**Expression of Interest (EOI) of Consulting Firms**

|  |  |
| --- | --- |
| **Project Number**  |  |
| **Name of the project**  |  |
| **Country of project implementation** |  |

1. **Consulting Firm Details**

|  |  |
| --- | --- |
| No QMS[[1]](#footnote-1) /date: | Country of registration:[[2]](#footnote-2) |
| Name of the consultant: | Acronym: |
| Submission of VT is authorized to: | Post |

**Association**

**(joint venture or sub-consulting company)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No SUK1 | Consultant | Acronym | Country of registration2 | Joint venture (JV) or sub-consultant | Submission of VT is authorized | Post |
|   |   |   |   |   |   |   |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Present the rationale and benefits of working in an association (JV or sub-consultant) with other companies instead of doing the assignment on your own (as appropriate). Describe the proposed approach to managing and coordinating the merger and the role of each firm.

 I confirm that:

 Documentation relating to our corporate structure, including beneficial ownership, is attached.

 Documentation relating to our Board of Directors is attached.

A written cooperation agreement has been signed between the consortium partners for the purposes of this Expression of Interest.

Once your group has been listed and invited to submit a Proposal, the invitation may not be transferred to any other firm, such as the Consultant's parent companies, subsidiaries and affiliates. The Customer will reject the Offer if the Consultant withdraws from the JV without the prior consent of the Customer, which is given only in exceptional circumstances, such as deprivation of the JV partner of the right to participate in the project or the occurrence of force majeure.[[3]](#footnote-3)

1. **Special qualifications and assignment experience**

For online submission: Your EOI must demonstrate technical competence and geographical expertise based on the project guidelines entered during the full registration in your QMS profile. We recommend that you update the project information in your QMS before completing the EOI.

For offline submission: please provide relevant project information in section E below.

1. **Technical competence**

Cross-reference your core projects in section E. Project References, highlight the technical expertise of your organization/consortium in performing similar assignments. Provide details of past experience with similar design institutions.

1. **Geographical experience**

 Cross-reference your core projects in section E. Project references, experience in similar geographic areas.

1. **Managerial Competence (Please answer each question in one paragraph in 3-5 sentences)**
2. Describe the standard policies, procedures, and practices your company uses to ensure quality customer engagement and outcomes. Please indicate whether your company has been ISO certified.
3. How will your firm/consortium handle complaints regarding the work of experts or the quality of reports submitted on a given engagement? What internal controls are in place to handle and resolve complaints?
4. How will you guarantee the quality of your firm's/consortium's work throughout the duration of this assignment?
5. Describe the standard policies, procedures, and practices your firm has implemented to prevent staff changes/replacements and to ensure the continuity of professional services after the contract is concluded.
6. Describe what social protection methods do you use to ensure the well-being of the experts you propose? Specifically, describe the steps you take to secure medical, accident, and life insurance during the assignment.
7. **Other information (maximum 500 words)**
8. **Project Links**

Please select the most significant projects to demonstrate the technical qualifications and geographic experience of the firm (no more than 10 projects).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No p.p. | Project  | Period  | Customer | Country  | Firm |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |   |   |   |   |
| 4 |  |   |   |   |   |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |

Brief description of the project

|  |
| --- |
| No p.p. 1 |
| Name of the project |  |
| Country / Region |  |
| Start Date |  |
| Completion Date |  |
| Continuous / Intermittent |  |
| Customer |  |
| Source of funding |  |
| Description | (indicate your role and contribution in person-months) |

|  |
| --- |
| No p.p. 2 |
| Name of the project |  |
| Country / Region |  |
| Start Date |  |
| Completion Date |  |
| Continuous / Intermittent |  |
| Customer |  |
| Source of funding |  |
| Description | (indicate your role and contribution in person-months) |

(Insert additional tables if necessary)

**III. Comments on the Terms of Reference**

**IV. Comments on budget adequacy**

**V. Key factors in approaching this assignment (maximum 9,000 characters with a brief description of the approach and methodology)**

**VI. Key Experts**

**The list of experts is required only for the qualification selection of consultants (COCs). Attach the CV of each expert.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No p.p. | NAME | E-mail | Position/Title | Nationality |
| 1 |  |   |   |   |
| 2 |  |   |  |   |
| 3 |  |   |   |   |
| 4 |  |   |   |   |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
|  |  |  |  |  |

(Please insert additional lines as needed)

**VII. EOT Applications**

|  |  |
| --- | --- |
| No p.p. | Description |
| 1 | Lead Member Registration Certificate |
| 2 | Joint Venture Member Registration Certificate (for each member) |
| 3 | Certificate of registration of a sub-consultant (for each sub-consultant) |
| 4 | Letter of Association |
| 5 |  |

**VIII. Declaration of Eligibility[[4]](#footnote-4)**

We, the undersigned, affirm to the best of our knowledge and conviction:

We have read the announcement, including the terms of reference (TOR), for this task.

Neither the consulting firm, its JV member, nor the sub-consultant, nor any of its experts prepared the ToR for this activity.

We confirm that the references to the projects submitted in this EOI accurately reflect the experience of the said firm/consortium.

We also confirm that if any of our experts are engaged to prepare the ToR for any subsequent assignment resulting from our work on the assignment, our firm, PO member or sub-consultant and expert(s) will be excluded from the shortlisting and engagement.

All consulting organizations and experts proposed in this EOI are eligible to participate in activities financed, supported and managed by ADB.

The lead organization and the PJ member or sub-consultant are NOT currently under the sanctions of ADB or other MDBs. Neither the consulting firm nor the JV member or sub-consultant has ever been convicted of good faith offenses or crimes involving theft, corruption, fraud, conspiracy, or coercion.

We understand that it is our responsibility to notify ADB if any consortium member becomes unfit to work with ADB or other MDBs, or is convicted of an offense or crime of good faith as described above.

A member of the joint venture or a sub-consultant, including all proposed experts specified in this OT, have confirmed in writing their interest in this activity.

A member of the PO or a sub-consultant, including all the proposed experts listed in this VT, has authorised us in writing to represent them in expressing interest in this activity.

None of the proposed consortia is a subsidiary and/or is independent of the IO or MA or related persons.

We understand that any misrepresentations that knowingly or recklessly mislead or attempt to mislead may result in the automatic rejection of the offer or the cancellation of the contract if awarded, and may result in further corrective action in accordance with ADB's Anti-Corruption Policy.

 *November 14, 2013*

1. If already registered in ADB's Consultant Management System (QMS). Registration in the QMS is not mandatory for the selection of IEs under the guidance of an expert. [↑](#footnote-ref-1)
2. The lead consultant must submit a copy of the Certificate of Registration of himself and each member of the PO and sub-consultant through VII. Annexes to the OT. [↑](#footnote-ref-2)
3. Items 3 and 7, Section 1 of the Standard Request for Proposals (RFP), ADB website. [↑](#footnote-ref-3)
4. Eligibility refers to ADB's Guidelines on the Use of Consultants by the Asian Development Bank and its Borrowers, paragraph 1.13 together with paragraphs 1.10-1.11 and 1.23-1.25 on integrity and anti-corruption policies. [↑](#footnote-ref-4)