

Expression of Interest (EOI) Information format for Consulting Firms

1. Project Data & Consulting Firm

Contract Name:	Conducting Annual Audits for National Certification Authority (NCA) of Sri Lanka
Contract Number:	ICTA/GOSL/CON/QCBS/2017/15
Name of Consulting Firm:	

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 a firm, sub consultancy, or joint venture; and
- (iii) No full-time or part-time or contracted expert employed by our firm or joint venture has been engaged to prepare such TOR.

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, our firm and any such expert(s) will be disqualified from short-listing and/or participation in such follow-on assignments.

Name of the Lead Firm	
Signed by: Position of Signatory :	
Name of the Associate/Partner	
Signed by: Position of Signatory :	

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

3.1. If you are proposing an association such as 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.

3.2. Does your firm /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.

3.3. Does your firm /joint venture have a dedicated unit or staff solely responsible for ensuring process standards and quality assurance? If yes, describe briefly.

3.4. How will you ensure the process standards and quality of your firm’s /joint venture’s performance over the life of this assignment?

3.5. How will your firm /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

When the firm submitting the information, special attention should also be given to the following areas.

- 4.1. License for auditing
 - 4.1.1. The company must be a licensed WebTrust practitioner.
 - 4.1.2. The company must be enlisted on the WebTrust website (<http://www.webtrust.org/licensed-webtrust-practitions-international/item64419.aspx>) or the auditor must present a document certifying that it is a certified WebTrust practitioner from CPA Canada.
- 4.2. Experience of the firm with projects of similar nature (with related to the below areas); (Refer to the project no.in Annex I)
 - 4.2.1. Experience in past WebTrust auditing assignments.
 - 4.2.2. Experience in auditing assignments in the similar sectors
 - 4.2.3. Details of achieved performance standards
 - 4.2.4. Brief explanation of degree of in-house process standards and procedures.
- 4.2. Experience of the firm in the project country or in the region
- 4.3. Nature of the Firm, no of staff
- 4.4. Core business of the firm
- 4.5. Financial and administrative strength; audited accounts for last 3 years, organization chart
- 4.6. Firm's history, number of years in business
- 4.7. Technical & managerial organization of the firm, staff strengths and capabilities & appropriate skills of firm's staff
- 4.8. Any other relevant information including support services. Mention any other services that shall be delivered by the consulting firm which are not mentioned in TOR, but required for obtaining the final WebTrust Certificate including the financials if necessary.

5. Project experience of the bidder

Submit details of minimum two (02) similar projects implemented by the bidder by using the attached form in Annex I. Highlight firm's performance, technical qualifications including experience of your firm/ joint venture (maximum of 3 pages per project).

Project Sheets

Indicate up to 6 reference projects that the firm/sub consultancy/joint venture experiences are relevant.

Project 1 of __

• Project Name			
• Name of Client			
• Country		Project location within Country	
• Participation	<input type="checkbox"/>	As lead firm	
	<input type="checkbox"/>	As associate firm	
• Value of Services		(US\$)	
• Source of Financing			
• Auditing Services (should specifically indicate associate firm’s staff allocations)			
(i) No. of staff			
(ii) No. of person months			
• Length of Auditing Assignment			
• Start Date		(dd/mm/yyyy)	
• Completion Date		(dd/mm/yyyy)	
• Reference (contact numbers, emails)			
• 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			
Mention whether they have obtained the Final WebTrust certificate or currently ongoing.			