

EXPRESSION OF INTEREST (EOI)

**Title of Consulting Service: MOITFE-P5-EOI-3/076-
77**

Method of Consulting Service: National

**Project Name : Preparation of 3D Virtual Outdoor Tour Guide Application
EOI : MOITFE-P5-EOI-3/076-77**

**Office Name: Ministry of Industry, Tourism, Forest and Environment, Province
No. 5**

Office Address: Butwal Rupandehi

Funding agency : Government Budget

Standard EOI Document

Abbreviations

CV	-	Curriculum Vitae
DO	-	Development Partner
EA	-	Executive Agency
EOI	-	Expression of Interest
GON	-	Government of Nepal
PAN	-	Permanent Account Number
PPA	-	Public Procurement Act
PPR	-	Public Procurement Regulation
TOR	-	Terms of Reference
VAT	-	Value Added Tax
MOITFE	-	Ministry of Industry, Tourism, Forest and Environment

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A. Request for Expression of Interest

Request for Expression of Interest

Government of Nepal (GoN)

Name of Employer: Ministry of Industry, Tourism, Forest and Environment, Province No. 5

Date: 22-01-2020 00:00

Name of Project: Preparation of 3D Virtual Outdoor Tour Guide Application

1. Government of Nepal (GoN) has allocated fund toward the cost of Preparation of 3D Virtual Outdoor Tour Guide Application and intend to apply portion of this fund to eligible payments under the Contract for which this Expression of Interest is invited for National consulting service
2. The Ministry of Industry, Tourism, Forest and Environment, Province No. 5 now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: Preparation of 3D Virtual Outdoor Tour Guide Application in Province 5.
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Ministry of Industry, Tourism, Forest and Environment, Province No. 5, Ministry of Industry, Tourism, Forest and Environment, Province No. 5
Butwal
Rupandehi
Nepal during office hours on or before 05-02-2020 12:00 or visit e-GP system www.bolpatra.gov.np/egp or visit the client’s website [Client Website]
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered online through e-GP system www.bolpatra.gov.np/egp or manually to the address [insert: Name of the client and address] on or before 05-02-2020 12:00
6. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.
7. EOI will be assessed based on Qualification 40.0 %, Experience 50.0 %, and Capacity 10.0 % of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
8. Minimum score to pass the EOI is 60

B. Instructions for Submission of Expression of

Instructions for Submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms.
2. Interested consultants must provide information indicating that they are qualified to perform the services (descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment).
3. This expression of interest is open to all eligible consulting firm/person/ company/ organization.
4. In case, the applicant is individual consultant, details of similar assignment experience, their location in the previous 4 years and audited balance sheet and bio data shall be considered for evaluation.
5. The assignment has been scheduled for a period of [Insert time, period in years and/or months]. Expected date of commencement of the assignment is 27-03-2020.
6. A Consultant will be selected in accordance with the QCBS method.
7. Expression of Interest should contain following information:
 - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
 - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
 - EOI Form: Letter of Application (Form 1)
 - EOI Form: Applicant's Information (Form 2)
 - EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))
 - EOI Form: Capacity Details (Form 4)
 - EOI Form: Key Experts List (form 5).
8. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
9. The Expression of Interest (EOI) document must be duly completed and submitted in sealed envelope and should be clearly marked as "EOI Application for Short-listing for the Preparation of 3D Virtual Outdoor Tour Guide Application .The Envelope should also clearly indicate the name and address of the Applicant. Alternatively, applicants can submit their EOI application through e-GP system by using the forms and instructions provided by the system.
10. The completed EOI document must be submitted on or before the date and address mentioned in the "Request for Expression of Interest". In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.

