

গ্যাস জাতীয় সম্পদ। এর অপচয়  
রোধ করে জাতীয় দায়িত্ব পালন করুন।

আসুন, আমাদের সন্তানের জন্য সুখী  
সমৃদ্ধশালী ও দুর্নীতিমুক্ত বাংলাদেশ গড়ি।



বাংলাদেশ গ্যাস ফিল্ডস লিমিটেড  
(পেট্রোবাংলার একটি কোম্পানি)  
Bangladesh Gas Fields Company Ltd.  
(A Company of Petrobangla)



Ref. No. BGFCL/DPD4W(Sv)/001

Date: 28/11/2023

## Sample Format for EOI Submission

For the project:

**'Drilling of 4 Appraisal-cum-Development wells at Titas & Kamta Fields'**

Office of the Project Coordinator

## Introductory Note

- This form is a sample for submission of information of the consultancy firms in response to the request for expression of interest of the consultancy service for the project 'Drilling of 4 Appraisal-cum-Development wells at Titas & Kamta Fields'.
- We highly encourage you to submit your proposal with information filled in this sample format. However, you may provide information in your own format and any other supporting document in annexure that you think relevant to this consultancy service and make you a potential candidate for providing this service.



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# Letter of Expression of Interest

[Letter head paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., email address and web address]

Date: .....

To:

Project Coordinator  
 Drilling of 4 Appraisal-cum-Development wells at Titas & Kamta Fields Project  
 Bangladesh Gas Fields Company Limited (BGFCL),  
 Birashar, Brahmanbaria-3400, Bangladesh.

Sir,

1. Being duly authorized to represent and act on behalf of ..... hereinafter referred to as **“the Applicant”** and having reviewed and fully understood all of the information provided in the Notice **Inviting Expression of Interest**, the undersigned hereby expresses its interest in and applies to be short-listed by yourselves as a submitter of proposal for the consulting services for the captioned project:
2. Attached to this Expression of Interest are copies of original documents defining:
  - (a) the Applicant's legal status; and
  - (b) the place of incorporation/ organization/ institution (for applicants who are corporations/ organizations/ institutes), or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
3. The Project Coordinator, Drilling of 4 Appraisal-cum-Development wells at Titas & Kamta Fields Project, Bangladesh Gas Fields Company Limited and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this Expression of Interest, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Expression of Interest will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary to verify statements and information provided in this Expression of Interest, such as the human resources, experience, and competence of the Applicant.
4. The Project Coordinator, Drilling of 4 Appraisal-cum-Development wells at Titas & Kamta Fields Project, Bangladesh Gas Fields Company Limited and its authorized representatives may contact the following persons for further information

	Experience inquiries	Personnel inquiries	Financial inquiries
Contact person			
Telephone			
Email address			

5. This Expression of Interest is made with the full understanding that:
  - (a) all information submitted in this Expression of Interest for qualification and selection for short-listing will be subject to verification at the time of submitting proposal by short-listed applicants;
  - (b) the Project Coordinator reserves the right to reject or accept any application, cancel the qualification and selection for short-listing process at any stage, and reject all applications;
  - (c) the Project Coordinator shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them.



*Applicants who are not Joint venture should delete Para. 6 and initial the deletion.*

6. We confirm that if we submit a proposal, that proposal, as well as any resulting contract, will be:
- a. signed so as to legally bind all partners, jointly and severally; and
  - b. submitted with a joint venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.

**[Note: By declaration of the Para. 6 above, the lead partner and the other partner (experiences, technical and financial capacity) will be jointly evaluated. The sub-contracted firm is not subject of evaluation.]**

7. The undersigned declare that the statements made and the information provided in this Expression of Interest are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead of a Joint venture)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf of (name of partner)	For and on behalf of (name of partner)

## Form-1: Consulting firm's Information Sheet

All individual firms and each member of a JV are requested to provide following information in this form.

