

Embassy of the People's Republic of Bangladesh, Berlin, Germany
Request for Expression of Interest (EoI)

Ministry	Ministry of Foreign Affairs, Government of the People's Republic of Bangladesh
Agency & Procuring Entity	Embassy of the People's Republic of Bangladesh, Berlin, Germany
Expression of Interest for Selection of	Consulting firm for all the designs and construction supervision of Bangladesh Chancery Complex construction project in Berlin, Germany
Invitation Reference No	19.01.4901.201.31.052
Date of publication	22/2/2019
Procurement Method	Quality and Cost Based Selection (QCBS) (International)
Source of Funds	Government of Bangladesh
Project Name	Construction of Bangladesh Chancery Complex in Berlin, Germany
EoI Closing Date & Time	29/3/2019 till 1200 hrs
Brief Description of the Assignment	(a) Preparation of all designs of Chancery Building, Ambassador's Residence and Staff dormitory (b) Preparation of all Bill of Quantities & Tender documents; (c) Supervision of Construction Work
Eligibility of Tenderer	(a) Having experience in both design and construction supervision for not less than 10 (ten) years with specific experience of completing at least 3 similar projects in EU countries as on date of publication of this EoI; (b) The eligible firm must submit proper commercial documents/certificates (i.e. up-to-date trade license, TIN certificate, VAT reg. etc.) with EoI application; (c) The Consulting firm must provide information to demonstrate that they are qualified to perform the job by submitting the firm's brochure, firm's registration with relevant professional bodies, summary of the firm's facilities and areas of experiences, availability of appropriate professional staff, etc.
Other Details	(a) Total floor area will be within 2560-3200 sq. meter; (b) Project location: Tiergartenstraße 28, 10785 Berlin, Germany (c) RFP (Request for Proposal) will be issued to the short-listed firms from the office of the undersigned; (d) EoI in 2 sets (original and duplicate) must be submitted in sealed envelope and delivered to the address of the undersigned (if sent by post, it should reach within the deadline); (e) Joint Venture, Consortium or Association (JVCA) may be formed; (f) All team members of the lead consultant and partner(s) must have permission to work in Berlin; (g) All submitted documents must be in English.
Name and Designation of the Official Inviting EoI	Imtiaz Ahmed , Ambassador, Embassy of the People's Republic of Bangladesh, Berlin, Germany
Address of the Official Inviting EoI	Embassy of the People's Republic of Bangladesh, Berlin, Germany, 3 rd floor, Kaiserin-Augusta-Allee 111, 10553, Berlin, Germany
Contact Details of the Official Inviting EoI	Tel- +49-30-398975-32, Fax- +49-30-39897510, email- amb.berlin@mofa.gov.bd
a. The procuring entity reserves the right to accept or reject any/all EoIs	
b. Tenderer / Representative of the firm may be present at the EoI opening	

Imtiaz Ahmed, Ambassador
Embassy of the People's Republic of Bangladesh, Berlin, Germany

N.B: Please see the frequently asked Questions (FAQ) on our project and a sample Cover Letter at the end of this document.

N.B: A pre-bid meeting will be held at the Embassy premises on the 18th March 2019 at 3 pm to disseminate information regarding the project to the interested bidders (presence of the representatives is not mandatory). In the meeting, representatives of the firms may have answers to their questions directly from the Embassy officials. The bidders can also email their queries to the above mail address.

FAQ on the construction project by Bangladesh Embassy

Sr. No.	Queries	Replies
a)	What is the duration of the project?	We look forward to an opening of the project on 26 March 2021-the day of celebrating Bangladesh's independence of 50 years, but that does not necessarily indicate that a firm needs to employ higher numbers of technical staffs along with resources to catch up with the deadline. In the second stage (after shortlisting), the competing firms will propose realistic work plans that outline the duration

