have minimum 10 years of general experiences; and (b) at least one specific experience in successful completion of work related to systematic plant survey, sample collection and preparation of voucher herbarium sheets.</p> <p>Resources: (a) During the course of the project, the interested firm must have a team consisting of the following professional members listed on their payroll: Team Leader - 01; Monitoring Officer - 02; Accounts Officer - 01; Field Investigator - 10, Computer Operator 01, Plant Collector - 20; Plant Processor - 10; Herbarium Attendant - 10; Office Assistant - 01 (Details qualifications & experiences of professional members are given in SRFP); (b) The Consulting Firm must have a total of ten offices in municipal/ City Corporation area of each district headquarter under Barisal and Sylhet divisions. Each office should have 05 (five) rooms with a total area of 1000-1200 sq.ft. Moreover, the Firm must have one office of equal size in Dhaka City Corporation area also; (c) The selected firm must have adequate equipment & accessories, vehicles, IT facilities, and necessary logistic support (Motorcycle- 20 nos., Electric Plant Dryer- 10 nos., Desktop Computer- 20 nos., HP Laser Printer- 10 nos., DSLR Camera with Accessories- 10 nos., GPS Machine- 10 nos., required number of mounting tables, working tables, chairs, file cabinet, mounting sheets, glue, other stationaries etc.) for plant survey work; (d) The firm must have liquid assets of BDT. 50.00 lakhs (fifty lakhs) (Bank statement has to be submitted as proof).</p> <p>Delivery Capacity Required: (a) The firm must have an updated valid trade license, tax payment certificate, TIN certificate and VAT registration; (b) The firm must have the previous three years audit report and annual turnover report.</p>

13.	Duration of the contract	Maximum 24 months from the date of contract signing.
CLIENT/PROCURING ENTITY DETAILS		
14.	Name & Designation of Official Inviting EOI	Dr. Sarder Nasir Uddin, Project Director
15.	Address & Contact detail of Official Inviting EOI	SVFBS Project Office, Bangladesh National Herbarium, Chiriakhana Road, Mirpur-1, Dhaka 1216. Phone: (+8802) 48035275. E-mail: nsarder@yahoo.com
16.	<p>Other Information:</p> <ul style="list-style-type: none"> Interested Firms are requested to submit their EOI indicating that they are qualified to perform the services, details of experiences and required qualifications stated above Interested firms are also requested to submit the photocopy of all certificates, proof of experiences and other documents as per rule 115(2) of PPR 2008 Procuring entity reserves the right to accept or reject any or all EOIs without assigning any reason thereof. 	

(Dr. Sarder Nasir Uddin)
Project Director