

# **EXPRESSION OF INTEREST (EOI)**

**Title of Consulting Service: 02-WiFi-2078/79**

**Method of Consulting Service: National**

**Project Name : Monitor the compliance of operation of WiFi as per WiFi  
Hotspot operation bylaw**

**EOI : 02-WiFi-2078/79**

**Office Name: Nepal Telecommunications Authority**

**Office Address: Kathmandu Kathmandu**

**Funding agency : Internal Resources**

## **Table of Contents**

Section I.	A. Request for Expression of Interest	3
Section II.	B. Instructions for submission of Expression of Interest	5
Section III.	C. Objective of Consultancy Services or Brief TOR	7
Section IV.	D. Evaluation of Consultant's EOI Application	11
Section V.	E. EOI Forms and Formats	14

## **A. Request for Expression of Interest**

# Request for Expression of Interest

## Government of Nepal (GoN)

Name of Employer: Nepal Telecommunications Authority

Date: 26-10-2021 23:10

Name of Project: Monitor the compliance of operation of WiFi as per WiFi Hotspot operation bylaw

1. Government of Nepal (GoN) has allocated fund toward the cost of Monitor the compliance of operation of WiFi as per WiFi Hotspot operation bylaw and intend to apply portion of this fund to eligible payments under the Contract for which this Expression of Interest is invited for National consulting service
2. The Nepal Telecommunications Authority now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: Monitor the compliance of operation of WiFi as per WiFi Hotspot operation bylaw
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Nepal Telecommunications Authority,EGp during office hours on or before 10-11-2021 12:00 or visit e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) or visit the client’s website [Client Website]
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered online through e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) or manually to the address [insert: Name of the client and address] on or before 10-11-2021 12:00
6. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.
7. EOI will be assessed based on Qualification 40.0 %, Experience 50.0 %, and Capacity 10.0 % of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
8. Minimum score to pass the EOI is 60

## **B. Instructions for Submission of Expression of**

# Instructions for Submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms.
2. Interested consultants must provide information indicating that they are qualified to perform the services (descriptions, organization and employee and of the firm or 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 consulting firm/person/ company/ organization.
4. In case, the applicant is individual consultant, details of similar assignment experience, their location in the previous 4 years and audited balance sheet and bio data shall be considered for evaluation.
5. The assignment has been scheduled for a period of [Insert time, period in years and/or months]. Expected date of commencement of the assignment is 02-01-2022.
6. A Consultant will be selected in accordance with the QCBS method.
7. 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).
8. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
9. 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 Monitor the compliance of operation of WiFi as per WiFi Hotspot operation bylaw .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.
10. 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**

**Terms of Reference (ToR) of the Consulting Firm(s) for**  
**Monitoring and Inspection of Wi-Fi Hotspot**

**1. Background**

Various Internet Service Providers (ISPs) have provided Wi-Fi Hotspot in various areas like airports, shopping malls, public transportation, famous religious areas, highways, hospitals, parks etc. However, a Wi-Fi network is inherently less secure than the private network. Thus, with the increase in usage of Wi-Fi hotspots in many areas, misuse of Wi-Fi services as well as security threats are also bound to increase. In this regard, NTA has formulated Bylaw Related to Operation of Wi-Fi Hotspot, 2075 which regulates the operation of Wi-Fi Hotspot in public areas.

Pursuant to Clause 12 of the Bylaw Related to Operation of Wi-Fi Hotspot, 2075 NTA intends to engage a consultant to monitor and inspect the compliances of the operation of Wi-Fi hotspot in various places across the country as per the provisions mentioned in the Bylaw.

**2. Objective**

- a. To prepare Standard Operating Procedure(SOP) to verify the compliances of the operation of Wi-Fi hotspot as per the provisions mentioned in the Wi-Fi Hotspot Operations Related Bylaw, 2075 for effective monitoring
- b. To monitor and inspect the compliance as per the SOP in various places across the country.
- c. To train employees of NTA for effective monitoring and inspection as per the Bylaw.

