

STANDARD REQUEST
FOR EXPRESSION OF INTEREST
Consulting Services (Firms Selection)



Royal Government of Bhutan
Department of Human Settlement
Ministry of Infrastructure and
Transport

PREFACE

This Standard Request for Expression of Interest (SREoI) is based on the Procurement Rules and Regulations of the Royal Government of Bhutan. The SREoI must be used for the Procurement of Consulting Services (Firm). This document will come into effect from 1st July, 2019.

To obtain further information on procurement you may contact:

Government Procurement and Property Management Division
Department of National Properties
Ministry of Finance Royal
Government of Bhutan

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REQUEST FOR EXPRESSION OF INTEREST

MoIT/DHS/DIR/ADM/2025-2026/351

Project Name [Government Office Complex]

Procuring Agency [Department of Human Settlement, MoIT, Thimphu]

*Title of Consulting Services [Design Development, Technical Drawings and BoQs for
Government Office Cluster]*

**INVITATION FOR EXPRESSION OF INTEREST
(CONSULTING SERVICES – FIRMS SELECTION)**

*Department of Human Settlement, MoIT, Thimphu,
Name of project: “Design of Government Office Cluster”.*

The **Department of Human Settlement (DHS), Ministry of Infrastructure and Transport (MoIT)** invites Expressions of Interest (EoI) from qualified and registered **architectural design consulting firms from Bhutan and India** to provide consultancy services for the **detailed design of the Government Office Cluster**.

We are seeking firms with **proven expertise in planning, designing, and delivering large-scale office complexes and similar infrastructure projects**. Interested consultants should submit comprehensive information demonstrating their qualifications, experience, and capacity to perform the required services.

The EoI submission must include the following documents:

- Valid business license and tax clearance certificate.
- Description of similar assignments successfully completed by the firm, along with work completion certificates.
- CVs of key personnel with relevant degree certificates.
- Details of assignment-related experience of both the firm and key personnel.

Shortlisting of firms will be based on the following criteria:

- i. Completeness of the submitted documents as listed above and in the detailed TOR.
- ii. Relevant experience in similar assignments.
- iii. Experience of working within the region (or) or region of similar geography.

To ensure a blend of **local context and international best practices**, consultants are required to form **joint ventures or consortiums between Bhutanese and Indian firms**.

The selected consultant will be responsible for providing comprehensive architectural master planning and detailed design services based on the approved conceptual master plan. The scope of work includes, but is not limited to:

- Reviewing and refining the conceptual master plan and user briefs for the two project sites.
- Preparing a detailed area program for ministries and agencies based on user briefs and staffing requirements.
- Developing detailed designs for the **City Core North** and **Tashichho Dzong South** sites, including zoning, site and floor plans, elevations, façades, landscape design, and interior layouts.
- Preparing construction-ready technical drawings covering **Architectural, Structural, Mechanical, Electrical, and Plumbing (MEP)**, and **Landscape** components.
- Preparing cost estimations and detailed Bills of Quantities (BoQs) based on the approved technical drawings.

The **detailed EoI document and Terms of Reference (ToR)** can be downloaded from the MoIT website: <https://www.moit.gov.bt/en/home-2/> (OR) downloaded from www.egp.gov.bt (Tender ID-22586).

The Expressions of Interest must be delivered through the e-GP platform by 13:30 PM, Bhutan Standard Time on November 6th, 2025.

The **Department of Human Settlement** reserves the right to shortlist firms based on their qualifications and experience. Only shortlisted firms will be invited to submit detailed technical and financial proposals at a later stage.

Address for response/ Address of Procuring Agency:

Director

Department of Human Settlement
Ministry of Infrastructure and Transport,
Thimphu

For any enquiry please write to:

Name: Mr. Krishna Kafley
Designation: Senior Architect
Organization: Department of Human Settlement, MoIT
Email: kkafley@moit.gov.bt

(Or)

Mr. Tshering Penjor
Designation: Project Manager, ECRUL
Organization: Department of Human Settlement, MoIT
Email: tsheringp@moit.gov.bt

SECTION I: INSTRUCTIONS TO CONSULTANT

1. **Scope of Assignment:** The Employer has received a budget from GoI and intends to select a Consultant for the specific assignment as specified in the Terms of Reference in Section III.
2. **Qualifications of the Consultant:** Prospective Consultants shall demonstrate in their EoI that they meet the required qualifications and experiences and are fully capable of carrying out the assignment.
3. **Conflict of Interest:** The Consultant shall hold the Procuring Agency's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or its own corporate interests. For this purpose, the provisions of the Procurement Rules and Regulations on Conflict of Interest shall apply.
4. **Unfair Advantage:** If a Consultant could derive an unfair competitive advantage from having provided Consulting Services related to the assignment in question, the Procuring Agency shall make available to all Consultants together with this REoI all information that would in that respect give such Consultant any unfair competitive advantage over competing Consultants.
5. **Preparation of EoI:** EoI shall be typed or written in indelible ink in English language and shall be signed by the Consultant. Consultants are required to complete the following Forms including supporting documents to substantiate the qualification and experience of the firm:

