

Royal Government of Bhutan

Ministry of Finance

2021

STANDARD REQUEST  
FOR EXPRESSION OF INTEREST



Royal Government of Bhutan Ministry of Finance

2021

## **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 12<sup>th</sup> July, 2021.

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**

**REoi No. DITT/PRO(FDI)/O5/ 2020-21/1362**

**Operation of Bhutan Innovation and Technology Center**

**Department of IT & Telecom, Ministry of Information & Communications**

**Request for Expression of Interest to operate Bhutan Innovation & Technology Center**

## INVITATION FOR EXPRESSION OF INTEREST

DITT/PRO(FDI)/O5/ 2020-21/1362

12th July 2021

The Department of IT & Telecom, Ministry of Information & Communications invites expression of interest to provide the following consulting services: Operate Bhutan Innovation and Technology Center (BITC). BITC is envisioned to promote tech entrepreneurs specifically for tech innovation and commercialization at a global scale. The data center and shared tech center provides critical support to ensure the successful operation of BITC. More details on the services are provided in the Terms of Reference.

A Consultant will be selected as per the procedures described in this REoI, in accordance with Procurement Rules and Regulations of the Royal Government of Bhutan

The EoIs are to be submitted at the latest by 6th August 2021 at 2:30pm(BST).

The procedural requirements for responding to this invitation are provided in the complete REoI document, which includes the following:

**Section I - Instructions to Consultants**

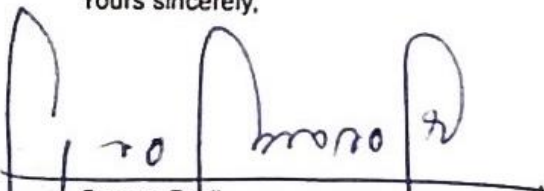
**Section II - Standard Forms**

**Section III- Terms of Reference**

Address for response/ Address of Procuring Agency:

Department of IT & Telecom,  
Ministry of Information & Communications  
Chubachu, Thimphu,  
Bhutan.

Yours sincerely,



Sonam Dorji  
(Procurement Officer)

## SECTION I: INSTRUCTIONS TO CONSULTANT

1. Scope of Assignment: The Employer has received a budget from (N/A) 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 Eol 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 REol all information that would in that respect give such Consultant any unfair competitive advantage over competing Consultants.
5. Preparation of Eol: Eol 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 Eol : The prospective Consultant may deliver their Eol by hand, mail, courier service to the address mentioned in the REol.
7. The Eol shall be properly sealed in envelopes addressed to the Procuring Agency as mentioned in the REol advertisement and bear the name & address of the Consultant as well as the name of the assignment.
8. The closing date for submission of Eol is 6th August 2021 up to 2:30 pm (BST). Any Eol received after the deadline for submission of Eol shall be declared late, and returned unopened to the Consultant.
9. The Eol may be modified or substituted before the deadline for submission. The Procuring Agency may at its sole discretion, extend the deadline for submission of Eol.
10. At any time prior to the deadline for submission of Eol the Procuring Agency for any reason or on its own initiative may revise the REol Document by issuing an addendum, which shall form an integral part of the Document.
11. Evaluation: The Consultants shall be evaluated on the criteria mentioned in the ToR provided under **Section III** of the REol.
12. Immediately after the closing date and time for submission, the Procuring Agency shall open all Eol documents, including any substitutions accompanied by a properly authorized substitution notice.
13. Following the opening of the Eol, 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 Eol may result in the rejection of the Eol.
14. Eols shall be evaluated based on the ToR as mentioned in 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: Relevant Experience of the External Professional Staff available to the Firm



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

Date:

To  
*[Insert address of Procuring Agency]*

Sub: **Expression of Interest (Eol) 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]*

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

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**2.5. Available Equipment** *[where applicable]*

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

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## SECTION III: TERMS OF REFERENCE

DITT/PRO(FDI)/05/ 2020-21/1362

### Request for Expression of Interest to Operate Bhutan Innovation and Technology Center

#### Background

The Royal Government of Bhutan received a grant from the International Development Association (IDA) towards the Private Sector Development Project. As part of the project, RGOB established Bhutan's first IT park and the Bhutan Innovation and Technology Center (BITC) was developed within the IT park in a 10,000 SFT space. The BITC was built on a Design, Build, Operate and Transfer (DBOT) model and was formally launched on 7th May 2012.

BITC was established with an objective to promote entrepreneurship in the country and establish a proof of concept for the location of a world class data center in Bhutan. With the evolution of entrepreneurship culture in the country, BITC today is envisioned to promote more tech entrepreneurs specifically for tech innovation and commercialization at a global scale. The data center and shared tech center provides critical support to ensure the successful operation of BITC. The BITC comprises:

1. Business Incubation Center(5493.73 SFT) : provides a combination of facilities and services that can accommodate 40 people and cater to:
  - 1.1. Incubatees walking in with an idea and laptop with a strong perseverance to commercialize their idea into business
  - 1.2. Startup ventures to incubate and grow
  - 1.3. FDI ventures to incubate their piloting efforts in the country and grow

The Incubation center can accommodate approximately 40 startups at full capacity. The BITC offers an environment with plug and play infrastructure, meeting rooms, training rooms and services to the incubatees/tenants of the BITC.

