

Expression of Interest (EOI) Information Form

1. Project Data and Consulting Firm/ Personnel

Contract Name:	<i>Procurement of Consultation Service for SLIBTEC Park, ISO 37301- Compliance Management Systems Development and Implementation</i>
Contract Number:	<i>SLIBTEC/PROC/255/Consultancy/ Procurement of Consultation Service for SLIBTEC Park, ISO 37301- Compliance Management Systems Development and Implementation</i>
Name of Consulting Firm/ Personnel:	

2. Eligibility

Declaration: We/ I hereby declare that:

- (i) We/ I have read the advertisement, and the Terms of Reference (TOR), for this assignment;
- (ii) We/ I have not been engaged to prepare such TOR as a firm, personnel, sub consultancy, or joint venture (JV); and
- (iii) No full-time or part-time or contracted expert employed by our firm, sub consultancy, or JV has been engaged to prepare such TOR;
- (iv) Business registration of the firm, JV party or sub consultancy; (If applicable)
- (v) At the time of submission of EOI, consulting firm or myself or JV party or sub consultancy is not blacklisted by National Procurement Commission, any department, any Ministry Government of Sri Lanka. (If applicable)

We/ I further confirm that, if any of one or more of our/ my expert(s) is engaged to prepare TOR for any resulting assignment as part of our/ my work product under the assignment to which this advertisement relates, our firm/ me and any such expert (s) will be disqualified from short-listing and/or participation in such follow-on assignment.

(Evidence should be provided)

Lead firm/ Personnel (Name):	
Signed by:	
Name:	
Position:	

Associate/Partner 1: (Name):	
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Signed by:	
Name:	
Position:	

Associate/Partner 2: (Name):	
Signed by:	
Name:	
Position:	

Associate/Partner 3: (Name):	
Signed by:	
Name:	
Position:	

3. Management Competence (Please answer each question in one paragraph of 5-7 sentences strictly)

3.1. If you are proposing an association such as sub-consultancy or a JV, outline the rationale for and benefits of the “association.” Outline proposed management coordination of the “association,” including the role of each firm. [Attach JV agreement or MOU of JV agreement along with the EOI]

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3.2. Does your firm/ you/sub-consultancy/JV have (1) standard policies, procedures and (2) industrial certified practices in place that promote quality in: the workplace, your interaction with clients, and the outputs you produce? If yes, describe briefly. In case of a JV, please submit relevant information (Part (1) and (2)) for each party.

3.3. (1) Does your firm/you/sub-consultancy/JV parties have a dedicated unit or staff solely responsible for Quality Assurance (QA)? (2) Describe your internal QA policies, procedures and processes briefly. In case of a JV, please submit relevant information (Part (1) and (2)) for each party.

3.4. What (1) communication protocols, (2) escalation management and (3) complaint resolution processes are in place in you/your firm/sub-consultancy/JV for dealing with any complaints concerning the performance of the staff or the quality of the reports submitted for this consulting assignment?
In case of a JV, please submit relevant information for each party.

3.5. How will you ensure the quality of your firm's/your/sub-consultancy's/joint venture's performance over the life of this assignment?

4. Technical Qualifications Including Experience

Answer the Question-4 (Technical Qualifications including Experience) with reference to the projects given in the **Project Reference Sheet (Annex 01)**. Please note that each area should be adequately covered with related details only. Project references should be clearly mentioned for each sub-question. **Maximum of five (05) pages to be used per one project.**

Important:

- Please select minimum 3 reference projects/assignments that are carried out by the firm/personnel/sub-consultancy/JV (within last 5 (five) years and each project consultancy fee should be over Rs. 0.3 million) which fit to the similar scope, complexity and nature of the proposed assignment (As per the Terms of Reference).
- Completion letters shall be submitted for each reference project, issued by the respective client with client's reference including contact addresses and telephone numbers.

When the firm/ personnel submitting the information, special attention should be given to the following areas:

- 4.1. Explain the previous projects (Industrial / Commercial) which related exposure
- 4.2. Development methodology and work plan in response to the Terms of Reference (ToR).
- 4.3. Key experts' qualifications and competencies in response to the Terms of Reference (ToR).

