

Expression of Interest (EOI)
for
Selection of a Consultancy firm for preparation of the
Corporate/Strategic Plan of State Timber Corporation
2022 - 2026

REF NO.STC/PSM/2022/05/LP/14

State Timber corporation

Ministry of Wildlife and Forest Resources Conservation

**Expression of Interest (EOI)
for**

Selection of a Consultancy firm for preparation of the Corporate/Strategic Plan of State Timber Corporation 2022 - 2026
REF NO.STC/PSM/2022/05/LP/14

1. Application

Date:

To

The chairman
Department Consultants Procurement Committee (DCPC),
State Timber corporation
No.82,
Rajamalwatta Road,
Battaramulla.

Sub: **Expression of Interest (EOI) for Selection of a Consultancy firm for the preparation of the Corporate/Strategic Plan of State Timber Corporation 2022 - 2026**

Dear Sir,

This is in response to your public notice published in [.....] on [.....],
inviting expression of interest for “Selection of a Consultant for preparation of the Corporate/Strategic Plan of State Timber Corporation 2022 – 2026”, we hereby submit our expression of interest. We have attached necessary information according to the standard form. The information furnished by us in this expression of interest is correct to the best of our knowledge. Based on these information, we understand you would be able to evaluate our EOI in order to shortlist for the above mentioned assignment. We, however, understand that State Timber Corporation reserves the right to decide whether or not to shortlist our firm without disclosing the reason whatsoever.

Sincerely yours,

On behalf of the firm:

.....

Signature:

Name of signatory:

Designation:

Company Seal

2. Information of the Firm

2.1 Name and address		
Name of the firm:		
Address:		
Telephone & Fax Nos:	Telephone Nos. 1. 2. 3.	Fax Nos. 1 2
Email:		
2.2 Date of establishment:		
2.3 VAT registration: (If available) VAT No:		
2.4 Contact person:		
Name:		
Designation:		
Telephone No:	Email:	
2.5 Information on relevant completed Assignment	Relevant Experience of the Firm during the Last 10 Years Refer Table 1	
2.6 Core Area of expertise of the firm	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
2.7 Proposed lead person for the assignment:	Ref: Table 2	
2.8 officials of the firm nominated for this assignment		
2.8.1. nominated <u>Professional staff</u> with technical background for this assignment	Ref: Table 2	
2.8.2. nominated <u>Administrative / support staff</u> for this assignment	Ref: Table 2	
2.9 Hired <u>officials</u> nominated for this assignment	Ref;Table 2	

2.10 Required Supporting documents:

2.10.1 Profile of the firm

2.10.2 Legal documents

- Provide copy of the registration of company,
- VAT registration certificates of the firm;

2.11 Experience of the Firm (Please attach the completion certificate as evidence of the stated assignments)

2.11.1 Relevant experience of the firm during the Last 10 years (Ref: table 1)

Please attach the completion certificate as evidence of the stated experienced as per table 1

2.11.2 Relevant Experience of the officials/hired officials for this assignment during the last 10 years

Please attach the completion certificate as evidence of the stated experienced

Table -3 - I: Relevant Experience of the Professional staff nominated for this assignment during the last 10 years

Table -3 - II: Relevant Experience of the Administrative/Support staff nominated for this assignment during the last 10 years

Table -3 - III: Relevant Experience of the Hired officials nominated for this assignment for this assignment during the last 10 years

2.11.3 Financial Data of Firm

Please attach the copies of Audited Financial statement listed in table 4

Table -1: Relevant Experience of the Firm during the Last 10 Years

No	Name of the assignment	Name of the client	Address of the client	Duration of the assignment			Total Cost of the assignment (Rs)	Status (completed/In progress / Expected)
				From (Date)	To (Date)	Total months		
Completed assignment								
In progress assignment								
Expect assignment								

Ref: Table 2

Officials of the firm/Hired officials nominated for this assignment

Professional staff with technical background / Administrative / support staff & Hired officials nominated for this assignment

