

Expression of Interest (EOI) Information format for Consulting Firms

1. Project Data & Consulting Firm

Contract Name	Procurement of a Consultancy Firm for the Implementation of an Unified Ticketing and Billing Platform
Contract Number	ICTA/GOSL/CON/QBS/2016/176
Name of Consulting Firm	

2. Eligibility

Declaration

We hereby declare that:

- (i) we have read the advertisement, and the Expression of Interest (Eol), for this assignment;
- (ii) we have not been engaged to prepare Eol as a firm, consortium, association, sub-consultancy, or joint venture; and
- (iii) no full-time or part-time or contracted expert employed by our firm, consortium, association, sub-consultancy, or joint venture has been engaged to prepare such Eol.

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

Lead Firm	
Signed by	
Position	
Associate/Partner 1	
Signed by	
Position	
Associate/Partner 2	
Signed by	
Position	
Associate/Partner 3	
Signed by	
Position	

3. Management Competence (Please answer each question in one paragraph of 3-5 sentences. Be specific and precise)

(a) If you are proposing an association such as sub-consultancy or a joint venture (J/V), outline the rationale for and benefits of the “association.” Outline proposed management coordination of the “association,” including the role of each firm.

(b) Does your firm/consortium/association/sub-consultancy/joint-venture (J/V) have standard policies, procedures or practices in place that promote quality in: the workplace, your interaction with clients, and the outputs you produce? If yes, describe briefly.

(c) Does your firm/consortium/association/sub-consultancy/joint venture have a dedicated unit or staff solely responsible for quality assurance? If yes, describe briefly.

(d) How will you ensure the quality of your firm’s/consortium’s/association’s/sub-consultancy’s/joint venture’s performance over the life of this assignment?

(e) How will your firm/consortium/association/sub consultancy/joint venture deal with any complaints concerning the performance of the staff or the quality of the reports submitted for this consulting assignment? What internal controls are in place to address and resolve complaints?

4. Technical Qualifications including Experience

Based on the attached reference project sheets and the firm's performance, highlight the technical qualifications including experience of your firm/ consortium/ association/ sub-consultancy/ joint venture (maximum of 4 pages). When the firm submitting the information, special attention should be given to the following areas; *(Wherever applicable, refer to the project number as given in Annex)*.

4.1. Technical Qualification of the firm

- 4.1.1. Explain the past critical application project experiences with similar nature (you are required to explain at least 2 projects)
- 4.1.2. Describe the non-functional requirements such as performance, security, user experience identified and handled under the projects.
- 4.1.3. Describe the usage of the middle-ware elaborating the SOA concepts and enterprise software architecture best practices used. Also explain how the integrations were handled.
- 4.1.4. Elaborate cloud deployment experience.
- 4.1.5. Degree of in-house SQA standards and procedure.
- 4.1.6. Elaborate support and maintenance experience.

4.2. Nature of the Firm (small/specialized/large)

4.3. Core business of the firm

4.4. Financial and administrative strength

4.5. Firm's history-number of years in business

4.6. Technical & managerial organization of the firm, staff strengths and capabilities & appropriate skills of firm's staff

4.7. Any other relevant information

Project Sheets

Indicate up to 1 reference projects that the firm/consortium/association/sub-consultancy/joint venture experiences are relevant.

Project 1 of __

• Project Name			
• Name of Client			
• Country		Project location within Country	
• Client Contact Person, Title/Designation, Tel No. , Address			
• Participation	<input type="checkbox"/>	As lead firm	
	<input type="checkbox"/>	As associate firm	
• Value of Services		(US\$)	
• Source of Financing			
• Consultancy Services (should specifically indicate associate firm's staff allocations)			
(i) No. of staff			
(ii) No. of person months			
• Length of Consultancy Assignment			
• Start Date		(dd/mm/yyyy)	
• Completion Date		(dd/mm/yyyy)	
• Name of Associate Firms (if any)			
• No. of Person-Months of Professional Staff Provided by Associated Firm(s)			
• Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed (should specifically indicate associate firm's staff involvement)			
• Detailed Description of the Project			
• Detailed Description of the Actual Services Provided by your Firm			

Note : Each work experience shall be enclosed with work order/completion certificate/Substantial completion certificate. Each project sheet along with work orders would be evaluated for necessary compliance to meet the eligibility criteria.