**Format for Inviting Expression of Interest**

**QC Method**

**Expressions of Interest**

**DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA**

**Name of Procuring Entity:**

**TITLE OF THE CONSULTING SERVICE**

The [*appropriate Consultants Procurement Committee*] on behalf of the [*name of the Procuring Entity*] invites eligible consultants to indicate their interest in providing the services described herein. Interested consultants must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.). Consultants may associate to enhance their qualifications.

A consultant will be selected in accordance with the procedures set out in the Guidelines for Selection and Employment of Consultants, published by the Dept. of Public Finance following CQS method.

Interested consultants may obtain further information at the address below [*state address at the endof document*] from [*insert office hours*]. 6

Expressions of interest should include the following information:

 (a) description of similar assignments, experience in similar conditions indicating the name of client, nature of assignment, location, contract value;

 (b) status of the firm including the names of the owners and names and qualifications of the key staff

 (c) any suggestions to associate with another firm or individual

 (d) any other relevant information

EOI must be delivered to the address below by [*insert date*].

[*Insert name of office*]

[*Insert name of officer*]

[*Insert postal address and/or street address*]

Tel: [*Indicate country and city code*]

Fax: [*Indicate country and city code*]

E-mail:

 6 For example, 0900 to 1200 hours.

**Preparation of Request for Proposals - RFP**

**Sample Letter of Invitation**

[*insert: Location and Date*]

Dear [*insert: Name and Address of short listed Consultancy Organization]:*

1.**\*** The Democratic Socialist Republic of Sri Lanka [*select:* has received *or* has applied for] a [select : loan *or* credit] (hereinafter called "loan") from the [ *indicate* source]toward the cost of [*insert: Name of Project* ] and intends to apply a portion of this loan to eligible payments under this Contract.

2. The [*insert: Name of PE*] now invites proposals to provide the following consulting services : [*insert: short description of objectives and scope of the assignment*.] More details on the services are provided in the attached Terms of Reference.

3. The RFP has been addressed to the following short listed Consultancy Organizations:

 [*insert: List of Short listed Consultancy Organizations)*

4. A Consultancy Organization will be selected under [*insert: Selection Method*] and procedures described in this RFP.

5. The RFP includes the following documents :

 Section 1 - Letter of Invitation

 Section 2 - Information to Consultants (including Data sheet)

 Section 3 - Technical Proposal - Standard Forms

 Section 4 - Financial Proposal - Standard Forms

 Section 5 - Terms of Reference

 Section 6 - Standard Forms of Contract

6. Please inform us, upon receipt :

**Format for Proposal Opening Minutes – First Opening**

The proceedings of the proposal opening shall be recorded in the prescribed format and should be signed by all members of POC. In addition to the time, location etc. of proposal opening the POC minutes shall include the name of the proponent, presence or absence of financial proposal, and any other special features of the proposals submitted. It may also include and special features happened during the proposal opening.

|  |
| --- |
| **PROPOSAL OPENING MINUTES** |
| Title of Consultancy  |  |
| Proposal opening Date  |  |
| Proposal opening Time  |  |
| Location |  |

**Observations of each Proposal**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Observation Criteria | PR1 | PR2 | PR3 | PR4 | PR5 | PR6 | PR7 |
|  | *Insert "Y" of answer is Yes and "N" of answer is No* |
| (a) Is outer envelope  of proposal sealed ? |  |  |  |  |  |  |  |
| (b) Is the financial  proposal presence ? |  |  |  |  |  |  |  |
| (c) Is the financial  proposal sealed ? |  |  |  |  |  |  |  |
| (d) Additional  comments \* |  |  |  |  |  |  |  |
| \* Describe |  |  |  |  |  |  |  |

**Format for Proposal Opening Minutes – Financial Proposal Opening**

The proceedings of the proposal opening shall be recorded in the prescribed format and should be signed by all members of POC. In addition to the time, location etc of proposal opening the POC minutes shall include the name of the proponent, Quality score in the case of QCBS, proposal price and any other special features of the proposals submitted. It may also include and special features happened during the proposal opening.

|  |
| --- |
| **Proposal Opening Minutes** |
| Title of Consultancy  |  |
| Proposal opening Date |  |
| Proposal opening Time |  |
| Location |  |

**Observations of each Proposal**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Observation Criteria | PR1 | PR2 | PR3 | PR4 | PR5 | PR6 | PR7 |
|  | *Insert "Y" of answer is Yes and "N" of answer is No* |
| (a) Is financial envelope  remained sealed ? |  |  |  |  |  |  |  |
| (b) Any objection rose by  any proponent about  the status of financial  envelope\* |  |  |  |  |  |  |  |
| (c) Quality score  announced \*\* |  |  |  |  |  |  |  |
| (d) Additional  comments \*\*\* |  |  |  |  |  |  |  |
| \* Describe |  |  |  |  |  |  |  |
| \*\* Only for QCBS |  |  |  |  |  |  |  |
| \*\*\* Describe |  |  |  |  |  |  |  |

**Financial Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Consultant No.** | **Name of Consultant** | **Proposal Price** | **Remarks** |
| **With VAT** | **Without VAT** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |

**Proposal Opening Committee**

|  |  |  |
| --- | --- | --- |
| Name | Capacity(Chairperson/member) | Signature |
|  |  |  |
|  |  |  |
|  |  |  |