

Government of the People's Republic of Bangladesh
Chittagong Hill Tracts Development Board (CHTDB)
Creation of skill development and employment opportunity
through providing ICT based training in CHT region;
Head Office, Rangamati
www.chtdb.gov.bd

Memo No: 29.31.0000.032.07.004.22-697

Date:26/05/2022 AD

Request for Expression of Interest (EOI) for Consulting Firm to Provide ICT based Training

1.	Ministry/Division	:	Ministry of Chittagong Hill Tracts Affairs
2.	Executing Agency	:	Chittagong Hill Tracts Development Board (CHTDB), Rangamati
3.	Client	:	Deputy Director, CHTDB & Project Director, Creation of skill development and employment opportunity through providing ICT based training in CHT region
4.	EOI Invitation Ref. No. & Date	:	29.31.0000.032.07.004.22 - 697 , Date:26/05/2022 AD
5.	Procuring Entity District	:	Rangamati
6.	EOI for Selection of	:	Consulting Firm
KEY INFORMATION			
FUNDING INFORMATION			
7.	Source of Funds	:	GOB
8.	Procurement Sub-method	:	<i>Least Cost Selection (LCS)</i>
9.	Development Partner	:	Not Applicable
PARTICULAR INFORMATION			
9.	Project Code	:	221000900
10.	Project Name	:	Creation of skill development and employment opportunity through providing ICT based training in CHT region
11.	EOI Closing Date & Time	:	12/06/2022; at 15.00 pm
12.	EOI Opening Date & Time	:	12/06/2022; at 15.30 pm
13.	Proposal Security	:	BDT 59,000 (Fifty Nine Thousand) only.
INFORMATION FOR APPLICANT			
14)	Brief Description of Assignment	The major tasks of the consulting firm include the following: <ul style="list-style-type: none"> • Basic Computer Training (Crash program – 1 month) • Higher Computer Training (Graphic Design, Web Design, Audio-Video Editing, Animation, Search Engine Optimization (SEO) and Social Media Marketing (SMM) and Multimedia Software Development – 3 months) • Outsourcing Training (2 months) • Total Course Duration: 1 year (6 months for first batch & 6 months for second batch) • No of Trainees/Batch: 40 nos/2 batches, each batch consists of 20 candidates • Class: minimum 5 days in a week and 3 hrs per day & 2 Trainers must be attended in each class. 	
15)	Experience, Resource & Delivery Capacity Required	Experiences: a) Consulting firm should have at least 3 (three) years practical experience in ICT training and services and must have experienced in the field of Outsourcing b) Specific experience of minimum 1 (one) no of satisfactory completion of Contract of ICT Training and services with any reputed organization with minimum value of tk 10 lakh over the period. Resources: Consulting firm should have at least 2 expert trainers who will be able to conduct the training on Graphic Design, Web Design, Audio-Video Editing, Animation, Search Engine Optimization (SEO) and Social Media Marketing (SMM) and Multimedia Software Development and Outsourcing. Trainers should have minimum BSc/BFA or Diploma in Computer Science or Diploma in Graphic Design or Diploma in Multimedia or relevant field. Team Leader should have minimum BSc in CSE/ICT or relevant field and should have at least 3 (three) years of working experience as team leader. Consulting Firm from CHT will get priority. Job responsibilities and other requirements are given in the ToR.	
16)	Submission of Proposal	5 (Five) Copies of Proposal as a brochure should be submitted with following documents: 1) Details of Consulting Firm 2) Curriculum Vitae (CV) of expert trainers and team leader 3) Experience Certificate of Completion of training and services with value (attested copy) 4) Trade license/ Registration Certificate, TIN, VAT Certificate of Consulting Firm (attested copy) 5) Details of Training Schedule (plan) and financial capacity to conduct the training facilities and logistic support.	
CLIENT DETAILS			
17	Name of Official Inviting EOI	:	Mongchenline Rakhine
18	Designation of Official Inviting EOI	:	Deputy Director, CHTDB & Project Director
19	Address of Official Inviting EOI	:	Chittagong Hill Tracts Development Board (Room No-311, 1 st Floor), Rangamati
20	Contact details of Official Inviting EOI	:	Deputy Director, CHTDB & Project Director, Creation of skill development and employment opportunity through providing ICT based training in CHT region, Chittagong Hill Tracts Development Board, Rangamati. Phone: 02333372482; E-mail: dd@chtdb.gov.bd; website: www.chtdb.gov.bd
The Procuring Entity reserves the right to accept or reject any or all proposals or the whole process without showing any reason.			


(Mongchenline Rakhine)

Deputy Director, CHTDB & Project Director
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