Section 3: Application Forms

Form 3A: Application Submission Form

Form 3B: CV of the Applicant

Form 3C: Remuneration and Reimbursable

Form 3A: Application Submission

[Location: dd/mm/yyyy] To: (Harbour and Marine) Payra Port Authority Dear Sir I am hereby submitting my Application to provide the Consulting Services for [Insert title of assignment] in strict accordance with your Request for Application dated [insert date, month and year]. I declare that I was not associated, nor have been associated in the past, directly or indirectly, with a Consultant or any other entity that has prepared the design, specification and others documents in accordance with clause 5. I further declare that I have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices in accordance with clause 4. I undertake, if I am selected, to commence the consulting Services for the assignment not later than the date indicated in Clause 12.1. I understand that you are not bound to accept any Application that you may receive. I remain, Yours sincerely, Signature Print name Address: Tel:

Email:

Form 3B. Curriculum Vitae (CV) of the Applicant

PROPOSED POSITION FOR [From the Terms of Reference, state the position for which the Consultant will be engaged.]. THIS PROJECT 2 NAME OF PERSON [state full name] 3 DATE OF BIRTH [dd/mm/yy] **NATIONALITY** MEMBERSHIP IN PROFESSIONAL [state rank and name of society and year of attaining that rank]. **SOCIETIES** 6 **EDUCATION** [list all the colleges/universities which the Applicant attended, stating degrees obtained, and dates, and list any other specialised education of the Applicant]. 7 OTHER TRAINING [indicate significant training since degrees under EDUCATION were obtained, which is pertinent to the proposed tasks of the Consultant]. LANGUAGES & DEGREE OF Language **Speaking** Reading Writing **PROFICIENCY** e.g. English Fluent Excellent Excellent COUNTRIES OF WORK EXPERIENCE 10 EMPLOYMENT RECORD [The Applicant should clearly distinguish whether as an "employee" of the firm or as a "Consultant" or "Advisor" of the [starting with present position list in reverse firm]. order [every employment held and state the start and end dates of each employment] [The Applicant should clearly indicate the Position held and give a brief description of the duties in which the Applicant was involved]. FROM: [e.g. January 1999] EMPLOYER 1 TO: [e.g. December 2001 TO: EMPLOYER 2 FROM: TO: EMPLOYER 3 FROM: TO: EMPLOYER 4 (etc) FROM:

11 WORK UNDERTAKEN THAT BEST ILLUSTRATES THE CAPABILITY TO HANDLE THIS ASSIGNMENT

12 COMPUTER SKILL

[give an outline of experience and training most pertinent to tasks on this assignment, with degree of responsibility held. Use about half of a page A4].

CERTIFICATION

[Do not amend this Certification].

I, the undersigned, certify that (i) I was not a former employee of the Client immediately before the submission of this proposal, and (ii) to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature		
Print name		
Date of Signing		
dd / mm / yyyy		

Form 3C. Indicative Remuneration & Expenses

The Consultant should provide an indication of the remuneration as per the format shown below. This will not be used for evaluation of the Consultant's Application but solely for the purposes of Application Negotiations to be held as stated in **Clause 9.1.**

(1) Remuneration

Rate (per month / day / hour in Tk)	Staff Time (No. month / day / hour)	Total (Tk)
	auj / Hour)	

Note: A month consists of 30 calendar days.

(2) <u>Reimbursable (as applicable)</u>

	Rate per unit	Total unit	Total Amount (Tk)
(a) Per Diem Allowance			
(b) Air Travel Costs			
(c) Other Travel Costs (state mode of travel)			
(d) Communication charges			
(e) Reproduction of Reports			
(f) Other Expenses (to be listed)			
		Sub-total	

CONTRACT CEILING (1) + (2)	
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