## ANNEX 01

1. Firm/individuals Information	
1.1 Name and address	
Name of the firm:	
Address:	
Telephone No:	Fax
1.2 Date of establishment:	
1.3 Core Area of expertise of the firm	
1.4 Contact person:	
Name:	
Designation:	
Telephone No:	Email:
1.5 Vat registration	
VAT NO:	
1.6 Proposed lead person:	
Name:	
Education:	
Experience in years:	
Area of Expertise:	
1.7 Staff of the firm	
No of regular staff:	
Total:	

Professional staff with technical backgrounds:

Professional staff with other backgrounds:

Administrative/support staff

## 2. Supporting documents:

2.1 Company Profile, If any

2.2 Legal documents

 $\rightarrow$  Provide copy of the legal registration, VAT registration certificates of the firm; with their latest renewals where applicable

2.3 Certificates of Work Experience:

 $\rightarrow$  Provide supporting documents for the completed contract assignments, especially indicating those which are relevant to proposed assignment and with last five years

## **3.** Experience of the firm

3.1 Relevant experience of the firm that fits best with proposed assignment

 $\rightarrow$  List of relevant experience related to this assignment (MEP consultancy) of the firm during the last five years (Ref: table 1)

Table	e - 1: Relevant	Experien	ce of the fir	m during	the Last	5 Years		
S.N.	Name of the assignment	Name of the client	Address of the client	Duratio assignn	on of the nent		Total Cost of the assignment (Rs)	Remarks
				From (Date)	To (Date)	Total months		

3.2 Relevant experience of Firm's professional staff in reference to the proposed assignment

 $\rightarrow$  Describe experience of professional staff relevant to the proposed assignment (MEP consultancy) (Ref: table 2)

S.N.	Name of the staff	Qualification	Total years of experience	Relevant experience						
				Name of	Client	Position	Duration			
							From	То	Total month	

Table - 2: Relevant Experience of the firm's Professional Staff

3.3 Pool of human resources available in the firm with relevant experience to the proposed assignment

 $\rightarrow$  Describe experience of external professional staff relevant to the proposed assignment (MEP consultancy) (Ref: table 3)

Table 03. Relevant Experience of the External Professional Staff available to the Firm

Table - 3: Relevant Experience of the External Professional Staff available to the Firm										
S.N.	Name of the staff		Total years of experience	Relevant experience						
				Name of assignment Duration	Client	Position	Duration			
							From	То	Total month	