

## Expression of Interest (EOI) Information Form

### 1. Project Data and Personnel

<b>Contract Name:</b>	<i>Procurement of Legal Consultancy Firm for Tenant Agreement and Policy Documents</i>
<b>Contract Number:</b>	<i>SLIBTEC/PROC/314/CQS/Consultancy/ Consultancy/Procurement of Legal Consultancy Firm for Tenant Agreement and Policy Documents</i>
<b>Name of the Consulting Firm:</b>	
<b>BAR ASSOCIATION OF SRI LANKA (BASL) Registration Number</b>	

### 2. Eligibility

**Declaration:** We hereby declare that:

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

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

<b>Name of the Firm:</b>	
Signed by:	
Name:	
Position:	

Our team is as follows to assign to this project:

<b>Team Member 1 (Name):</b>	
Signed by:	

Name:	
Position:	

<b>Team Member 2 (Name):</b>	
Signed by:	
Name:	
Position:	

<b>Team Member 3 (Name):</b>	
Signed by:	
Name:	
Position:	

Please indicate below whether you have engaged any Associate or Partner for this particular project.

<b>Associate/Partner 1: (Name):</b>	
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) industry-certified practices in place that promote quality in: the workplace, your interaction with clients, and the outputs you produce? If yes, describe briefly.

**3.2.** 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 02)**. 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 01 reference projects/assignments that are carried out by the firm/personnel/sub-consultancy/JV (within last 05 (Five) Years or most recent project which will be meet the mentioned value) 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 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 and 6 shall be answered with some documentary evidence wherever applicable.

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

**6. 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.*

### Curriculum Vitae (CV)

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

**Memberships 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.

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}		
.....	.....	.....	.....

**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									

<b>Sinhala</b>									
<b>Tamil</b>									
<b>Other (Specify)</b>									

**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

Signature and Seal

Date  
 {day/month/year}

### Client Reference Sheet

**Important:**

- Please select minimum 01 reference **projects/assignments** that are carried out by the **firm/personnel/sub-consultancy/JV (within last 05 (Five) Years or most recent project which will be meet the mentioned value) which fit to the similar scope, complexity, scale and nature of the proposed assignment (as per the Terms of Reference).**

**Project 1 of .....**

1.	Name of Client		
2.	Client Reference (Contact Name & Contact No)		
3.	Country	Project Location within the Country	
4.	Participation	<input type="checkbox"/>	As lead consultant
		<input type="checkbox"/>	As associate consultant
5.	Cost of the assignment	LKR	
6.	Ownership	<input type="checkbox"/>	Public
		<input type="checkbox"/>	Private
		<input type="checkbox"/>	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		
14.	Description of the Assignment (indicate the domain, scope, areas covered, maximum of 200 words)		