



Government of the People's Republic of Bangladesh  
Ministry of Road Transport and Bridges  
Road Transport and Highways Division  
**Dhaka Transport Coordination Authority (DTCA)**  
Nagar Bhaban (Level-12), Fulbaria, Dhaka-1000.

Memo: 35.02.0000.016.11.001.20-67

Date: 04 April, 2021

**Request for Expression of Interest (EOI)**  
**For**  
**Individual Consultant-Procurement Specialist**

**1. Background**

Dhaka Transport Coordination Authority (DTCA) is the Transport Planning and Coordination Authority of greater Dhaka. It has prepared the Transport Master Plan of Dhaka and adjacent districts named as Strategic Transport Plan (STP)(revised and modified in 2015) which is the guideline document for all planning and transportation infrastructure development works in Dhaka and adjacent districts. DTCA want to hire a procurement specialist consultant having in-depth experience in service and goods procurement under revenue budget.

**2. Scope of Tasks/Service and Qualifications of Individual Consultant-Procurement Specialist**

Dhaka Transport Coordination Authority is hereby requesting proposals for the Individual Consultant-Procurement Specialist. The consultant will be exposed to a wide range of procurement issues in DTCA. The selected Individual Consultant- Procurement Specialist will be asked to support various procurement activities of DTCA under both revenue and development budget.

Post	Brief Scope of Tasks/Service	Qualification and Experience
Individual Consultant-Procurement Specialist (24 Man-Months)	<ol style="list-style-type: none"><li>1. Preparation of invitation for bids, request for expressions of interest (EOI), bidding documents, request for proposals, evaluation reports, contracts, and other documents concerning procurement of goods, services and non-consultancy services.</li><li>2. Develop procurement plan for goods, services and non-consultancy services under DTCA, and update the Plan as and when necessary.</li><li>3. Preparation and processing of service and goods procurement as per PPR-2008.</li><li>4. Closely monitor procurement activities in reference to the Procurement Plan timeline and the procurement approval process of the Government.</li><li>5. Provide such support to officials of DTCA staff as may from time to time be required.</li></ol>	<ul style="list-style-type: none"><li>• Graduate/Post-graduate qualification (at least Bachelors in Engineering or Masters in procurement/ commerce / finance/ business/ management/ suitable equivalency).</li><li>• Minimum 05 (five) years working experience with at least 03 (Three) years of experience as Procurement related works. <b>Experience in procurement of Service under QCBS and FBS method will be preferred.</b></li><li>• Understanding of e-Government Procurement (e-GP).</li></ul>

3. Detail scope of services and qualifications are provided in Request for Application (RFA), which may be obtained from the office of the undersigned during normal office hours or may obtain from DTCA website.
4. Interested applicants are requested to submit their Expressions of Interest (EOI) in accordance with the application forms provided in RFA. Applicants are invited to provide information indicating that they are qualified to perform the services (complete CV with other details as required as per the Application Form).
5. The consultant will be selected in accordance with Public Procurement Rules (PPR) 2008.
6. It is expected that the service will commence in May, 2021 at Dhaka, Bangladesh.
7. Expressions of Interest (EOI) for the above position must be delivered in sealed envelope to the address of the Additional Executive Director (Mass Transit), DTCA on or before 21 April, 2021 up to 5:00 PM with clearly marked "Expressions of Interest (EOI) for Individual Consultant-Procurement Specialist".
8. The procuring entity reserves the right to accept or reject any or all EOIs.

  
A KM Hafizur Rahman

Additional Executive Director (Mass Transit)  
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