<b>Information</b>	
<b>Consulting firm's legal name</b>	
<b>In case of JV, legal name of each partner</b>	
<b>Contact person</b> (Name, position, telephone/mobile number, e-mail address )	
<b>Consulting firm's country of constitution</b>	
<b>Consulting firm's year of constitution</b>	
<b>Consulting firm's legal address in country of constitution</b>	
<b>Consulting firm's authorized representative in employer's country (if any)</b> (name, address, telephone/ mobile numbers, fax numbers, e-mail address)	



## Form - 2: Joint Venture (JV) Information Sheet (If applicable)

Each member of a JV is requested to provide following information in this form.

<b>JV Information</b>	
<b>Consulting firm's legal name</b>	
<b>JV Partner's legal name</b>	
<b>JV Partner's country of constitution</b>	
<b>JV Partner's year of constitution</b>	
<b>JV Partner's legal address in country of constitution</b>	
<b>JV Partner's authorized representative information in employer's country (if any)</b> (name, address, telephone numbers, fax numbers, e-mail address)	





## Joint venture Agreement (If applicable)

To:

Project Coordinator  
 Drilling of 4 Appraisal-cum-Development wells at Titas & Kamta Fields Project  
 Bangladesh Gas Fields Company Limited (BGFCL)  
 Birashar, Brahmanbaria-3400, Bangladesh.

The undersigned of this declaration of cooperation are authorized to act with regard to the Expression of Interest in the consulting services for the 'Drilling of 4 Appraisal-cum-Development wells at Titas & Kamta Fields' Project and on behalf of their organizations.

They hereby declare:

that they will legalize a Joint venture Agreement in case that a consulting services Contract indicated in the Notice Inviting Expression of Interest for the 'Drilling of 4 Appraisal-cum-Development wells at Titas & Kamta Fields' Project (the Contract) is awarded to their group;

1. that they have nominated \_\_\_\_\_ [name of the lead partner] as the Sponsor Firm of the group for the purpose of this Expression of Interest;
2. that they authorized Mr./Ms. \_\_\_\_\_ [name of the person who is authorized to act as the Representative on behalf of the Consortium] to act as the Representative in the name and on behalf of their group for the purpose of this Expression of Interest.
3. that all partners of the Joint venture shall be liable jointly and severally for the execution of the Contract;
4. that this Joint venture is constituted for the purpose of providing consulting services for the 'Drilling of 4 Appraisal-cum-Development wells at Titas & Kamta Fields' Project under the Contract;
5. that each and every partner to this Joint venture shall have the capacity to provide at least one expert for the contract period in any one of the Required areas of expertise that are stipulated in Item no. 13 of the Notice Inviting Expression of Interest ;
6. that this Joint venture should be post-disqualified in case the Joint venture should breach the agreement in respect of item 5 above when submitting a Proposal;
7. if the Project Coordinator accepts the Proposal of this Joint venture, it shall not modify the composition or constitution of the Joint venture formed and proposed in the Proposal until the completion of Contract without the prior consent of the Project Coordinator;

**Give names and positions of the proposed Joint venture Representatives, as well as organization's names and addresses:**

1	Name:	Signature:
	Position:	Date:
	Representative of: (Organization's Name and address)	

2	Name:	Signature:
	Position:	Date:
	Representative of: (Organization's Name and address)	





## Form – 3: Firm’s Experience Record\*

The Applicant/Each member of JV are requested to list all contracts in which consulting services were or being provided by the Applicant for related field as defined in the “Notice Inviting Expression of Interest” during the last 15 (fifteen) years. The information is to be provided in the following form.

### Experience Details

Name of Applicant or Name of Joint Venture(JV) and name of member to provide information:

Sl. No.	1. Project Name 2. Project Period (from/to) 3. Contract Identification and Title 4. Country of Project Implementation 5. Employer (Name, address, email, phone and web address)	Contract status of the firm (Sole/JV/ Subcontractor)	1. Total Contract Amount(USD) 2. Contract amount of the firm (USD)	1. Total man-months of professional 2. Man-months of professional provided by the firm 3. Expertise provided by the firm	Brief Description of the consultancy services Executed by the Consulting firm / member(s) of Consulting firm
1.	1. 2. 3. 4. 5.		1. 2.	1. 2. 3.	
2.	1. 2. 3. 4. 5.		1. 2.	1. 2. 3.	
3.	1. 2. 3. 4. 5.		1. 2.	1. 2. 3.	
4.	1. 2. 3. 4. 5.		1. 2.	1. 2. 3.	
5.	1. 2. 3. 4. 5.		1. 2.	1. 2. 3.	

