

Service-B

Document for Expression of Interest (EOI) for Short-listing of Internationally reputed Certification body/firm for providing Training, Auditing & Issuing UKAS accredited OHSAS 18001:2007 Certification for BPDB.

BANGLADESH POWER DEVELOPMENT BOARD
June, 2016

1. Preamble:

Bangladesh Power Development Board (BPDB) is a statutory body created in May 1,1972,by Presidential Order No. 59. The core activities of BPDB include- Generation and Distribution of electricity, Maintenance of infrastructure and associated services. With an installed Generation capacity (April, 2016) 12339 MW, BPDB is the fastest growing organization in Bangladesh, having a crash project of adding another 11600 MW capacity in next 5 years. Due to the current program of rapid expansion, BPDB is going through an elevated level of risk in the area of Occupational Health and Safety. High, Medium and low voltage electricity is handled at each of the service locations, high energy machines are in operations with various moving parts and intensity of high temperature etc. Accidents therefore, are a constant threat for the human resources of BPDB. There are a number of hazards which are always present in any Generation and Distribution site, such as: Electric Shock, Steam Leakage, Fire, Parts, Noise, Handling Heavy Loads, Handling Fuel and Chemicals, Explosion from gas leakage, Equipment Failure, Fall. There are only a small number of the total hazards present at the sites of BPDB. Each of these hazards can materialize into an accident causing injury, ill-health or even fatality.

As instructed by Power Division, MEMR, Bangladesh Power Development Board is interested to implement the internationally Standard Occupational Health and Safety Management system by obtaining OHSAS 18001:2007 certification. BPDB has taken initiatives to appoint a Certification body/firm which will conduct Training of employees, Audit of Generation, Distribution & Management site of BPDB and Issue OHSAS 18001:2007 certificate for BPDB. BPDB already achieved ISO 9001:2008 certification on December 22, 2015.

2(a). SCOPE OF SERVICES :

To conduct training program across all units of BPDB in order to provide competency to relevant personnel for certification of OHSAS 18001 standard. For the certification part, audit will be provided for Stage-1, Stage-2, Surveillance audit-1 and Surveillance audit -2 scheme, for activities under Generation, Distribution & Management sites of BPDB and issue of UKAS accredited OHSAS 18001:2007 certificate for Bangladesh Power Development Board.

2(b). TERMS OF REFERENCE :

Bangladesh Power Development Board (BPDB) is going to implement British Standard OHSAS 18001 Financed by Revenue Budget (2016-17) of BPDB.

The Expression of Interest (EOI) are invited for the services of providing Training, Audit and Certification services for British Standard OHSAS 18001. Issuance of Certificate will be for 3(three) years period.

The provision of Training, Audit and Certification to British Standard OHSAS 18001 standard with issuance of certificate for 3(three) year's period which includes to the following:

(i) Training:

1. Trainers qualified to conduct IRCA registered courses will provide detailed training to all site representatives who are in-charge of specific sites for implementation of BS OHSAS 18001:2007 standard.
2. Trainers will conduct awareness training in all sites of BPDB to enhance competency of personnel in the field for successful implementation and sustenance of the BS OHSAS 18001 certification.
3. Trainers will conduct training to build up internal auditor of BPDB personnel in all sites of BPDB to enhance competency of personnel in the field for successful implementation and sustenance of the BS OHSAS 18001 certification.
4. BPDB's nominated personnel shall be entertained by a study tour in foreign country at suitable organization.

(ii) Audit:

a. Stage-1 audit:

- 1) Document Review
- 2) Initial Audit

b. Stage-2 audit:

- 1) Final Certification Audit
- 2) Presentation of audit report
- 3) Declaration of certification
- 4) Issue of certificate

c. Periodic surveillance audit at the end of 1(one) year

d. Periodic surveillance audit at the end of 2(two) years

(iii) Certification Body/Firm will maintain strict confidentiality of all information received

The internationally accredited Certification Bodies/Firms are requested to indicate their interest in providing the service and to provide the following information and documentary evidence that they are qualified to perform the services:

- Brochures submitted by the internationally accredited Certification body/firm summarizing their capabilities and expertise including training capability with IRCA accreditation on OHSAS 18001.
- Experience in similar International auditing of certification in different organizations including Power Stations in the region (South Asian Countries including Bangladesh) .
- Availability of qualified IRCA certified at least 1(one) Lead Auditor and 6(six) Auditors with appropriate international Auditing of ISO/ OHSAS Standard Certification in different organizations including Power sector in the region (South Asian Countries including Bangladesh).
- Availability of qualification for conducting IRCA registered courses on OHSAS 18001 at least 5(five) Trainers with appropriate international Auditing of OHSAS Standard Certification in different Organizations.