2. Shared Technology Center (2500 SFT): provides conference room, video conferencing facilities, business center, conducts training, seminar, workshop and should also provide access to software testing tools etc on a pay per use basis. The training room has a seating capacity of 50 people and the conference hall has a seating capacity of 8 people. The center is required to make it a dynamic and vibrant place attracting youths and innovators to the BITC.

- 3.Data Center (2500 SFT): comprises government data center (1000 SFT) and data center(1500 SFT) for occupants of TTPL and for third party commercial users.

#### Operations Services

The following presents the description of services to be provided by the Operator. "Operator" means the contractor selected by the DITT/MoIC to carry out the BITC services.

It is mandatory for BITC to have the following key components :

1. Incubation Center
2. Shared Technology Center
3. Data Center

The Operator shall at a minimum :

- Prepare business plans as well as undertake marketing and promotion efforts for the BITC to make it a sustainable business venture
- Manage BITC and develop a comprehensive operations and maintenance program
- Administer a funding mechanism for incubates in consultation with DITT/MoIC
- Except as otherwise provided, carryout all the management, financial and administrative responsibilities relating to the operation of BITC
- Submit annual report no later than 30 days after the last business day of each financial year, summarising the activities of the Operator in the previous year in the areas as stipulated and agreed with DITT/MoIC and any other information that may be required by DITT/MoIC
- Carry out comprehensive review of the operations, maintenance, administration and commercial performance of the BITC twice (mid and end) during the 5 years operation period and shall report to the DITT/MoIC on its findings
- Offer advice, assist and provide technical expertise in all matters relating to
  - New technologies available in the marketplace in respect of the BITC
  - New legal requirements that would further promote IT/ITES sector in Bhutan
  - Proposals for changes to existing regulatory requirements and
  - Media relations and issues
- Make payment to DITT/MOIC on a 50/50 profit sharing basis after the Operator transparently declares and deducts the costs of running the BITC annually. The rationale for this arrangement is that DITT/MOIC has invested in the design, build and furnishing of BITC. The Operator will require a minimal capital investment in operating the BITC.

The operations services listed are a minimum service requirement for the Operator of BITC. There will be set deliverables to be achieved yearly and other terms and conditions that will be part of the BITC contract if it is tendered for selection of the operator.

#### Eligibility criteria for Operator

The following present the eligibility criteria to qualify as an Operator for BITC and must be part of the proposal:

1. The Operator shall comprise of a team with at least BITC Executive Director who leads the overall management of BITC and coordinates with DITT/MoIC, Incubation Manager, Shared Tech Manager, Facilities Manager who assess and maintains the BITC facilities, Marketing Manager, HR Manager and Network Administrator

2. The Operator should have a minimum experience of 3-4 years in operating similar facilities or a part of the facility such as operation of an incubation center or shared tech center. Also share any achievements or remarkable performance if any in the given field.
3. The Operator's team should possess minimum experience of 3-4 years in the similar role as stipulated in the sl.no 1. Also share any achievements or remarkable performance if any in the given field.
4. The Operator should submit an investment plan to successfully operate the BITC for the contract period. The Operator should also provide supporting documents to indicate the Operator's financial capability to operate BITC along with the source of investment.
5. The proposal should not only cover the mandatory operations services but also how the Operator is intending to operate the BITC to make it a sustainable and vibrant tech innovation hub. However, the proposal should focus on the Incubation center and Shared tech center as the operator for the Data center will be determined by the DITT/MoIC and may perhaps be subcontracted separately as part of overall BITC operation.

#### **Call for Expression of Interest**

The DITT/MoIC now invites eligible Operators to indicate the interest in operating the BITC. Interested Operators must submit a proposal that includes requirements listed in Operations Services and Eligibility criteria of this TOR in detail so as to indicate that the Operator is qualified to perform the services (brochures, description of similar experience, experiences in similar space, services provided and achievements, international and national linkages in the similar field etc).

Further, the proposal should also include vision, strategy, plans, financials to operate the BITC to make the center a sustainable and vibrant tech innovation hub where tech innovation becomes a norm and where every tech innovator/startup desires to be part of BITC. Therefore, this call for EoI is to invite all interested Operators to submit a very innovative and new approach to operating the BITC. However, this call for EoI is just an **expression to assess the market and does not commit to any formal tendering/offering/agreement.**

Interested Operators may obtain further information/clarifications via the given email below during the office hours (0900 to 1700 Hours) from the date of announcement of this EoI.

Email: [tnwangchuk@dit.gov.bt](mailto:tnwangchuk@dit.gov.bt) / [tidd@dit.gov.bt](mailto:tidd@dit.gov.bt)

Contact No: +97577490949

The last date for submission of Expression of Interest is 6th August 2021 on or before 2:30 pm(BST) after which the proposal will not be accepted. The EoI must be addressed to the Director, Department of IT & Telecom, Ministry of Information & Communications, Thimphu Bhutan with a clearly marked "Request for Expression of Interest to Operate Bhutan Innovation and Technology Center". The EoI shall be properly sealed in envelopes and also bear the name & address of the Consultant.

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**ANNEXURE:**

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