

Expression of Interest (EOI) Information form

**Hiring of a Recruitment Agency
(ICTA/GOSL/CON/CQS/2019/03)**

1. Name of the assignment:

Contract Name: Hiring of a Recruitment Agency
Contract Number: ICTA/GOSL/CON/CQS/2019/03

2. Organization/Firm:

Name of Organization/Firm:
Address:
Contact details Telephone: Fax: Email:
Details of Executive Board, Chairman, Directors & CEO:
Certificate of Incorporation: Please attach
A copy of the certificate of incorporation of the firm / company along with the names of Directors in the Form (1/20/40). Please attach
In house Team and their Expertise

3. If intends to express interest as a joint venture, provide the following details:

Lead Firm	
Name of Lead Firm:
Address:

Contact details:	Telephone: Fax:..... email:
Details of Executive Board, Chairman, Directors & CEO:
In house Team and their Expertise:
Certificate of Incorporation	Please attach
A copy of the certificate of incorporation of the firm / company along with the names of Directors in the Form (1/20/40). Please attach	
Associate Partner 1	
Name of Firm:
Contact details:	Telephone: Fax:..... email:
Details of Executive Board, Chairman, Directors & CEO:
In house Team and their Expertise:
Certificate of Incorporation	Please attach
A copy of the certificate of incorporation of the firm / company along with the names of Directors in the Form (1/20/40). Please attach	

4. **Management Competence** (Please respond to each and every question requirement indicated below)

4.1	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.	
4.2	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.	
4.3	Does your firm/joint venture have a dedicated unit or staff solely responsible for quality assurance? If yes, describe briefly.	
4.4	How will you ensure the quality of your firm’s/ join venture’s performance over the life of this assignment?	
4.5	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?	
4.6	Past experience in carrying out similar assignments with list of clients. (please also provide information in Annex 1- project details)	
4.7	Core business of the firm	
4.8	Years in business	
4.9	Financial and administrative strength for the last three years: (Audit Financial statement etc)	
4.10	Qualifications in the relevant field for which this EOI is issued.	
4.9	Client references	
4.10	Firm’s history-number of years in business	
4.11	Technical & managerial organization	

4.12	<p>of the firm, staff strengths and capabilities & appropriate skills of firm's staff</p> <p><u>Technical Qualifications including Experience of the firm with projects of similar nature</u></p> <p>List 3 successfully completed assignments.</p>	
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We hereby declare that:

- (i) we have read the Request for EOI advertisement, and the brief – Terms of Reference of this assignment;
- (ii) we have not been engaged in preparing Terms of Reference (TOR) or Scope of Services of this assignment as a firm, sub consultancy, or joint venture; and
- (iii) no full-time or part-time or contracted expert employed by our firm, sub consultancy, or joint venture has been engaged to Terms of Reference (TOR) or Scope of Services of this assignment

We further confirm that, if any of one or more of our experts is engaged to prepare Scope of Services/TOR for any resulting assignment as part of our work 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 Scope of Services/TOR follow-on assignment.

Annex 01 - Project/assignments Details

Indicate 5 projects that the firm/ joint venture experiences are relevant.

Project 1 of __

• Project Name			
• Name of Client			
• Country		Project location within Coun	
• Participation	<input type="checkbox"/>	As lead firm	
	<input type="checkbox"/>	As associate firm	
• Value of Services		(US\$)	
• 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			