Forms

# Form A: Application Submission Form

Form B: CV of the Applicant

Form C: Remuneration and Reimbursable

Form A. Application Submission

*[Location:* dd/mm/yy]

To:

Director General, CPTU & Project Director

Digitizing Implementation Monitoring and Public Procurement Project (DIMAPPP)

Central Procurement Technical Unit (CPTU) IMED, Ministry of Planning

Sher-e-Bangla Nagar, Dhaka-1207

Dear Sir:

I am hereby submitting my Application to provide the consultancy Services for Web Developer (National) {contract package # CPTU/S-19 (b)} in accordance with your Request for Expression of Interest dated [dd/mm/yy].

I undertake, if I am selected, to commence the consulting Services for the assignment within the time limit agreed during negotiation of the contract.

I understand that you are not bound to accept any Application that you may receive.

Yours sincerely,

Signature Print name Address:

Tel:

Attachment:

Form B. Curriculum Vitae (CV) of the Applicant

|  |  |  |  |
| --- | --- | --- | --- |
|  | PROPOSED POSITIONFOR THIS PROJECT |  | *[From the Terms of Reference, state the position for which the Consultant well be engaged.]* |
|  | NAME OF PERSON |  | *[state full Name]* |
|  | DATE OF BIRTH |  | *dd/mm/yyJ* |
|  | NATIONALITY |  |  |
|  | MEMBERSHIP IN PROFESSIONAL SOCIETIES |  | *[state rank and name of society and year of attaining the rank]* |
|  | EDUCATION |  | *[List all the colleges/universities which the Applicant* Attended, stating degrees obtained, and dates, and list any other specialized education of the Applicant] |
|  | OTHER TRAINING  |  | [indicate significant training since degrees under EDUCATION were obtained, which is pertinent to the proposed tasks of the Consultant] |
|  | LANGUAGESs DEGREE OFPROFICIENCY |  | Language : Speaking: Reading: Writinge.g, English 'Fluent: Excellent: Excellent |
|  | COUNTR1ES OF WORKEXPERIENCE |  |  |
|  | EMPLOYMENTRECORD |  |  |
|  | [starting with present/recent position list in reverse order [every employment held and state the start and end dates of each employment] |  | [The applicant should clearly distinguish whether as an “employee” or as a “Consultant: or “Advisor” or “Specialist”]. [ The applicant should clearly indicate the position held and give a brief description of the duties in which the Applicant was involved]. |
|  11. | 1. EMPLOYER 1 (Name and address with contacting reference)
 |  | From: To: Position: Brief description of the duties:  |
|  12. | 1. EMPLOYER 2 (Name and address with contacting reference)
 |  | From: To: Position: Brief description of the duties: |
|  | ………………. |  |  |
| 13. | COMPUTER LITERACY AND SKILL |  |  |
| 14. | LIST OF PUBLICATIONS, IF ANY  |  |  |
| 15. | WORK UNDERTAKEN THAT BEST ILLUSTRATES THE CAPABILITY TO HANDLE THIS ASSIGNMENT  |  |  |
| 16. | ADDRESS (PERMANENT AND MAILING (INCLUDING MOBILE, TELEPHONE AND E-MAIL |  |  |
| 17. | REFERENCES  |  |  |

Certification

[Do not amend this certification]

I, the undersigned, certify that (i) I was not a former employee of the Client immediately before the submission of this proposal, and (ii) to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature

Print Name

Date of Signing

Form C. Indicative Remuneration & Expenses

1. Remuneration

|  |  |  |
| --- | --- | --- |
| Rate/month (In BDT.) | Staff Time (No. of Month) | Total (In BDT.) |
|  | 48 |  |

1. Reimbursable

|  |  |  |  |
| --- | --- | --- | --- |
| Description of Cost Items | Rate/Unit | Total Unit | Total Amount(In BDT.)  |
| 1. Per diem Allowance out-site Dhaka
 |  |  |  |
| 1. Travel Costs out site
 |  |  |  |
| 1. Other Travel Costs
 |  |  |  |
| 1. Communication Charges
 |  |  |  |
| 1. Reproduction of Reports
 |  |  |  |
| 1. Other Expenses
 |  |  |  |
|  |  |  |  |
| Contract Celling (1) + (2)  |  |

N.B.: All calculation of remuneration and reimbursable are exclusive of AIT and VAT. The final contract amount will include AIT and VAT and be determined at the time of negotiation.