\*Please enter as many rows as applicable

1. Consultancy firm must submit the completion certificate as evidence of the stated services. Such evidence shall be in client’s letter head pad indicating address, telephone, email, web address and fax numbers of the clients and shall include the name of the project, name of the employers, description of work, duration of project and contract amount.

Please Attach the completion certificates as the evidence of the stated services as Annexure-1 under the title ‘Firm’s experience Record’



## Form- 4 : Work Experience in Similar conditions \*

List down the name of project /contract where firm has worked in similar conditions (i.e similar scope, government/semi government employer, tropical weather etc.)

Sl. No.	Name of Project	<sup>1</sup> Contract identification & Title	<sup>2</sup> Short scope of the assignment/TOR	Type of Employer/ Client (Govt./semi Govt.)	Country of implementation of service

\*Please enter as many rows as applicable

1. Please attach the completion certificate as evidence of the stated services as Annexure-2 (a) for similar contract.
2. Please attach the supporting evidence of scope of service/TOR of assignment issued by client as Annexure-2 (b).



# Form - 5: Financial Competence of Firm

## 5.1 Financial Strength

Each consulting firm or member of a JV is requested to provide following information in this form.

Financial Data for Previous 3 Years [US\$ Equivalent]			
	Year 1:	Year 2:	Year 3:
1. Total Assets			
2. Current Assets			
3. Total Liabilities			
4. Current Liabilities			
5. Profits Before Taxes			
6. Profits After Taxes			
7. Net Worth [= 1 - 3]			
8. Working Capital [= 2 - 4]			

Please attach the documents listed below in Annexure-3 (a) under the title 'Financial Competence of Firm'

Attached are copies of the audited balance sheets, including all related notes, and income statements for the last three years, as indicated above, complying with the following conditions.

- All such documents reflect the financial situation of the consulting firm or partner to a JV, and not sister or parent companies.
- Historic financial statements must be audited by a certified accountant.
- Historic financial statements must be complete, including all notes to the financial statements.
- Historic financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).



## Form -5.2: Average Annual Turnover

(Calculated as certified payments received for contract in progress or completed) for last 3 years

Each consulting firm or member of a JV is requested to provide following information in this form.

Annual Turnover Data for the Last 3 Years				
Sl. No.	Year	Certified Payment (in Currency of contract)	Exchange Rate	US\$ Equivalent
Average Annual Turnover:				

1. Please attached the payment certificate as Annexure-3 (b)

\$

## Form-6: Available professionals

The consulting firm should provide the list of suitably qualified professionals to meet the requirements specified in EOI. The data on their experience should be supplied using the Form below.

**Brief Description of the professionals of the consultancy firm:**

Sl.No.	Description	Total Nos.	Educational Qualification		Professional Experience: No of professionals having experience in related field	
			No. of Postgraduate Degree holders (PhD, MS or equivalent)	No. of graduate degree holders (Bachelor or equivalent)	Less than 15 years	15 years and above
1.	Total number of professionals :					
	Regular:					
	Part-time:					
2.	Number of Drilling Supervisor					
3.	Number of Petroleum Engineer (Completion)					
4.	Number of Petroleum Geologist					



## List of Annexure

1. **Firm's Experience Record (From-3)**
  - Annexure- 1 completion certificate
2. **Work Experience in similar condition (From-4)**
  - Annexure- 2(a) completion certificate for similar contract
  - Annexure- 2(b) scope of service/TOR of assignment issued by client/employer.
3. **Financial Competence of Firm (From-5)**
  - Annexure- 3(a) Audited balance sheets & income statements for last 3 years.
  - Annexure- 3(b) Payment Certificate.
4. **Available Professionals (From-6)**
5. **Firm's Brochures**
6. **Others (if any)**

