

Expression of Interest (EOI) Information Form

1. Project Data and Personnel

Contract Name:	<i>Procurement of Consultation Service for Internal Auditor to SLIBTEC for 2026</i>
Contract Number:	<i>SLIBTEC/PROC/307/Consultancy/ Procurement of Consultation Service for Internal Auditor to SLIBTEC for 2026</i>
Name of Consulting Firm/ Personnel:	

2. Eligibility

Declaration: I hereby declare that:

- (i) I have read the advertisement, and the Terms of Reference (TOR), for this assignment;
- (ii) I have not been engaged to prepare such TOR as personnel, and
- (iii) No full-time or part-time or contracted expert employed by me has been engaged to prepare such TOR;
- (iv) At the time of submission of EOI, myself is not blacklisted by the National Procurement Commission, any department, any Ministry of the Government of Sri Lanka. (If applicable)

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

Personnel (Name):	
Signed by:	
Name:	
Position:	

My team is as follows to assign to this project:

Team Member 1 (Name):	
Signed by:	
Name:	

Position:	
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Team Member 2 (Name):	
Signed by:	
Name:	
Position:	

Team Member 3 (Name):	
Signed by:	
Name:	
Position:	

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

3.1. Do you 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.

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3.2. (1) Do you have a dedicated unit or staff solely responsible for Quality Assurance (QA)? (2) Describe your internal QA policies, procedures and processes briefly.

3.3. What (1) communication protocols, (2) escalation management and (3) complaint resolution processes are in your for dealing with any complaints concerning the performance of the staff or the quality of the reports submitted for this consulting assignment?

3.5. How will you ensure the quality of your 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 **Client Reference Sheet (Annex 01)**. Please note that each area should be adequately covered with related details only. Client references should be clearly mentioned for each sub-question. **A maximum of one (01) page to be used per one client.**

Important:

- *Please select minimum 3 reference projects/assignments that are carried out by the firm/personnel/sub-consultancy/JV (within last 3 (Three) years and each project consultancy fee should be over Rs. 1 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.
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5. Nature of the personnel:

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

7. 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. Technical & managerial capacity of the personnel staff's strengths, capabilities, appropriate skills and relevant qualifications: *[Attach copies of CVs for each Key expertise (Use CV Format – Annex 02)]*

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

11. Any other relevant information:

<i>Important:</i>

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| <ul style="list-style-type: none">• <i>All documentations shall be in English Language.</i>• <i>Strictly need to follow the given formats. Information provided without given formats shall not be considered for evaluation.</i> |
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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.Accccccc, Director General}		
.....			

Past client records relevant to the assignment: Please provide dates, name of the organization, types of activities performed and location of the assignment and contact information of contactable officer/s from the organization(s) who can be contacted for references.

- Please complete Annex 02

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 (<i>Specify</i>)									

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.

Name of Expert

Signature and Seal

Date
{day/month/year}

Client Reference Sheet

Important:

- **Please select minimum 3 reference assignments** that are carried out by the personnel **(within last 3 (Three) years)** which fit to the similar scope, complexity, scale and nature of the proposed assignment (as per the Terms of Reference).
- Completion letters shall be submitted for each reference assignment, issued by the respective client with client's reference including contact addresses and telephone numbers.

Project 1 of

1.	Name of Client		
2.	Client Reference (Contact Name & Contact No)		
3.	Country		Project Location within the Country
4.	Participation	☐ ☐	As lead consultant As associate consultant
5.	Cost of the assignment	LKR	
6.	Ownership	☐ ☐ ☐	Public Private Public & Private (PPP)
7.	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		
8.	Length of Consultancy Assignment		
9.	Start Date (dd/mm/yyyy)		
10.	Completion Date (dd/mm/yyyy)		
11.	Names of Associate Firms (if any)		
12.	No. of Person-Months of Professional Staff Provided by Associated Firm(s)		
13.	Name of Senior Staff and Functions Performed (should specifically indicate associate firm's staff involvement)		
14.	Description of the Assignment (indicate the domain, scope, areas covered, maximum of 200 words)		