**3. Scope of Work (SoW)**

The consultant shall carry out the tasks which includes but not limited to the followings:

- a. Prepare a Standard Operating Procedure (SOP) with monitoring checklist in consultation with concerned section/division of NTA to verify the compliances of the operation of Wi-Fi hotspot as per the provisions mentioned in the Wi-Fi Hotspot Operations Related Bylaw, 2075.
- b. Perform monitoring and inspection of at least 500 different Wi-Fi Hotspots of different ISPs as per the SOP in different places of seven provinces across the country as designated by NTA.
- c. Provide practical training to officials of NTA for 15 hours for at least 5 days for effective monitoring according to the Bylaw.
- d. Provide monitoring and inspection report to NTA regarding the compliances of the operation of the Wi-Fi Hotspots as per the Bylaw.
- e. Provide recommendations to NTA for effective monitoring of Wi-Fi Hotspots.

a. **Team Composition and their minimum Qualification and Experiences:**

The Team shall comprise of at least (minimum) the followings:

1. Team Leader--- 1 nos.
2. Field Engineer – 3 nos.

<b>Team Leader</b>	
Number of Persons	1 person
Minimum Qualification	Minimum Bachelor's Degree in Electronics and Communications Engineering or equivalent Engineering degree from a reputed university. Must be registered in Nepal Engineering Council. Evidence of the same must be submitted.
Minimum Experience	i) Minimum of five (5) years of working experience in Telecom/ICT sector. ii) Completion of minimum three (3) Telecom/ICT monitoring related projects/assignments as a team leader.

<b>Field Engineer</b>	
Number of Persons	3 persons
Minimum Qualification	Minimum Bachelor's Degree in Electronics and Communications Engineering or Computer Engineering or equivalent Engineering degree from a reputed university. Must be registered in Nepal Engineering Council. Evidence of the same must be submitted.
Minimum Experience	i) Minimum of two (2) years of working experience Telecom/ICT. ii) Completion of minimum two (2) assignments in Telecom/ICT related area

**5. Deliverables and time schedules**

<b>S. N.</b>	<b>Tasks/Activities</b>	<b>Timeline</b>
1.	Inception report.	within 10 days of the signing of the Contract
2.	Standard Operating Procedure (SOP)	within 30 days of the signing of the

		Contract
3.	Monitoring and Inspection Report of four (4) Provinces along with the analysis of compliance of monitoring results and recommendation to NTA	within 90 days of the signing of the Contract
4.	Completion of training and Monitoring and Inspection Report of remaining three (3) Provinces along with the analysis of compliance of monitoring results and recommendation to NTA	within 150 days of the signing of the Contract

## 6. Schedule of Payment

S. N.	Payment Activities	Amount of Payment
1.	Acceptance of inception Report and SOP by NTA	15% of contract amount
2.	Acceptance of monitoring and inspection Report of four (4) Provinces by NTA	45% of contract amount
3.	Acceptance of monitoring and inspection Report of remaining three (3) Provinces by NTA and completion of training	40% of contract amount

## 7. Method of Selection:

The Consulting Firm will be selected by using Quality Cost Based Selection (QCBS) method (80% Technical and 20% Financial).

## **D. Evaluation of Consultant's EOI Application**

# Evaluation of Consultant's EOI Application

Consultant's EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.

## i) Eligibility & Completeness Test

Sl. No.	Criteria Title	Compliance
1	Corporate Registration	
2	Tax Clearance/Tax Return Submission of the FY 2076/77	
3	VAT/PAN Registration	
4	EOI Form 1: Letter of Application	
5	EOI Form 2: Applicants Information Form	
6	EOI Form 3: Experience (3(A) and 3(B))	
7	EOI Form 4: Capacity	
8	EOI Form 5: Qualification of Key Experts with CV	
9	In case of a natural person or firm/institution/company which is already declared blacklisted and ineligible by the GoN, any other new or existing firm/institution/company owned partially or fully by such Natural person or Owner or Board of director of blacklisted firm/institution/company; shall not be eligible consultant.	
10	If the corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV shall not be eligible to participate in procurement process till the concerned Court has not issued the decision of clearance against the Corruption Charges.	

## ii) EOI Evaluation Criteria

### A. Qualification

Sl. No.	Criteria	Minimum Requirement
1	Qualification of Key Experts	as per TOR
2	Experience of Key Experts	as per TOR

Score: 40.0

### B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm	Minimum 5 years of its establishment and experience in Telecom/ICT sector in Nepal. The evidence/certificates must be submitted by the consulting firm.
2	Specific experience of consulting firm within last 7 years. In case of person, specific experience of the person within last 4 years.	The consulting firm shall have successfully Completed at least 3 Assignments/Projects related to monitoring of Telecom/ICT projects. The evidences/certificates of completion of projects/ assignments must be submitted.

Score: 50.0

### C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity	The consulting firm must have annual average turnover (sales revenue) of at least 50 Lakhs of Nepalese Rupees in the last

Sl. No.	Criteria	Minimum Requirement
		three fiscal years (FY 2077/078 and FY 2075/076 and 076/77). The Financial Audited report of the same has to be submitted. g. The consulting firm must have positive Net worth. h. The consulting firm shall not be eligible if it does not comply with the team composition and each member with minimum qualification as mentioned in this ToR and will be rejected.