Position		
Personnel information	Name	Date of birth
	<u>Contact Details</u>	
	Address :	
	Telephone Nos :	
	Fax Nos.:	
	E – mail Address :	
Qualifications	Professional qualifications	
	Educational Qualification <i>Indicate /university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment</i>	
	Other Relevant Qualifications	
Area of expertise	Describe area of expertise to this assignment	
Experiences	Relevant Experience of the Firm during the Last 10 Years Ref;Table 1	
	Relevant Experience of the officials/hired officials for this assignment during the last 10 years (Professional staff/ Administrative / support staff & hired officials nominated for this assignment) Ref;Table 3 – I/II/III	
Language Proficiency	<i>(For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing):</i>	
Present employment	Name of employer	
(If applicable)	Address of employer	
	Telephone	Contact (manager / personnel officer)

	Fax	E-mail
	Job title	Years with present employer

Certification:

I, the undersigned, certify that 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 of staff member/authorized representative of the firm]

[Signature of authorized representative of the client]

Full name of authorized representative: -----

Date

Table -3 - I : Relevant Experience of the Professional staff nominated for this assignment during the last 10 years

S. No	Name of the staff	Relevant experience						
		Name of assignment	Client	Position assigned	Task assigned	Duration		
						From	To	Total month

Table -3 – II : Relevant Experience of the Administrative/Support staff nominated for this assignment during the last 10 years

S. No	Name of the staff	Relevant experience						
		Name of assignment	Client	Position assigned	Task assigned	Duration		
						From	To	Total month

Table -3 - III: Relevant Experience of the Hired officials nominated for this assignment for this assignment during the last 10 years

S. No	Name of the staff	Relevant experience						
		Name of assignment	Client	Position assigned	Task assigned	Duration		
						From	To	Total month

Table -4: Financial Competence of Firm

	Financial Data for Previous 3 Years [Rs.Million)		
	2018/2019	2019/2020	2020/2021
1. Total Assets			
2. Current Assets			
3. Total Liabilities			
4. Current Liabilities			
5. Profits Before Taxes			
6. Profits After Taxes			

Terms of Reference (TOR)
for
Selection of a Consultancy firm for preparation of the
Corporate/Strategic Plan of State Timber Corporation
2022 - 2026

REF NO.STC/PSM/2022/05/LP/14

Selection of a Consultancy firm for preparation of the Corporate/ Strategic Plan of State Timber Corporation 2022 – 2026

REF.NO.STC/PSM/2022/05/LP/14

A. Introduction

The State Timber Corporation was incorporated in 1968 by Hon. Minister of Lands, Irrigation and Power under the provisions of State Industrial Corporation Act No. 49 of 1957 and thereafter by the Gazette Notifications of No.178/10 of 05.02.1982 and Gazette No.1190/7 of 26.06.2001 and Gazette No. 1538/7 of 25.02.2008. The initial capital of the Corporation was Rs.2.5 million. Head office is situated in Sri Jayewardenepura.

During the very first 03 years after its establishment, the Corporation has been able to achieve an income of Rs.24.5 million, a gross profit of Rs.11 million and a net profit of Rs.1.9 million, by proving the efficiency of handling the business. In addition to the financial performances, Corporation has been able to expand its network up to 61 depots, 07 Regional Offices with a total work-force of 1,537 numbers of employees.

1970 - 1980 time period was a remarkable time period to STC. By 1977 it had 12 saw mills in operation. In 1980 the STC made history being the first State Corporation to initiate its accounting functions using computer technology. In 1989 the Corporation relocated its head office in a new building 'Sampathpaya' in Battaramulla and was able to carry out its administrative functions in a more efficient manner.

With the experience gained over the past 50 years & the capabilities State Timber Corporation has become the nation's leader in providing most trusted and best quality timber and timber based products in Sri Lanka.

At the present, State Timber Corporation has 12 regional offices, 54 sales outlets, more than 200 working coupes to harvest timber from the forest plantations and 03 furniture manufacturing factories including impregnation & seasoning plants & 12 showrooms.

The State Timber Corporation employs around 2,178 people in both its Head Office and Regional Offices Island wide.

The Functions of the State Timber Corporation are given as follows;

1. Extraction of Timber from State Forests, conversion of such timber into sawn timber and finished products, sale of logs, sawn timber and finished products and construction of forest roads required for the above purpose.
2. Acquisition, construction and operation of logging units, sawmills, impregnation and preservation plants, seasoning and drying kilns and other necessary equipment and installations.
3. Operation of timber and firewood sales depots
4. Manufacture and marketing of any by products from timber
5. Afforestation, reforestation and scientific management of forests and forest plantations.
6. Agricultural production
7. Export of timber related finished and semi-finished products.
8. Purchase of forest related products.
9. Processing of forest related products.
10. Import of cane
11. Identification and Classification of Local and imported timber species through sample testing.
12. Conduct Training Programs on Timber Industry Related subjects and issue certificate and undertake Environmental Awareness Programs to contribute toward developing and Environmental Conscious Society.
13. Planning and making investments so as to optimize the return from the lands and buildings owned by the corporation

B. Objective of the Assignment

The purpose of this assignment is to prepare a five year corporate/Strategic plan to ensure that the State Timber Corporation fulfills its mandate.