Internationally accredited Certification body/firm will be selected using the selection sub- method in accordance with the Public Procurement Act- 2006 and the Public Procurement Rules- 2008. The Expression of Interest (EOI) must be delivered in sealed envelope to the address below by 12 noon of .../06/2016 and be clearly marked "Request for Expression of Interest [EOI] for Short-listing of internationally reputed Certification body/firm for providing Training, Auditing & Issuing UKAS accredited 18001:2007 Certification for BPDB." The authority reserves the right to accept or reject all EOI's.

3. Availability of Personnel

The Certification body/firm shall have the personnel (Permanent) to execute the whole services as described above. The personnel shall have the experience in different discipline in connection with the assigned services. For the availability of the personnel, the following disciplines are primarily preferable (Each Certification body/firm can offer personnel other than desired by BPDB as they wish for the completion of the assigned services).

- a) Management Personnel
- b) Engineering Personnel
- c) Occupational Health & Safety Expert
- d) Training Expert (Training capabilities & expertise with IRCA accreditation on OHSAS 18001)

4. SOURCE OF FUND

The remuneration and other expenditure for proving training, audit and certification services shall be borne from the Revenue Budget (2016-17) of BPDB allocation.

5. SUBMISSION OF EOI

The language of EOI is English. The interested Certification body/firm shall prepare 1(one) original and 4 (four) copies of the EOI, clearly marking each one as: "ORIGINAL", "COPY NO. 1", "COPY NO. 2", "COPY NO. 3", "COPY NO. 4". In the event of discrepancy between the original and any copy, the original shall prevail. The deadline for the submission of the EOI to the following address on or before 12:00 noon (BST) of 31/08/2016.

The Secretary
Bangladesh Power Development Board
WAPDA Building (1st Floor)
Motijheel C/A, Dhaka.

6. INSTRUCTION TO THE APPLICANTS

- 6.1 Applicant must submit the following information using the attached Table/ Format with the document. Any other relevant information may be given as "Remarks" or "Note". Where no table is attached the applicant may produce information using their own Table/ Format.
 - 6.1.1 Identity, structure and organization of the applicant firm including copies of the documents defining the constitution or legal status, place of registration and principal place of business of company or firm or Institution and any other firm with which the firm may be associated.
 - 6.1.2 Certificates from the previous employers as evidence for past service experience.
 - 6.1.3 Certificate from the employer for works in hand. No credits/marks will be considered for the work in hand.
 - 6.1.4 Details of vehicles, Instrument & office equipment available for use.
 - 6.1.5 The qualifications and experiences of the key personnel for administration and execution, both on and off site.
 - 6.1.6 Audited financial statements of the last three years (FY 2012-13, 2013-14 & 2014-15).
 - 6.1.7 Detail plan of the office with dimensions.
- 6.2 No credits/marks will be awarded to the applicants for the field for which they have failed to provide sufficient information and evidence.
- 6.3 EOI in the form of Fax, E-mail or by Post shall not be accepted. Delay in submitting the EOI other than the time as stipulated above, shall not be accepted.
- 6.4 The applicant firm must furnish information as per Evaluation Criteria. Any ambiguity in furnishing information may lead to negative impact on the evaluation of EOI for which BPDB should not be held responsible.
- 6.5 Minimum qualifying status for short listing is "GOOD". The credits/marks will be awarded as per evaluation criteria stated in the document.
- 6.6 BPDB will not reimburse any cost incurred by the consultant for preparation of the EOI or the subsequent negotiations.
- 6.7 If any information provided by the applicants, proved false during the evaluation, the firm will be rejected from short-listing.
- 6.8 Curriculum Vitae (CV) shall be filled up specifying the particular field and signed by the person concerned. One passport size photograph shall be attached along with CV.

7. REJECTION CLAUSE

- 7.1 The applicant must have applicable accreditation for certification. If any firm fails to submit necessary documents in favor of that accreditation, the EOI will be rejected.
- 7.2 The EOI shall be submitted by a Certification body/firm either individually or in consortium. If any firm submitted EOI both individually and in a consortium, the EOI will be rejected.
- 7.3 An Applicant shall submit only one proposal for Consulting firm (Service A) or for Certification body/ firm (Service B) either individually or as a JVCA. The Applicant who submits proposal for both Consulting firm (Service A) and Certification body/ firm (Service B) either individually or as a JVCA, will cause all the proposals of that particular EOI will be rejected.

