

Palli Karma-Sahayak Foundation(PKSF)
Rural Microenterprise Transformation Project (RMTP)
Shortlisting Questionnaire

Name of the package: Selection of a Consulting Firm to Conduct 'End-Project Impact Studies' under RMTP of PKSF

Package No: PKSF/RMTP(2024-25)/SD-17

Q. No.	Details of Shortlisting Criteria	Remarks
1	Name and Address of the consulting firm/institution: Forwarding letter Mailing address Telephone/Cell phone E-mail Name of the contact person	
2	Legal documents: Registration certificate (Trade license/Certificate of incorporation) Income tax assessment certificate BIN/VAT Registration certificate	
3	Details of physical resources available with the consulting firm/institution (Follow format A enclosed) Computer Printer Communication Transport Office accommodation Others	
4	Financial status of the consulting firm/institution (enclosed information about paid up capital and audited financial statements for the last three years)	
5	Working experience of the consulting firm in studies specially baseline, mid-term and final impact studies of different development projects (minimum 10 years of experience)	
6	Number of assignment completed in the last 10 years in conducting a variety of quantitative and qualitative surveys and studies specially baseline, mid-term and final impact studies of different development projects (enclosed attested copies of completion certificates from the clients) (Follow format B enclosed)	
7	Details of ongoing assignments (Follow format C enclosed)	





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Format-A

Details of physical resources available with the firm/institution

Sl. No.	Name of Equipment	Quantity	Condition

PKSF Bhaban, E-4/B, Agargaon Administrative Area, Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh
PABX: +88-02-222218331-33, 222218335-39
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Format-B

Brief information of Number of assignments completed in the last 10 years' experience in conducting a variety of quantitative and qualitative surveys and studies specially baseline, mid-term and final impact studies of different development projects

Sl. No.	Title of the Consulting Services	Name and address of the client	Duration of the services	Total cost

 PKSF Bhaban, E-4/B, Agargaon Administrative Area, Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh
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Format-C

Brief information of ongoing assignments

Sl. No.	Title of the Consulting Services	Name and address of the client	Duration of the services	Total cost

 PKSF Bhaban, E-4/B, Agargaon Administrative Area, Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh
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