*Sample “B”*

**REQUEST FOR EXPRESSION OF INTEREST (EOI)/PREQUALIFICATION OF CONSULTANTS**

(Pre-qualification documents are not issued but technical score is 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***.* **Eligibility:** Valid Registration with Pakistan Engineering Council and/or *any other relevant professional body (as applicable) in relevant category and discipline is mandatory* (*procuring agency must mention relevant category, discipline and professional body );*

**3. 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.

**4. Required Documents:** It must include following details/documents and will be evaluated as per following Criteria and Sub criteria:-

**(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;

*(One Mark for every\_\_\_\_ years (the bench marking is the prerogative of the procuring agency) 5 Mark*

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

(i) List of similar assignments with cost, under taken in the last\_\_\_ years; *(3 for each assignment) 15 Marks.*

(ii) List of assignments executed in similar geographical condition;

*(3 for each assignment) 15 Marks.*

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

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

(a). **Academic qualification:** *Minimum qualification be mentioned by the Procuring Agency. For additional qualification, additional weightage shall be given by the procuring agency keeping in view the assignment.*

*(Marks 05 for basic qualification, 3 for Master and 2 for PhD* ***or*** *80% on Bachelor, 90% 0n Master and 100% on Doctor’s degree). 30 Marks.*

(b). **Experience:** *Number of similar assignments with length of experience be mentioned. 30 Marks.*

Brief CVs of maximum *three key personn*el be attached.

**(D) Financial.**

(i)Documentary evidence of financial position, 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). 5 Marks*

(iii) Income tax return for the last *(mention number)* years.

**(E) Any other information**. - Details of disputes/litigation or arbitration with client(s). Affidavit that firm has never been blacklisted.

**(F*)*** *Procuring agency may add or delete any information/document and modify assigned marks shown in italic if desired.*

**5. Evaluation Criteria:**

(i)Applications with required documents attached shall be evaluated on the score obtained and firms obtaining 70 to 80% *(the range may be decided by the Procuring Agency)* and above score shall be short listed / qualified.

(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.