The plan will provide long term planning guidelines, assign priorities, and suggest practical strategies to ensure efficiency & effectiveness functioning of State Timber Corporation.

C. Scope of the assignment

The scope of service provided by the consulting firm should include the following:

- I. Strategic directions of the corporation for 10 years including Purpose, vision, Mission & goals

- II. Corporate/Strategic plan for 2022 – 2026

- III. Business plan for 2022 - 2026

- IV. Detailed action plan for one year period -2022 by reviewing the existing set up and processes, activities, sub activities and other management procedures to achieve organizational goals.
- V. SWOT Analysis
 - Assess and analyze Corporation's internal environment/ context (mission, vision, policies, processes, activities, sub activities etc.)
 - Assess and analyze external environment and stakeholders
- VI. Draft and finalize corporation's corporate/Strategic plan with the concurrence of STC top management.
- VII. Present to STC management

D. Methodology

The Consultant will be required the analysis of where it is and where it needs to be with the overall direction of focusing 10 years ahead for the State Timber Corporation making it sustainable, efficient and growth oriented in the long run. The plan should be time bound and show clear achievable targets.

Preparation of the corporate/Strategic plan expected to be carried with workshops, Interviews & site visits with STC officials with brainstorming sessions and develop it in collaboration with STC top management.

Draft corporate/Strategic plan should be finalized including the strategic plan, business plan & the action plan and referred to STC top management for final review.

Required Facilities / amenities can be provided to have workshops, interviews & site visit by the STC.

The firm should be Present the finalized Corporate/Strategic plan to the Board of Directors & also commissioning of the plan to be done by the consultant.

E. Time-Frame:

Last date for Submission of the EOI: **on or before 29TH of April 2022 at 10.30AM**

The assignment must be completed by three months or before selection of the firm.

F. Eligibility Criteria

- The consultant should be a firm
- Interested consultancy firm should provide information demonstrating that they have the required qualifications and relevant experiences to perform the services.
- The interested consulting firm may apply for the information requested from the EOI in accordance with the standard forms with the supporting documents as required.

G. Deliverables

- Comprehensive Corporate/Strategic plan for the State timber Corporation shall be covered the all issues provided in the scope of work with the concurrence of STC top management.
- Implementation the Corporate/Strategic plan and Supervision of it.

H. Submission of the EOI responses

The original and the copies of the EOI responses shall be placed inside of a sealed envelope clearly marked “**EOI responses to provide Consultancy Services for preparation of the Corporate/ Strategic Plan of State Timber Corporation 2022 - 2026**” with the reference number-**STC/PSM/2022/05/LP/14**

This Sealed envelope shall be submitted to the address given below before at 10.30 a.m **on or before 29TH of April 2022** .

**The chairman
Department Consultants Procurement Committee (CPCD),
State Timber corporation
No.82,
Rajamalwatta Road,
Battaramulla.**

Late EOI responses will be return unopened.

I. Opening of the EOI responses

The client shall open the EOI responses immediately after the deadline for their submission in the presence of the consultants’ or their representatives.

J. Evaluation of the EOI responses

EOI responses are shortlisted according to the criteria given in below. Shortlisted firms are qualified to receive RFP.

(a).Experience of the consulting firm		40
1. Number of similar assignments completed during the Last 10 years (10)	35	
2. Experience of working with government bodies (10)	5	
(c.)Key Professional Staff's qualifications and competence for the service		40
1.Team Leader (Educational Qualification & Professional experience)	10	
2.Team members(Educational Qualification & Professional experience) (There should be at least 6 members representing Marketing, Human Resources ,Finance,Administration,Legal,Manufacturing & planning)	30	
(d.) Financial Capabilities		20
Financial capability in carrying out the consultancy work (Attach audited accounts for the last three years)	20	

K. Other terms and conditions

The State timber Corporation reserves a right to modify the terms of reference at any point of time.