8. EVALUATION CRITERIA

- a. **General Experience of the Firm:** Minimum 15 (fifteen) years in conducting training, auditing and overall UKAS (United Kingdom Accreditation Services) accredited certification activities (Table-1).
- b. **Specific Experience of the Firm:** Minimum 10 (ten) nos. of completed projects in conducting audit and certification to OHSAS 18001:2007 of which at least 5(five) in Power sector in the region (South Asian Countries including Bangladesh) (Table-2).
- c. **Qualification & Experience of 1 (one) Lead Auditor:** Minimum Qualification shall be Bachelor degree in Engineering and IRCA registered Auditor. Experience as Lead Auditor in auditing and certifying OHSAS 18001:2007 at least 20 (twenty) organizations out of which at least 5 (five) in power sector. (Must be submitted relevant certificates) (Table-4 & 5).
- d. **Qualification & Experience of 6 (six) Auditors:** Minimum Qualification shall be Bachelor degree in Engineering and IRCA registered Auditor. Experience as Auditor in auditing and certifying OHSAS 18001:2007 at least 10 (ten) organizations out of which at least 3 (three) in power sector. (Must be submitted relevant certificates) (Table-4 & 5)
- e. **Qualification & Experience of 5(five) Trainers:** Minimum Qualification shall be Bachelor degree in Engineering/ Masters in any discipline and Qualification for conducting IRCA (International Registered for Certified Auditor) registered courses on OHSAS 18001 at least 5 (five) courses. As well as conducting 5(five) OHSAS audit in different organizations. (Must be submitted relevant certificates) (Table-6).
- f. **General Approach & Methodology**
- g. **An indicative audit plan**
- h. **Vehicles, Instrument and Office Equipment in possession with office layout**
- i. **Financial Status**

Sl. No.	Criteria	Credit (Marks)
1	General Experience of the Certification body/firm (To be filled up in Table-1)	10 marks
	a) Above / equal to 20 (twenty) years.	Excellent (10)
	b) Above /equal to 18 (eighteen) years.	Very Good (8)
	c) Above /equal to 15 (fifteen) Years.	Good (5)
	d) Below 15 (fifteen) years.	Poor (2)

Sl. No.	Criteria	Credit (Marks)		
2	Specific Experience of the Firm (To be filled up in Table-2)	25 marks		
	10 (ten) nos. of completed projects in conducting audit and certification to OHSAS 18001:2007 of which at least 5(Five) in Power sector in the region (South Asian Countries including Bangladesh). Credits/marks may be awarded for having experience in the following way :			
	a)	Above/equal to 20 (twenty) Projects with at least 5 (five) in power sector.	Excellent (25)	
	b)	Above/equal to 15 (fifteen) Projects with at least 5 (five) in power sector.	Very Good (20)	
	c)	Above/equal to 10 (ten) Projects with at least 5 (five) in power sector.	Good (15)	
d)	Below 10 (ten) Projects.	Poor (10)		
3	Qualification and Experience of the Personnel (To be filled up in Table-4 & 5)	25 marks		
	Qualification of the Lead Auditor & Auditors shall be Bachelor degree in Engineering and IRCA registered Auditor. Experience as Lead Auditor & Auditors in auditing and certifying OHSAS 18001:2007 is required. Credits/marks may be awarded for having experience in the following way :			
	Personnel	Qualification	Experience	Credit (marks)
	Lead Auditor (1 Person)	Bachelor degree in Engineering and IRCA registered Auditor.	30 organizations out of which at least 5 (five) in power sector.	Excellent (7)
		Bachelor degree in Engineering and IRCA registered Auditor.	25 organizations out of which at least 5 (five) in power sector.	Very Good (5)
		Bachelor degree in Engineering and IRCA registered Auditor.	20 organizations out of which at least 5 (five) in power sector.	Good (3)
		Bachelor degree in Engineering and IRCA registered Auditor.	Below 20	Poor (2)
	Auditor (6 Persons)	Bachelor degree in Engineering and IRCA registered Auditor.	20 organizations out of which at least 3(three) in power sector.	Excellent (3)
		Bachelor degree in Engineering and IRCA registered Auditor.	15 organizations out of which at least 3(three) in power sector.	Very Good (2)
		Bachelor degree in Engineering and IRCA registered Auditor.	10 organizations out of which at least 3(three) in power sector.	Good (1)
		Bachelor degree in Engineering and IRCA registered Auditor.	Below 10	Poor (0.5)
	4	Qualification and Experience of the Trainers (To be filled up in Table-6)	10 marks	