		of design and construction supervision phases separately considering respective resources availability and capacity. However, regardless of all grounds, the project must meet the completion and handover by June 2022 .
b)	Does submitting the EoI mean everything about selection?	No. This is a 2-stage evaluation . EoI submission is the first stage. Request for financial and technical proposal will be issued to the shortlisted firms in the second stage.
c)	What is the approximate budget of this project?	Apart (without) from the design and associated expenses , the cost of construction will be between 6 and 9 Million Euro .
d)	Can we offer a turn-key solution for the full implementation?	No. The implementation planning of this project offers only separate engagement of design and construction firms .
e)	Is the participation free of cost?	Participation in bidding is free of cost .
f)	Is it possible to make the submission by email?	Submission by post is preferred . However, a representative/bearer of a firm can submit by hand at the reception of the Embassy. In an unavoidable situation, a firm may submit by email (in case of email, the cover letter must be scanned and the full submission must reach until 28 March 2019), but this may affect your chance of qualifying to the next stage.
g)	Is a joint venture or association allowed?	Consortium, joint venture and association are allowed , but not mandatory. The firms should clearly mention in their EoI cover letter (in the letterhead pad) whether the proposal is in joint venture or association format. In case of joint venture, the cover letter must be signed by the responsible persons of the partnering organizations.
h)	Do we need to engage an indigenous designer/firm (any firm or individual specialized in bringing native elements into the design)?	This is not mandatory. Without an indigenous designer/firm, you have the equal chance of winning the bid .
i)	Is the selection process fully transparent and free from any prejudice?	The whole selection is fully transparent and free from all prejudices regarding culture, geography, race, etc. The firms will only be evaluated based on their experience, technical and financial offers along with other qualifications that are mentioned in EoI and RFP (will be issued later).
j)	Do we need to submit a work plan or design now?	Not at this stage.

k)	Do we need to quote a price with the submission?	Not at this stage.
L)	Do we also submit technical and financial offers for maintenance after the implementation?	Not at all
m)	Shall we be informed about the outcome of the selection?	Yes. All the competing firms will be informed in mail regarding respective status after shortlisting. It may take 1 month or longer.
n)	What does it mean by '3 similar projects' in the eligibility part of the advertisement?	It means that any project like office building, embassies, etc. or any prestigious construction in public or private sector. But, projects like airport, powerplants, bridges, dams, S-bah and U-bahn stations do not count.
O)	Shall we submit any proof that the partners are also willing to work with this project?	Yes. The partners should sign a ' Memorandum of Association ' or, at least, any signed document that focuses on the agreement of working together till the end of this project. The firm should submit the document.
p)	Can we change the partner in later stage?	No. Once declared, the partners cannot be replaced unless there is a very serious and justified ground (like death !!)
q)	While my firm meets all the qualifications, is it necessary that my partners must meet all the qualifications too?	Your qualification will be required only against the role you are proposing in the project. For example, if a firm's (or the technical person's) job in this project is just landscaping, its experience in doing landscaping determines the qualification. The same firm's experience in structural designing will not count.
r)	How many firms will be shortlisted?	The Evaluation committee has full discretion to decide on the number of firms that will be finally shortlisted. But the practice is shortlisting 7/8 firms.
s)	Do we need to provide with the submission the project completion certificates from the earlier clients as proof of experience?	This is not mandatory, but sometimes, it gives a good impression. However, in the second stage of evaluation the firms should be able to provide the certificates (and maybe e-mail addresses of the clients) so we can verify them if we want to.
t)	Is submitting in English mandatory? Is it possible to submit in a mixed language?	English is required for comprehending your brochures or assessing your qualifications by the Evaluation Committee. This is, nevertheless, normal that your registration, tax documents, etc. are in local language and you just submit the copies of original. It's not a problem.
u)	Is it mandatory that all technical persons of the team must have permission to work in Berlin?	The lead architect and other signatories of the designs should be able to get expeditious approval from the concerned Berlin authorities. For the other technical staffs of the team who are not signatories, the firm must ensure that they will not face any problem to work in Berlin during the project.

