**PR 014 Format for Inviting Expression of Interest (EOI)**

CQS Method

Expressions of Interest

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 end of 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.