C. Objective of Consultancy Services or Brief TOR

Terms of Reference for
Development of PC/Mobile **3D Virtual Outdoor Tour Guide**
Application in Province 5



Government of Province
Province no 5
Ministry of Industry, Tourism, Forest and Environment
Butwal

1. Background

Use of Information technology is drastically transforming the Nepalese tourism. Airlines operator, travel intermediaries, hotels, and destination management offices are being well equipped with IT to deliver its services to mass number of tourist conveniently. It has helped the perspective tourists to search the needed information worldwide. At this situation the internet based marketing has become a great tool for the promotion of tourism destinations. Virtual reality is an evolving and fast growing IT based marketing tool widely practiced by developed and developing countries.

Virtual reality can be defined as a computer mediated sensory experiences which facilitate access to visual and auditory dimensions of a travel destination. Planning and management, marketing, entertainment, education, accessibility, and heritage preservation are six areas of tourism in which VR may prove particularly valuable. Virtual tour gives virtual experiences that tourists may accept as substitutes for real visitation to threatened sites. However, the acceptance of such substitutes depends upon the tourist's attitudes toward authenticity, his other motivations and constraints. Basically, developing a 3D interactive virtual tour comprises of the following different components integrated together. They are; GIS part, Virtual Tour, Modelling part, Application development part, Interaction and simulation part.

In the developing countries like Nepal there are some technological, infrastructural and financial constraints to develop systems which could generate experience to satisfy all five senses. Financial constraints in developing countries urges to go with middle approach between a complete virtual tour and passive web presence.

Province 5 is home to many heritage tourism destination and at the juncture of visit Lumbini year 2019 and Visit Nepal 2020, the use of IT based marketing tool has become utmost need to reach billions of tourist worldwide. Thus, MoITFE, Province 5 has allocated budget to develop PC/Mobile 3D Virtual Outdoor Tour Guide Application and this ToR has been prepared to procure qualified national consulting firm for this task.

2. Objectives for development of 3D Virtual outdoor tour guide application

- Create an application that is not only accessible to everyone but also combines all different types of data (Archaeological works and reports, pictures 3D, 2D etc.)



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- Enhance tourism development increasing the destination accessibility through which the economic sustainability can be dramatically improved.
- Accessible for mobility impairments as well elderly tourist.
- It also immensely influences the purchase decision of tourist.
- Advanced promotional tool for tourism for prospective tourist.
- Immensely helps the tourists with panic disorders.
- Could be used to substitute the travel experience of endangered destinations which are inaccessible to even normal tourists.
- Can be used for environmental gains especially eco-efficiency of tourism destinations could be indirectly enhanced through increasing the virtual visits instead of trouping horde of people across delicate habitats.
- Could be used for developing virtual theme parks.
- Revenue Generation
- It is not subjected to reduce the demand of Tour Guide.

3. Scope of Works

Scope of works of the proposed task

Pre-Production

- Analysis of Brief
- Research
- Brainstorming
- Game Objectives
- Map Development
- Concept Art

Production

- Scale and Proportion
- Blocking out
- Texture
- Lighting
- Particle system
- Interactivity
- A.I. Programming
- Cinematics
- HUDS and Menus

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Post-Production

- Testing
- Redesign
- Packaging Design
- Promotion
- Launch
- Maintenance

4. Study Area

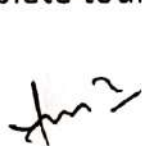
Major Heritage sites of Greater Lumbini or the Buddhist circuit covering Nawalparasi, Rupandehi and Kapilvastu districts has been selected as study area for this project however some other destinations can be added as destinations by ministry after stakeholder's discussion.

5. Methodology

- On site survey
- Photogrammetry and Terrestrial Laser Scanning (TLS) Technique to collect geometry of site.
- Treatment of Data and Creation of 3D
- Identification and numbering of elements according to its position and function.
- Association of any type of data in digital form (drawing, photography, mode of assembly, drawing, collecting descriptive report, hyperlink to web page etc.) to each constitutive element of the site.
- Integrate 2D and 3D data into GIS
- Archaeological data in the form of script and story
- Integration of 3D model with other features as well as database, web pages and digital data.
- For archaeological site it becomes Integration of Model into Archaeological Knowledge Information System (AKIS).
- Data Linking
 - 2D Documents
 - Other Database
 - Tour linked with web environment

6. Expected Outputs

- a. A complete tourism database of heritage site will be prepared.



