

Expression of Interest (EOI) Information format for Consulting Firms

1. Project Data & Consulting Firm

Contract Name: Text Content Development: <i>Development of Descriptive Text content for Heritage sites, buildings, monuments, other structures and cultural events in the Galle and Matale Districts</i>
Contract Number: ICTA/GOSL/CON/LCS/2017/47
Name and address of Consulting Firm:

2. Eligibility

Declaration

We hereby declare that:

- (i) we have read the advertisement, including the Description of Services (DOS)/Scope of Work, for this assignment;
- (ii) we have not been engaged to prepare such DOS as a firm, subconsultancy, or joint venture; and
- (iii) no full-time or part-time or contracted expert employed by our firm, subconsultancy, or joint venture has been engaged to prepare such DOS.

We further confirm that, if any of one or more of our experts is engaged to prepare TOR for any ensuing 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

- 3.1 If you are proposing an association such as subconsultancy 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.
- 3.2 Does your firm/ subconsultancy/ joint venture have a dedicated unit or staff solely responsible for quality assurance? If yes, describe briefly.
- 3.3 How will you ensure the quality of your firm’s/ subconsultancy’s/ joint venture’s performance over the life of this assignment?
- 3.4 How will your firm/ 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?
- 3.5 Provide adequate details for the following.
 - 3.5.1 Experience of the firm in the project country or in the region
 - 3.5.2 Core business of the firm
 - 3.5.3 Firm’s history-number of years in business (i.e-company registration details)
 - 3.5.4 Financial strength (i.e.-audited account statements – last 2 years)
 - 3.5.5 Technical & managerial organization of the firm, staff strengths and capabilities & appropriate skills of firm staff

4. Technical Qualifications including Experience

Please provide details explaining similar past project implementation experiences related to text content development

- List 3 successfully completed assignments which are primarily related to Text Content Development
- Past experience with projects funded by Government of Sri Lanka or any other Agency in related to Archeology, History, Architectural conservation and Cultural Heritage
- Elaborate past experiences in translating text content

Information about all the referred projects should be based on the “Project Sheet” given in Annex 1.

PROJECT SHEET

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\$)/ LKR	
• Source of Financing			
• Consultancy Services			
(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			
• Detailed Description of the Project			
• Detailed Description of the Actual Services Provided by your Firm			