Question 5 to 12 shall be answered with some documentary evidence wherever applicable.

5. Nature of the firm/ personnel (small/medium/large/specialized):

6. Firm's/personnel's history, number of years of existence in the business: *[Attach copy of the business registration, if applicable]*

7. Firm's/ personnel's core business and well-established unit/s to conduct this type of assignment *(Project Profiles etc.):*

8. Past experience with Foreign and Government of Sri Lanka (GOSL) funded projects *(Offer Letters):*

9. Financial and administrative (Organizational structure) strength certified by the audited financial reports for last three years: *[Attach copies of audited financial reports for last three years, Consultancy Firm Profile, Organizational structure and other relevant documents]*

10. Technical & managerial capacity of the firm/personnel (Lead firm and Associates/ Joint ventures) staff's strengths, capabilities, appropriate skills and relevant qualifications: (Availability of Staff either from Lead firm or Associates/Joint ventures – Team Leader with Key expertise availability to assist the assignment in relevant subject areas) *[Attach copies of CVs for each Key expertise including Team Leader (Use CV Format – Annex 02)]*

11. Submit brief methodology and work plan for conducting this project (Max 5 pages):

12. Any other relevant information:

Important:

- All documentations shall be in English Language.

- *Strictly need to follow the given formats. Information provided without given formats shall not be considered for evaluation.*
- *If you are proposing an association such as sub-consultancy or a JV, JV firm shall submit the JV agreement or MOU of JV agreement along with their EOI.*

Project Reference Sheet

Important:

- **Please select minimum 3 reference projects/assignments** that carried out by the firm/personnel/sub-consultancy/JV (**within last 5 (five) years and each project consultancy fee should be over Rs. 0.3 million**) **which fit to the similar** scope, complexity and nature of the proposed assignment (As per the Terms of Reference).
- *Completion letters shall be submitted for each reference project, issued by the respective client with client's reference including contact addresses and telephone numbers.*

Project 1 of

1.	Project Name			
2.	Name of Client			
3.	Client Reference (Contact Name & Contact No)			
4.	Country	Project location within the Country		
5.	Participation	<input type="checkbox"/>	As lead firm	
		<input type="checkbox"/>	As associate firm	
6.	Cost of the project	LKR		
7.	Source of Financing (GOSL/Foreign)			
8.	Consultancy Services (should specifically indicate associate firm's staff allocations)			
	8.1 Total no. of staff			
	8.2 No. of staff by the firm			
	8.3 Total no. of person months			
	8.4 No. of staff months by the firm			
9.	Length of Consultancy Assignment			
10.	Start Date (dd/mm/yyyy)			
11.	Completion Date (dd/mm/yyyy)			
12.	Names of Associate Firms (if any)			
13.	No. of Person-Months of Professional Staff Provided by Associated Firm(s)			
14.	Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed (should specifically indicate associate firm's staff involvement)			
15.	Description of the Project (indicate the domain, scope, areas covered, maximum of 200 words)			
16.	Description of the actual services provided by your firm (maximum of 250 words)			

Curriculum Vitae (CV)

Position Title and No:	{e.g., K-1, TEAM LEADER}
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence:	

Membership in Professional Associations

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Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained/ updated accredited memberships, licenses including proof of your company}

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Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
{e.g., May 2015-present}	{e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. Hbbbbb, deputy minister}		
{e.g., From Jan 2010 to May 2015}	{e.g., Ministry of, Advisor/Consultant to... For references: Tel...../e-mail...; Mr.Acccccc, Director General}		
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Publications:

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Language Skills: (indicate only languages in which you can work)

Language	Speaking			Reading			Writing		
	Good	Fair	Poor	Good	Fair	Poor	Good	Fair	Poor
English									
Sinhala									
Tamil									
Other (Specify)									

Expert's contact information: (e-mail, phone....., WhatsApp.....)

Certification

I/we, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank / public sector institutions.

{day/month/year}

Name of Expert	Signature and Seal	Date
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{day/month/year}

Name of authorized Representative of the Consultant (the same who signs the Proposal)	Signature and Seal	Date
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