

Expression of Interest (EOI)
for
Development of Functional & Technical Requirement Specifications
and Preparation of Procurement Documents

Consultancy Service

July 2025

TRADE NATIONAL SINGLE WINDOW SYSTEM PROJECT

DEPARTMENT OF TRADE AND INVESTMENT POLICY
MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT

1. Application

To : Chairman,
Project Consultants Procurement Committee,
Trade National Single Window Project.

Sub : Expression of Interest (EOI) for 'Development of Functional & Technical Requirement Specifications and Preparation of Procurement Documents' - Consultancy service

Dear Sir,

This is in response to your public notice published on 14th July 2025 inviting expression of interest for 'Development of Functional & Technical Requirement Specifications and Preparation of Procurement Document' a Consultancy Service of the Trade National Single Window Project. We hereby submit our expression of interest. We have attached necessary information according to the standard form. The information furnished by us in this expression of interest is correct to the best of our knowledge. Based on this information, we understand you would be able to evaluate our proposals in order to pre-qualify for the above-mentioned assignment.

Sincerely yours,

On behalf of the firm:

.....

Signature:

Name of signatory:

Designation:

Company Seal

2. Firm/ individuals Information

2.1 Name and address

Name of the firm:

Address:

Telephone No:

Fax:

Email:

2.2 Date of Establishment:

2.3 Core Area of Expertise of the firm:

2.4 Contact Person:

Name:

Designation:

Telephone No: Email:

2.5 Staff of the firm:

No of regular staff:

Total:

Professional staff with technical

background: Professional staff with other

backgrounds: Administrative/support staff

3. Supporting Documents

3.1 Company Profile, if any

3.2 Legal documents

Provide a certified copy of the legal registration, VAT registration certificates of the firm; with their latest renewals where applicable.

4. Experience of the Firm

4.1 Relevant experience of the firm that fits best with proposed assignment

List of relevant experiences related to this assignment (Development of Functional & Technical Requirement Specification and Preparation of Procurement Documents, Feasibility study on Port Community System development, Airport Community System development/Customs Management systems or similar assignments) of the firm during the last 10 years (Ref: table 1)

4.2 Relevant experience of Firm's professional staff in reference to the proposed assignment

Describe experience of professional staff relevant to the proposed assignment (Ref: table 2)

4.3 Pool of human resources available in the firm with relevant experience to the proposed assignment

Describe experience of external professional staff relevant to the proposed assignment (Ref: table 3)

4.3 Financial Strength of the firm

Submit details for Minimum 5 similar projects or assignments in last 10 years value not less than 13 Mn. Please submit the last three years audited financial statements.

Note:

Since the expertise must be required the international project experience in design/development and implementation of NSW systems and - Experience in analyzing requirements development of comprehensive Functional specifications the consultancy firm should have the capacity for deploying a foreign consultant as the Team Leader/NSW Expert.

Table -1: Relevant Experience of the Firm during the Last 10 Years

S. N.	Name of the Assignment	Name and Address of the Client	Brief description and the scope of the assignment	Duration of the assignment			Total Cost of the assignment (Rs)
				From (Date)	To (Date)	Total months	

Table -2: Relevant Experience of the Firm's Professional Staff

S. No	Name of the staff	Qualification	Total years of experience	Relevant experience					
				Name of the assignment with brief description	Client	Position	Duration		
							From	To	Total month

Table -3: Relevant Experience of the External Professional Staff available to the Firm

S. No	Name of the Staff	Qualification	Total Years of Experience	Relevant Experience					
				Name of the Assignment	Client	Position	Duration		
							From	To	Total Month