

Expression of Interest(EOI)

Department of Revenue and Customs, Ministry of Finance, Thimphu

EOI reference: DRC/GST/7/2019/16

EOI Title: Consultancy Services for Translating of draft Goods and Services Tax (GST) laws from English to Dzongkha.

The Department of Revenue and Customs under the Ministry of Finance, Thimphu invites eligible **individual consultants** to indicate their interest in rendering the services as stated in Terms of Reference(TOR). A consultant will be shortlisted in accordance with the procedures set out in the TOR. Interested consultants may submit "Expression of Interest" in a sealed envelope mentioning as "**Expression of Interest for Consultancy Services for Translation of draft GST laws**". Submission of EOI through email shall not be accepted. The participants may obtain further information in writing about the services, procedures for submitting the EOI etc., from the contact address given below.

The services are expected to be rendered for about four months which is subject to renewal based on the requirement of the selected consultant by the department.

EOI should include covering letter, curriculum vitae, description of similar assignments undertaken in the last two years and any other relevant information. The EOI shall be reviewed on the basis of the following requirements:

- Relevant qualification: A minimum of Bachelor's degree from a recognized university.
- Experience in translation work and produce evidence of performing similar assignments undertaken in the last two years.
- Good computer skills including use of Dzongkha Unicode and Microsoft word.
- Details of referee (Name, Designation, Organization/Agency Name, Mobile No.).

The Expressions of Interest must be delivered to the address given below on or before **4th February, 2019, and no later than 4 PM**. Late submission of the EOI shall not be accepted.

Address for EOI submission:

Attention: DIRECTOR
Address: DIRECTORATE OF SERVICES
MINISTRY OF FINANCE
TASHICHHO DZONG
City: THIMPHU, BHUTAN
Telephone no.: 02-327762
Facsimile number: +975-333741
Alternative telephone no.: 02-322223/330545
Electronic mail address: inamgyel@mof.gov.bt
Alternative email address: gyeltshent@mof.gov.bt and kdorji@mof.gov.bt

