

Non-government Teachers' Registration & Certification Authority (NTRCA)Red Crescent Borak Tower (Level 4 & 5)
37/3/A, Eskaton Garden Road, Ramna, Dhaka-1000.

No. NTRCA/Admin/Foreign Training/548(Part-3)/2018/814

Date: 27 December, 2018

EXPRESSION OF INTEREST (Re-advertisement) FOR SERVICE

1.	Ministry/Division	Secondary and Higher Education Division, Ministry of Education
2.	Agency	Non-government Teachers' Registration & Certification Authority (NTRCA)
3.	Name of Procuring Entity	Chairman, NTRCA
4.	Procuring Entity District	Dhaka
5.	Expression of Interest (EOI) for	Selection of Training Management Firm for organization & Implementation of Overseas Study Tour/Training Program
6.	EOI Ref. No	NTRCA/Admin/Foreign Training/548(Part-3)/2018/814
7.	Date (dd/mm/yyyy)	27.12.2018
KEY INFORMATION		
8.	Procurement Sub-Method	Quality and Cost Based Selection (QCBS)
FUNDING INFORMATION		
9.	Budget and Source of funds	Own fund of NTRCA
PARTICULAR INFORMATION		
10.	EOI Closing time and Date (Hard copy submission)	07.01.2019 before 12:00 pm
11.	Program Topic	Overseas Study Tour Program on management of quality Teaching and Recruitment System of Non-government educational institutions.
INFORMATION FOR APPLICANTS		
12.	Brief Description of the Assignment	The Training management firm will be responsible for management of overseas short study tours for the officials concerned. The firm has to identify and select internationally reputed organizations/ training institutions of England & Sweden, Indonesia & Australia, Japan & Hong Kong and USA. The firm has to prepare a detailed description of study tour programs.
13.	Eligibility of the firm	a) Minimum 5 (five) years experience of overseas long & short term training/study tour management activities under different ministries / division/autonomous bodies / non-government organizations. b) Evidence of successful implementation of overseas training programs/ study tours in one year worth more than TK 2 (two) core or equivalent US dollars for government or non-government organizations within a period of last 5 (five) years. c) Evidence of permanent office (Ownership/ document/ rental/ deed) in Bangladesh. d) Reasonable & acceptable organizational profile having adequate permanent manpower and other office equipment and logistic support (Detailed profile of permanent manpower need to be submitted separately) e) Overseas training partnership/regional/global networking with other international and regional training organization/ institute. The intending firms must show written evidences of partnership in the form of agreement or any other form of mutual collaboration signed with the organizations engaged in training of civil/public officials. f) Firms which are yet to expire the embargo period imposed by any project/organization of the GOB are discouraged to submit EOI. g) The firms who have submitted their EOI vide our Notification No. NTRCA/Admin/Foreign Training/548(Part-3)/2018/696 dated 22/11/2018 need not resubmit EOI because their submitted EOI will be taken into consideration.
14.	Other Details	Interested firms are invited to provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar activities including performance certificates with appropriate professional qualifications, experienced staff, trade license, VAT, Tax, financial solvency certificates etc.)
PROCURING ENTITY DETAIL		
15.	Name of the official Inviting EOI	Sarmin Sultana
16.	Designation of the Official Inviting EOI	Assistant Director, Admin (HRM)
17.	Address of the Official Inviting EOI	Non-government Teachers' Registration & Certification Authority (NTRCA), Red Crescent Borak Tower (Level 4 & 5), 37/3/A, Eskaton Garden Road, Ramna, Dhaka-1000.
18.	Contact details of the official Inviting EOI	Tel. No. 02-41030127, e-mail: ntrca2005@yahoo.com
19.	Special Attention	The procuring entity reserves the right to accept or reject any EOI


27.12.2018
(Sarmin Sultana)

Assistant Director, Admin (HRM)