

Request for Expression of Interest (EOI) for Website

 <b>Small &amp; Medium Enterprise Foundation</b> Royal Tower, 4, Panthapath, Karwan Bazar, Dhaka-1215.	
<b>Request for EoI for conducting Study</b>	
<b>1 Request for</b>	EoI for selection of firm for conducting the study named 'Impact of Covid-19 on SMEs in Bangladesh'
<b>2 EoI ref no. with date</b>	36.12.0000.035.07.002.20/118 <span style="float: right;">January 20, 2021</span>
<b>3 EoI closing date</b>	February 02, 2021 at 02:00 PM
<b>4 Place of EoI submission and Contact details</b>	New Address: SME Foundation Parjatan Bhaban (7 <sup>th</sup> -8 <sup>th</sup> Floor) Plot: E-5 C/1, Agargaon, Sher-e-Bangla Nagar Administrative Area, Dhaka - 1207. Tel: 880-2-8142983 Cell: 01711241884, 01820059314 E-mail: masum.billah@smef.gov.bd; rakib.khan@smef.gov.bd; abu.syed@smef.gov.bd; jona.talukdar@smef.gov.bd website: www.smef.gov.bd
<b>5 Qualification and Experience required:</b>	(a) The research team shall be led by a Professor/Senior Researcher (PhD holders are preferred) to guide, monitor, evaluate and analyze the entire process; (b) The team shall include member(s) having experience in working on the related field (c) The team must include at least one mid-level research fellows for report writing; (d) At least three (03) full time officials shall be dedicated for the work related to the study including data collection, data processing and related preparation; (e) Required number of enumerators should be engaged for field survey (if required); (f) CVs of all team members must be submitted with proposal.
<b>6 List of necessary documents:</b>	(a) The organization must submit documents i.e. copies of Notification of Award, copies of agreement, etc. in support of (03) three years of experience in conducting similar studies. (b) The organization must submit copy of up-to-dated (2019-20) Trade license; copy of Certificate of Incorporation will also be accepted. (c) The organization must submit up-to-dated (2019-20) Income Tax Payment Receipt/Certificate. If any organization enjoys any kind of waiver of Income Tax the relevant document must be submitted. (d) The organization must provide copy of VAT registration certificate. If any organization enjoys any kind of waiver of VAT the relevant document must be submitted. (e) In order to prove financial solvency the organization must submit a Bank solvency certificate by the Bank with seal, authorized signature and date or summary of audited financial statement of last two years attested by the bidder. (f) If two or more organizations make consortium then they have to submit legal documents.
<b>7 Special Instruction:</b>	(a) Outer envelope should be marked with name and reference no. of the EoI (b) In any circumstances, no EoI will be accepted after due date and time. (c) A short-list of firms will be prepared from the firms who will register their expression of interest to this advertisement. Request for Proposal (RFP) will be distributed to the short-listed firms for the submission of proposals. Final selection will be made on the basis of Quality and Cost Base Selection (QCBS) method.
<b>8 Pre-proposal meeting</b>	A Pre-Proposal meeting of all the Technical Bidders (the short-listed EOI applicants) will be convened at SMEF Office. The purpose of this meeting will be to clarify the requirements as envisaged by SMEF and also to address the queries if any, of the Technical bidders.
<b>9</b>	SMEF reserves the right to accept or reject any or all of the EOIs or cancel the procuring process at any stage without assigning any reason whatsoever and without incurring any liability to the affected applicant(s). SMEF will not be responsible for any cost or expenses incurred by the applicant in connection with the preparation or delivery of the EOI. SMEF will not be responsible for any delay in submission including delay due to postal or any other reason.
Managing Director	