v)	Will you follow the German, EU or international procurement practice?	We will follow a mix of international and local procurement practices which you will be able to accommodate very easily. Further, this issue will be settled in the later stage upon discussion with the shortlisted firms.
w)	Do I need to submit the CVs of the technical staffs with the EoI application?	No. CVs will be asked at the second stage. You should provide a brief company profile.
x)	Do we need to be introduced by a third party to participate in the bidding?	This is an open tender . It means any firm that meets our minimum qualification (as mentioned in the advertisement) can apply in bidding, and very clearly you do not need to be introduced by someone. Rather, any persuasion by third parties (broker, agent, or someone who is not directly involved with your organization, etc.) significantly reduces your chance of winning the bid. At the same time, the pursuing firm (s) will be blacklisted and published so it will not be able to participate in any bidding of Bangladesh in future. We will also file an official complain to the concerned German authorities (Foreign Office, Public Works department, Berlin Senate, etc.) writing your involvement in unethical practices , besides taking legal actions against you and your firms .
y)	Can anyone who is not directly involved with my organization attend the pre-bid meetings?	No. We prefer 1 or 2 direct representatives (technical staffs) of a firm to attend the pre-bid meetings. But anyway, we will accommodate even if you are accompanied by a few more people.
z)	Can we make a presentation on our company during pre-bid meetings?	No. You can only ask valid and relevant questions which are not already answered.
aa)	Can we withdraw our participation from this project anytime?	You can withdraw your participation from the bidding of this project anytime before contract signing by a written communication.
bb)	Is the budget of the project already available?	Yes.
cc)	Whether the deadline for submission will be extended?	The deadline for submission will not be extended in any circumstances.
dd)	Is there any sample of Cover Letter?	Yes, we have drafted a format as 'Sample Cover Letter' . Please find as attached. However, you can use your own format without hesitation. Our format just gives you an idea what we will look into during evaluation.

N.B-1: The above responses are based on international standards and our experiences. This is however very important to note, the concerned authorities i.e. the Ministry, evaluation committee, etc. have the jurisdiction to take decisions which are not in line with the above responses.

N.B-2: The responses are prepared with the intent to make your submission successful. Very often, qualified and capable firms are rejected for not following some of our basic requirements. We believe, following the above checklist will increase your chance of getting qualified for the next level.

N.B-3: A pre-bid meeting will be held at the Embassy premises on the 18th March 2019 at 3 pm to disseminate information regarding the project to the interested bidders (presence of the representatives is not mandatory). In the meeting, representatives of the firms may have answers to their questions directly from the Embassy officials. The bidders can also email their queries to amb.berlin@mofa.gov.bd .

In your letter head pad

Date:

H.E. Imtiaz Ahmed

Ambassador

Embassy of the People's Republic of Bangladesh

& Project Director

Construction of Bangladesh Chancery Complex in Berlin, Germany project

3rd floor, Kaiserin-Augusta-Allee 111, 10553, Berlin, Germany

Ref: Advertisement for EoI published in Der Tagesspiegel and Die Welt on 22 February 2019 and the reference number 19.01.4901.201.31.052

Dear Sir,

We (insert name of the Lead Firm) express our interests on the project titled 'Construction of Bangladesh Chancery Complex Berlin' and would like to participate in the subsequent bidding in association with the following firms/professionals-

	<u>Name of the job</u>	<u>Responsible firm (s) or professional (s) for the job</u>	<u>Role in the Project</u>
a)	Architectural design and drawing/coordination/Team Leader	- (please insert the name of the firm/individual)	Lead Firm/Partner
b)	Structural design and drawing	- (please insert the name of the firm/individual)	Lead Firm/Partner
c)	Electrical, Mechanical and HVAC design and drawing	- (please insert the name of the firm/individual)	Lead Firm/Partner
d)	Sanitary and plumbing design and drawing	- (please insert the name of the firm/individual)	Lead Firm/Partner
e)	Landscaping design and drawing	- (please insert the name of the firm/individual)	Lead Firm/Partner
f)	Interior Design and drawing	- (please insert the name of the firm/individual)	Lead Firm/Partner
g)	Quantity Surveyor	- (please insert the name of the firm/individual)	Lead Firm/Partner
h)	Preparation of Tender Documents	- (please insert the name of the firm/individual)	Lead Firm/Partner
i)	Construction Supervision	- (please insert the name of the firm/individual)	Lead Firm/Partner

The above proposed assignments are based on our preliminary impression and information on the project. However, the detailed allocation of resources will be proposed after receiving the 'Detailed Terms of References' from you in the next qualifying round.

(Signature)

(Name of the authorized representative/signatory of the firm, you can attach a Letter of Authorization mentioning you are authorized by your firm to make all correspondence for this project in present and future)

(Name and address of the firm)

(Email address of the signatory)

(Telephone number of the signatory)