*Sample “A”*

**Request for Expression of Interest (EOI)/Prequalification of Consultants**

*(Neither Pre-qualification documents are issued nor is technical score assigned)*

***(****Name of the project/scheme****)***

**1**. (*Name of Procuring Agency) has* received funds from *Province/Federal/Loan/Grant /Self* for the Project/Scheme cited above with Scope, Estimated Cost and duration of project are as under:-

(i) **Scope:** ((*Insert the scope*).

(ii) **Estimate Cost:** (*Insert the Cost*).

(iii) **Scheme/Project Period:** (*Insert the Period).*

**2. Dead line of Submissions:** Applications are invited from interested firms for short listing. The application along with following documents must reach on the address mentioned herein below on or before *(Insert Time) on (Insert Date)*. Request for Proposal (RFP) shall be issued to short listed consultants only.

**3. Eligibility.**

Valid Registration with Pakistan Engineering Council and/or *any other relevant professional body (as applicable) in relevant category and discipline* (*procuring agency must mention relevant category, discipline and professional body);*

**4. Required Documents:** It must include following details/documents:-

**(A) Profile of Firm:**

(i) Name, address, telephone, fax numbers and e-mail address of firm;

(ii) Ownership and Organizational Structure of the firm.

(iii) Year of Establishment.

**(B)Experience and past performance.**

(i) List of similar assignments with cost, under-taken in the past ---- (*mention*) years;

(*mention minimum number of* assignments*/projects for qualification)*

(ii) List of assignments of similar site/geographical condition (*mention minimum number of assignments/projects for qualification).*

Performance certificates of assignments /projects completed are to be attached.

**(C) Key Personnel Qualification & Experience.**

*(Requirement will vary from assignment to assignment. However following factors should be given due consideration):*

Academic qualification: *Minimum qualification is mentioned.*

Experience *: Number of similar assignments with length of*

*experience is mentioned.*

Brief CVs of ----key personnel be attached (*mention minimum number of* *key personnel)*

**(D) Financial**.

(i)Documentary evidence of financial position, e.g., a bank statement or audited accounts of the last *(mention number)* years.

(ii) Annual turnover of the last *(mention number)* years.

*(Minimum annual turnover be mentioned)*

(iii) Income tax return for the last three years.

**(E) Any other information**.

(i) Details of disputes/litigation or arbitration with client(s)

(ii) Affidavit that firm has never been blacklisted.

**(F*)*** *Procuring agency may add or delete any information/document if desired.*

**5. Evaluation Criteria:**

(i)Applications with required documents attached shall be evaluated on Pass or Fail/Yes or No basis (check list);

(ii) Applications of black listed firms shall not be considered;

(iii) Procuring agency shall disqualify the applicant if, at any stage, it finds that the information submitted for qualification was either significantly inaccurate or incomplete.

6. Interested firms should address their inquiries and submit their applications to the following:-

Address :

Telephone No :

E-mail Address :

Fax No. :

**7.** Procuring Agency may reject all or any bid subject to the relevant provisions of Sindh Public Procurement Rules 2010.