**Score: 10.0**

**Minimum score to pass the EOI is: 60**

Note : If the corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such consultant's proposal shall be excluded during the evaluation.

## **E. EOI Forms & Formats**

## **E. 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

**Standard EOI Document**

**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 **[Insert name of Client]** as Consultant for **[Insert brief description of Work/Services]**.
2. Attached to this letter are photocopies of original documents defining:
  - a) the Applicant's legal status;
  - b) the principal place of business;
3. **[Insert name of Client]** 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.
4. **[Insert name of Client]** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.<sup>1</sup>
5. All further communication concerning this Application should be addressed to the following person,  
  
*[Person]*  
  
*[Company]*  
  
*[Address]*  
  
*[Phone, Fax, Email]*
6. 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

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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.

**Standard EOI Document**

business and our Company/firm has not been declared ineligible.

7. 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.
8. 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):**

**Standard EOI Document**

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

**Standard EOI Document**

**3. Experience**

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

*(Details of assignments undertaken. Each consultant 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.						

**Standard EOI Document**

**3(B). Specific Experience**

**Details of similar assignments undertaken in the previous seven 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:  <b>Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.</b>	

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

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

**Standard EOI Document**

**3(C). Geographic Experience**

**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>
1.			
2.			
3.			
4.			
5.			
6.			
7.			

**Standard EOI Document**

**4. Capacity**

**4(A). Financial Capacity**

*(In case of joint venture of two or more firms to be filled separately for each constituent member)*

<b>Annual Turnover</b>	
<b>Year</b>	<b>Amount Currency</b>

- **Average Annual Turnover**

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*(Note: Supporting documents for Average Turnover should be submitted for the above.)*

**Standard EOI Document**

**4(B). Infrastructure/equipment related to the proposed assignment<sup>3</sup>**

<b>No</b>	<b>Infrastructure/equipment Required</b>	<b>Requirements Description</b>
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		
<b>4.</b>		
<b>5.</b>		

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<sup>3</sup> Delete this table if infrastructure/equipment for the proposed assignment is not required.

**Standard EOI Document**

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

*(In case of joint venture of two or more firms to be filled separately for each constituent member)*

<b>SN</b>	<b>Name</b>	<b>Position</b>	<b>Highest Qualification</b>	<b>Work Experience (in year)</b>	<b>Specific Work Experience (in year)</b>	<b>Nationality</b>
1						
2						
3						
4						
5						

(Please insert more rows as necessary)

**FORM TECH-7**

**CURRICULUM VITAE (CV)**

<b>Position Title and No.</b>	{e.g., K-1, TEAM LEADER}
<b>Name of Firm</b>	<i>Insert name of firm proposing the expert</i>
<b>Name of Expert:</b>	{Insert full name}
<b>Date of Birth:</b>	{day/month/year}
<b>Citizenship</b>	

**Education:** {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

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**Employment record relevant to the assignment:** {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, *type of employment (full time, part time, contractual)*, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

<b>Period</b>	<b>Employing organization and your title/position. Contact information for references</b>	<b>Country</b>	<b>Summary of activities performed relevant to the Assignment</b>
[e.g., May 2005-present]	[e.g., Ministry of ....., advisor/consultant to...  For references: Tel...../e-mail.....; Mr. Bbbbbb, deputy minister]		

**Membership in Professional Associations and Publications:**

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**Language Skills (indicate only languages in which you can work):** \_\_\_\_\_

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**Adequacy for the Assignment:**

<b>Detailed Tasks Assigned on Consultant's Team of Experts:</b>	<b>Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks</b>
<b>{List all deliverables/tasks as in TECH- 5 in which the Expert will be involved}</b>	

**Expert's contact information:** (e-mail....., phone.....)

**Certification:**

I, the undersigned, certify to the best of my knowledge and belief that

*(i) This CV correctly describes my qualifications and experience*

*(ii) I am not a current employee of the GoN*

*(iii) In the absence of medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified for me in Form TECH 6 provided team mobilization takes place within the validity of this proposal.*

*(iv) I was not part of the team who wrote the terms of reference for this consulting services assignment*

*(v) I am not currently debarred by a multilateral development bank (In case of DP funded project]*

*(vi) I certify that I have been informed by the firm that it is including my CV in the Proposal for the {name of project and contract}. I confirm that I will be available to carry out the assignment for which my CV has been submitted in accordance with the implementation arrangements and schedule set out in the Proposal.*

*(vii) I declare that Corruption Case is not filed against me.*

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of expert] Day/Month/Year*

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of authorized representative of the firm] Day/Month/Year*

Full name of authorized representative:

\_\_\_\_\_