

## Expression of Interest (EOI) - Information Form

### 1. Project Data & details of software developing Firm

<b>Contract Name:</b>	ICTA Procurement Name: Procurement of a consultancy firm to perform as Systems Integrator to Establish and Operationally Support the Foundational ID platform for Sri Lanka Unique Digital Identity project
<b>Contract Number:</b>	ICTA/GOSL/CON/QCBS/2021/02
<b>Name of the Firm / JV (Applicant firm): If JV each partner shall fill a separate Information form</b>	

### 2. Eligibility

#### **Declaration**

We hereby declare that:

- (i) We have read the advertisement, and the ToR for this assignment;
- (ii) We have not been engaged and involved in preparation of TOR as a firm, sub consultancy, or joint venture; and
- (iii) No full-time or part-time or contracted expert employed by our firm has been engaged and involved in preparation 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 assignment.

Name of the Firm	
Signed by Authorized signatory:	
Position:	

### 3. Management Competence (Please answer each question in one paragraph of 5-7 sentences)

- a) Does your firm have (1) in-house quality control such as adherence to International standards, policies, procedures and ethical codes, (2) industrial certified practices related to similar nature assignments in place that promote quality in; the workplace, your interaction with clients and the outputs you produce? If yes, describe briefly.

b) Does your firm have a dedicated unit or staff solely responsible for end-to-end digital ID project implementation?

c) What (1) communication protocols (2) escalation management and (3) complain resolution processes are in place in your firm for dealing with any complaints concerning the performance of the staff? Describe briefly.

4. Based on the attached reference project sheets and the firm’s performance, highlight the technical qualifications including experience of your firm (maximum of 6 pages – Refer Annex 1 – Project sheet). When the firm submitting the information, special attention should be given to the following areas;

Technical qualification of the firm and experience of the firm with projects of similar nature should be explained by providing at least three (03) end-to-end National-level Digital Identity projects including preferably with exposure to MOSIP through at least one (01) National-level Digital Identity engagement project (which your firm was legally contracted either individually as a corporate entity or as one of the major companies within an association).

Based on the attached project reference sheets (**Annex 1**) and the firm’s performance, highlight the technical and general qualifications including experience of your firm (maximum of 4 pages).

## 5. Technical Qualifications

5.1 Explain the past end-to-end national-level digital identity project experiences. You must explain at least three projects where the following topic should be covered in each project.

5.1.1 Project description, budget, scope, timeline, size

5.1.2 Scope of services carried out

5.1.3 Implementation approach

5.1.4 Team structure & responsibilities of each team member

5.1.5 Solution architecture & design

5.1.6 Technologies used & integrations carried out

5.1.7 Commercial off-the-shelf (COTS) components used

5.1.8 Deliverables produced

5.1.9 Project management & governance

5.1.10 Challenges faced

6. Explain Nature of the Firm as per the industrial classification (small / small & Medium/large)

7. Explain Financial and administrative (Organizational structure) strength certified by the audited financial reports for last five (05) years

8. State Core business of the firm in relation to the assignment.

9. State when the firm was incorporated (copy of the Business Registration)

10. Firm's history-number of years in Project Implementation business

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

12. Any other relevant information

## Annex (1)

### Project Sheets

**Important:** Indicate National/State **Digital Identity Projects** that the firm / experiences are relevant.

#### Project 1 of .....

1.	Project Name		
2.	Name of Client		
3.	Client Reference (Contact Name & Contact Number)		
4.	Country		
5.	Participation	Individual Firm <input type="checkbox"/>  (experience related to the project lifecycle)	J / V Participated as,  As lead firm <input type="checkbox"/>  As associate firm <input type="checkbox"/>  (experience related to the project lifecycle)
6.	Cost of the Software project	LKR/USD	
7.	Source of Financing		
8.	Services (should specifically indicate associate firm's staff allocations)		
	8.1 No. of staff		
	8.2 No. of person months		
9.	Length of Assignment		
10.	Start Date (dd/mm/yyyy)		
11.	Completion Date (dd/mm/yyyy)		
12.	Name of Associate Firms (if any)		
13.	No. of Person-Months of Professional Staff Provided by Associated Firm(s)		
14.	Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed (should specifically indicate associate firm's staff involvement)		
15.	Detailed Description of the Project		
	High-level functional requirements		
	High-level non-functional requirements		
16.	Detailed Description of the Actual Services Provided by your Firm.		