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- b. GIS database of hotels, transportation route and service, destination information, tourism service providers, restaurants, foreign exchange, airlines etc will be prepared.
- c. 3D model of selected destinations integrated with GIS system will be prepared.
- d. 3D virtual tour of selected sites will be prepared and integrated with mobile and PC application.

7. Deleverables

The consultant shall prepare and submit the following:

SN	Deliverables	Time	Remarks
1	Inception Report	Within 15 days after signing the contract.	Detailed methodology, Working schedule, understanding of Scope and study area, software to be used etc.
2	Field Report	Within 2 months after signing the contract	Survey data and other field data such as maps, photographs, minutes of interaction with local people, consultants observation and finding etc.
3	3D Model and GIS database	Within 4 months after signing the contract	Complete 3D model of selected sites
4	3D virtual outdoor tour guide application	Within 5 months after signing the contract.	

8. Human Resource Requirement

The human resource requirement for the proposed assignment has been categorized into key human resource and supporting human resource. The consultant must submit CV and certificates of Key resources along with EOI proposal.

[Handwritten signatures and initials]



8.1 Key Human Resources Required

a. Tourism Expert-1

He/ She should have completed Masters in Tourism or equivalent with at least 7 years of experience after master's in relevant field.

b. IT Expert-1

He/ She should have completed Masters in CSIT/Computer application/Computer Engineering or equivalent with at least 7 years of experience after master's in relevant field.

c. Culture Expert/Archaeologist-1

He/ She should have completed Masters in Nepalese History, Culture and Archaeology or equivalent with at least 5 years of experience after master's in relevant field.

d. Quality Control Supervisor-2

He/ She should have completed Bachelor in CSIT/Computer application/Computer Engineering or equivalent with at least 5 years of experience after master's in relevant field.

e. IOS Application Developer-2

Bachelor degree in any discipline with minimum 5 years' experience in Mobile application design and development.

f. Android Application Developer-2

Bachelor Degree with minimum 5 years of experience in Mobile application design and development with knowledge of Android environment SDK, JSON parsing, Material design and Google SDK etc.

g. IT Programmer-2

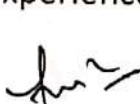

He/ She should have completed Bachelor degree in Software engineering with at least 3 years of experience in Mobile Application development (Android/IOS).

h. UI Designer-2

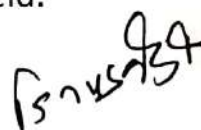
He/ She should have completed Bachelor degree in any discipline and completed short term training course with at least 3 years of experience in relevant field.

i. GIS Expert-2

He/ She should have completed MA Geography/M.Sc. GIS/RS with at least 5 years of experience after masters in relevant field.

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D. Evaluation of Consultant's EOI Application

Evaluation of Consultant's EOI Application

Consultant's EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.

i) Eligibility & Completeness Test

Sl. No.	Criteria Title	Compliance
1	Corporate Registration	
2	Tax Clearance/Tax Return Submission	
3	VAT/PAN Registration	
4	EOI Form 1: Letter of Application	
5	EOI Form 2: Applicant's Information Form	
6	EOI Form 3: Experience (3(A) and 3(B))	
7	EOI Form 4: Capacity	
8	EOI Form 5: Qualification of Key Experts	

ii) EOI Evaluation Criteria

A. Qualification

Sl. No.	Criteria	Minimum Requirement
1	Qualification of Key Experts	Masters Degree in Tourism, IT, Archaeology, Designer, GIS
2	Experience of Key Experts	Minimum 3 years in related field.

Score: 40.0

B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm	Feasibility study/DPR of Tourism Projects, Planning, cultural and heritage study
2	Specific experience of consulting firm within last 7 years. In case of person, specific experience of the person within last 4 years.	Mobile application, MIS, website, software, 3D outdoor tourguide application
3	Similar Geographical experience of consulting firm	similar geographical experience needed.