Sl. No.	Criteria				Credit (Marks)
	Personnel	Qualification	Experience as Trainer	Experience as Auditor	Credit (Marks)
	Trainers (5 Persons)	Bachelor degree in Engineering/ Masters in any discipline and Qualification for conducting IRCA registered courses on OHSAS 18001	15 nos. of training courses on OHSAS	15 organizations on OHSAS	Excellent (2)
		Bachelor degree in Engineering/ Masters in any discipline and Qualification for conducting IRCA registered courses on OHSAS 18001	10 nos. of training courses on OHSAS	10 organizations on OHSAS	Very Good (1.5)
		Bachelor degree in Engineering/ Masters in any discipline and Qualification for conducting IRCA registered courses on OHSAS 18001	5 nos. of training courses on OHSAS	5 organizations on OHSAS	Good (1)
		Bachelor degree in Engineering/ Masters in any discipline Qualification for conducting IRCA registered courses on OHSAS 18001	Below 5	Below 5	Poor (0.5)
5	General Approach & Methodology		Awarding of credits/marks is at the discretion of the concerned members on examining the proposal. (10 marks)		
6	Indicative audit plan		A simple and workable audit plan is needed. Awarding of credits/marks is at the discretion of the concerned member on examining the proposal. (10 marks)		
7	Vehicles, Instrument and Office Equipment in Possession with Office layout. (To be filled up in Table-8)		Awarding of credits/marks is at the discretion of the concerned members on examining the statement on office space in the proposal and inspection of the firm. (5 marks)		
8	Financial Status (To be filled up in Table-7)		Financial Solvency of the Firm is required. Awarding of credits/marks is at the discretion of the concerned members on examining the relevant documents/papers. (5 marks)		
<p>N. B: Inspection of the office of applicants (Certification body/firm) to BPDB will be made to enable the committee members to make general comments. The program of inspection will be informed later on.</p>					

9. TABLES/ FORMATS

TABLE 1: No. OF YEARS IN BUSINESS

Sl. No.	Name of the Employer (any employer)	Year of Business		Description of the project and services provided
		Commencement	Completion	

The firms shall attach certificates from their previous employers as evidence of the statement above.

Name of the Firm
 Signature
 Designation
 Seal

TABLE 2: EXPERIENCE OF THE FIRM

Sl. No.	Name of the Employer	Description of the project and services provided	Start Date	Completion Date	Contract Value

N.B.: The firms shall attach certificates from their previous employers as evidence of the statement above.

Name of the Firm
Signature
Designation
Seal

TABLE 3: WORKS IN HAND

Sl. No.	Name of the Employer	Description of the project and services to be provided	Start Date	Completion Date	Contract Value

N.B.: The firms shall attach certificates from their previous employers as evidence of the statement above.

Name of the Firm
Signature
Designation
Seal

TABLE 4: EXPERIENCE AND QUALIFICATION OF THE PERSONNEL

Sl. No.	Name	Position at the firm	Permanent/ Temporary	Educational Qualification	Experience	
					Nature of Job	Years

Name of the Firm
 Signature
 Designation
 Seal

TABLE 5: CURRICULUM VITAE



Proposed Position for this service :

1. Name :

2. Name of the Position at the firm :

3. Date of Birth :

4. Nationality :

5. Education :

6. Training :

7. Language & Degree of Proficiency :

8. Membership of Professional Societies :

9. Working experience :

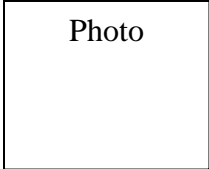
Sl. No.	Employer	Position held	Description of duties	From	To

10. Certification : I, the undersigned, certify that to the best of my knowledge and belief this bio-data correctly describes myself, my qualifications and any willful misstatement described herein may lead to my disqualification or dismissal, if employed.

Signature:
Name:
Date of Signing:

N: B: Only for the key personnel of the proposed project team.

TABLE 6: CURRICULUM VITAE



- Proposed Position for this service** :
- 1.Name :
- 2.Name of the Position at the firm :
- 3.Date of Birth :
- 4.Nationality :
- 5.Education :
- 6.Training :
- 7.Language & Degree of Proficiency :
- 8.Membership of Professional Societies :
- 9..Working experience as Trainer :

SI. No.	Employer	Position held	Name of the organization/ IRCA Course Details (inhouse/openhouse)	From	To

10..Working experience as Auditor

SI. No.	Employer	Position held	Name of the organization	Year

1. Certification : I, the undersigned, certify that to the best of my knowledge and belief this bio-data correctly describes myself, my qualifications and any willful misstatement described herein may lead to my disqualification or dismissal, if employed.

Signature:
Name:
Date of Signing:

N: B: Only for the key personnel of the proposed project team.

TABLE 7: FINANCIAL STATEMENT

Summery of Assets and Liabilities for the last three years

Sl. No.	Year	2012-13	2013-14	2014-15
1.	Total Asset			
2.	Current Assent			
3.	Current Liabilities			
4.	Profit before Payment of taxes			
5.	Profit after Payment Task			

The firms will attach last 3 (Three) years audited report (FY 2012-13, 2013-14, 2014-15) as evidence of the statement above and also bank solvency certificate.

Name of the Firm
Signature
Designation
Seal

TABLE 8: VEHICLES, INSTRUMENT AND OFFICE EQUIPMENT

Sl. No.	Name of equipment	Condition

Name of the Firm
Signature
Designation
Seal