Section I - Instructions to Consultants

Section II - Standard Forms

Section III- Terms of Reference

6. **Submission of EoI :** The prospective Consultant may deliver their EoI by hand, mail, courier service to the address mentioned in the REoI.
7. The EoI shall be properly sealed in envelopes addressed to the Procuring Agency as mentioned in the REoI advertisement and bear the name & address of the Consultant as well as the name of the assignment.
8. The closing date for submission of EoI is **November 6th, 2025** up to **13:30 PM**. Any EoI received after the deadline for submission of EoI shall be declared late, and returned unopened to the Consultant.
9. The EoI may be modified or substituted before the deadline for submission. The Procuring Agency may at its sole discretion, extend the deadline for submission of EoI.
10. At any time prior to the deadline for submission of EoI the Procuring Agency for any reason or on its own initiative may revise the REoI Document by issuing an addendum, which shall form an integral part of the Document.
11. **Evaluation:** The Consultants shall be evaluated on the following criteria; the detailed evaluation criteria shall be referred from the ToR.:

Sl. No	Criteria	Points
1	General experience of the firm	[5]
2	Relevant experience of the firm that best fit with proposed assignment	[25]
3	Relevant experience of Firm's professional staff (including external professionals to be hired for the proposed assignment) in reference to the proposed assignment	[60]
4	Available Equipment	[0]
5	Any others	[10]
7	Total	100

12. Immediately after the closing date and time for submission, the Procuring Agency shall open all EoI documents, including any substitutions accompanied by a properly authorized substitution notice.
13. Following the opening of the EoI, and until the RFP is issued; no Consultant shall make any unsolicited communication to the Procuring Agency. Such an attempt to influence the Procuring Agency in its decisions on the examination, evaluation, and comparison of the EoI may result in the rejection of the EoI.
14. EoIs shall be evaluated based on the criteria outlined under clause 11. Request for Proposal (RFP) documents shall be issued to the shortlisted consultants only.

SECTION II: STANDARD FORMS

Form 1: Sample letter of Expression of Interest

Form 2: Firm Information Sheet

Form 3: General Experience of the Firm during the Last 5 (five) calendar Years Form 4:
Relevant Experience of the Firm during the Last 5 (five) calendar Years Form 5: Relevant
Experience of the Firm's Professional Staff

Form 6: Relevant Experience of the External Professional Staff available to the Firm

Form 1: Sample Expression of Interest (EOI) for Consultancy services

Date:

To

.....
.....
.....
.....

Sub: **Expression of Interest (EOI) for the Consultancy Service***[Insert title of Consulting Services]*

Dear Sir/Madam,

This is in response to your public notice published in *[.....insert name of paper/ website.....]* on *[.....insert date.....]*, inviting expression of interest for *[insert description of Consulting services]*. We hereby submit our expression of interest and have attached necessary information according to the standard forms.

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 shortlist for the above-mentioned assignment. We, however, understand that the Procuring Agency reserves the right to decide whether or not to shortlist our firm without disclosing the reason whatsoever.

Sincerely yours,

On behalf of the firm:

Signature:

Name of signatory:

Designation:

Company Seal

Form 2: Firm Information Sheet

2.1. Consulting Services Data

Name of the consulting services	
Brief Description of the Assignment	

2.2. (a) Consulting Firm Information

Name of the consulting firm:	Country of Registration:
Name of the owner:	Day, month & Year of Establishment:
Name of Authorized Representative (<i>if applicable</i>):	Position/Designation:
Contact Person details: Name, Designation, email and phone number	

[Attach valid Trade License /Registration certificate]

2.2. (b) Associations (Joint Venture or Sub-consultancy)

Name of the consulting firm	Country of Registration	Joint Venture (JV) or Sub-consultant	Name of Owner/ Authorized representative	Position/Designation

[Attach Certificate of Registration of the lead member, Certificate of Registration of the JV member (for each member) Certificate of Registration of the Sub-Consultant (for each sub-consultant), Letter of Association/letter of Intent to form JV/Association]

2.3. Core Area of expertise of the firm *[Provide a brief Description]*

2.4. Company Profile *[Provide a brief Description]*

2.5. Available Equipment *[where applicable]*

Provide list of equipment owned by the firm and relevant for the assignment

Form 3: General Experience of the Firm during the Last 5 (five) Calendar Years

Sl. No	Name of the assignment	Name of the client	Address of the client	Duration of the assignment			Total Cost of the assignment Nu.	Remarks
				From (Date)	To (Date)	Total (Months)		

Form 4: Relevant Experience of the Firm during the Last 5 calendar Years

Sl. No	Name of the assignment	Name of the client	Address of the client	Duration of the assignment			Total Cost of the assignment Nu.	Remarks
				From (Date)	To (Date)	Total (Months)		

Form 5: Relevant Experience of the Firm's Professional Staff

Sl. No	Name of the Staff	Qualification	Total Years of experience	Relevant experience					
				Name of assignment	Client	Position	Duration		
							From (Date)	To (Date)	Duration (Months)

Form 6: Relevant Experience of the External Professional Staff available to the Firm

Sl. No	Name of the Staff	Qualification	Total Years of experience	Relevant experience					
				Name of assignment	Client	Position	Duration		
							From (Date)	To (Date)	Duration (Months)

SECTION III: TERMS OF REFERENCE

Terms of Reference shall include the following sections:

1. Background;
2. Objective;
3. Overall task;
4. Specific Task and proposed Methodology;
5. Deliverables;
6. Reporting Requirements;
7. Qualifications and Criteria;
8. Length and Time Frame of the assignment;
9. Other Resources/ counter Facilities;
10. Any other Information(s)

ANNEXURE:

[Attach any other documents from the Procuring Agency and the Consultants, if applicable]