Score: 50.0

C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity.[Average turnover required shall not exceed 150% of cost estimate]	Financial Capacity (Maximum 150% of proposed assignment)
2	Infrastructure/equipment related to the proposed assignment.[This Evaluation criteria should be deleted if infrastructure/equipment are not the part of the proposed assignment]	Office space, high performance camera, Drone, GPS, VR/3D modelling software, 4WD vehicle

Score: 10.0

Minimum score to pass the EOI is: 60

Note : In Case, a corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such firm's or JV EoI shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.

E. EOI Forms & Formats

E. EOI Forms & Formats

Form 1. Letter of Application

Form 2. Applicant's information

Form 3. Experience (*General, Specific and Geographical*)

Form 4. Capacity

Form 5. Qualification of Key Experts

Standard EOI Document

1. Letter of Application

(Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)

Date:

To,

Full Name of Client: _____

Full Address of Client: _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by **[Insert name of Client]** as Consultant for **[Insert brief description of Work/Services]**.
2. Attached to this letter are photocopies of original documents defining:
 - a) the Applicant's legal status;
 - b) the principal place of business;
3. **[Insert name of Client]** and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application 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 and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. **[Insert name of Client]** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.¹
5. All further communication concerning this Application should be addressed to the following person,

[Person]

[Company]

[Address]

[Phone, Fax, Email]
6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or

¹ Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

Standard EOI Document

business and our Company/firm has not been declared ineligible.

7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
8. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed :

Name :

For and on behalf of (name of Applicant or partner of a joint venture):

Standard EOI Document

2. Applicant's Information Form

(In case of joint venture of two or more firms to be filled separately for each constituent member)

1. Name of Firm/Company:
2. Type of Constitution (*Partnership/ Pvt. Ltd/Public Ltd/ Public Sector/ NGO*)
3. Date of Registration / Commencement of Business (*Please specify*):
4. Country of Registration:
5. Registered Office/Place of Business:
6. Telephone No; Fax No; E-Mail Address
7. Name of Authorized Contact Person / Designation/ Address/Telephone:
8. Name of Authorized Local Agent /Address/Telephone:
9. Consultant's Organization:
10. Total number of staff:
11. Number of regular professional staff:

(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)

Standard EOI Document

3. Experience

3(A). General Work Experience

(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)

S. N.	Name of assignment	Location	Value of Contract	Year Completed	Client	Description of work carried out
1.						
2.						
3.						
4.						
5.						
6.						
7.						

Standard EOI Document

3(B). Specific Experience

Details of similar assignments undertaken in the previous seven years

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Assignment name:	Approx. value of the contract (in current NRs; US\$ or Euro) ² :
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs; US\$ or Euro):
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment: Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.	

Firm's Name: _____

² Consultant should state value in the currency as mentioned in the contract

Standard EOI Document

3(C). Geographic Experience

Experience of working in similar geographic region or country

(In case of joint venture of two or more firms to be filled separately for each constituent member)

No	Name of the Project	Location (Country/ Region)	Execution Year and Duration
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Standard EOI Document

4. Capacity

4(A). Financial Capacity

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Annual Turnover	
Year	Amount Currency

- **Average Annual Turnover**

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(Note: Supporting documents for Average Turnover should be submitted for the above.)

Standard EOI Document

4(B). Infrastructure/equipment related to the proposed assignment³

No	Infrastructure/equipment Required	Requirements Description
1.		
2.		
3.		
4.		
5.		

³ Delete this table if infrastructure/equipment for the proposed assignment is not required.

Standard EOI Document

5. Key Experts *(Include details of Key Experts only)*

(In case of joint venture of two or more firms to be filled separately for each constituent member)

SN	Name	Position	Highest Qualification	Work Experience (in year)	Specific Work Experience (in year)	Nationality
1						
2						
3						
4						
5						

(Please insert more rows as necessary)