**Standard Form for Expression of Interest (EOI)**

|  |  |
| --- | --- |
| **Project name** |  |
| **Assignment name** |  |
| **Country of the project/assignment** |  |

1. Information on the Consultant

|  |  |
| --- | --- |
| Registration number/date: | Country of registration: |
| Consultant name: | Short name: |
| EOI submission approved: | Position: |

1. **Qualifications and expertise needed to perform this assignment**

Shall be sent by e-mail: Tentative application must contain evidence of technical competency and geographic experience, supported by information on projects presented in Section E below.

1. **Technical Qualifications**

Based on the information contained in your project list under Section E “Project Information”, highlight your key technical competencies in performing similar assignments. Describe in detail your experience in performing similar projects.

1. **Geographic experience**

Based on the information contained in your project list under Section E “Project Information”, highlight your specific experience obtained during projects implemented in this region.

1. **Management competencies (answer each question in 3-5 sentences)**
2. Describe your standard policies, procedures and operation methodologies to ensure high quality of customer relations and detail the results.
3. How do you handle complaints related to the quality of experts’ service or the quality of reports prepared as part of the assignments? What internal mechanisms are available to handle and resolve conflicts/complaints?
4. How can you guarantee the quality of the services provided for the period of this assignment?
5. Describe your standard policies, procedures and operating methodologies designed to prevent staff recall/replacement, and guarantee continuous provision of professional services throughout the term of the contract.
6. **Additional information (up to 500 words):**
7. **Project Information**

Indicate the most suitable projects to confirm technical qualifications and geographic experience (up to 10 projects).

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

Brief project description

|  |
| --- |
| No. 1 |
| Project Name |  |
| Country/Region |  |
| Start date |  |
| Completion date |  |
| Continuous/Intermittent |  |
| Client |  |
| Source of funding |  |
| Description | (Indicate your role and contribution in man-hours) |

|  |
| --- |
| No. 2 |
| Project Name |  |
| Country/Region |  |
| Start date |  |
| Completion date |  |
| Continuous/Intermittent |  |
| Client |  |
| Source of funding |  |
| Description | (Indicate your role and contribution in man-hours) |

(Add another table if necessary)

**III. Comments regarding the Request of EOI**

**IV. Comments regarding the assignment budget (if applicable)**

**V. General concept of the assignment implementation (up to 9,000 characters, with a brief description of approaches and methodology).**

**VI. Key experts**

**List of experts is only required in case of selection by the Consultants’ qualifications. Please attach CV of each expert.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Full name | Email | Position/Title | Nationality |
| 1 |  |   |   |   |
| 2 |  |   |  |   |
| 3 |  |   |   |   |
| 4 |  |   |   |   |
| 5 |  |  |  |  |

(Add lines if necessary)

**VII. Annex to Request for Proposal**

|  |  |
| --- | --- |
| No. | Description |
| 1 | Consultant Registration Certificate |
| 2 | Subcontractor Registration Certificate (for each subcontractor) |

(Add lines if necessary)

**VIII. Declaration of Conformity[[1]](#footnote-2)**

We, the undersigned, hereby certify that:

We have reviewed the announcement, including the Request for EOI.

Neither the Consultant, the Subcontractor, nor any of the Experts have taken part in the preparation of the Request for EOI for this project.

We confirm that the information presented in this Expression of Interest accurately reflects our experience.

We confirm that if any of our experts was involved in the preparation of Request for EOI for this assignment, this expert will be excluded from the short list and removed from this assignment.

All Consultants or experts listed in this Expression of Interest meet the requirements to participate in the assignment.

The Consultant is not currently subject to sanctions by the IIB. The Consultant has never been accused of disloyalty or offense related to theft, corruption, fraud or conspiracy.

We understand that any false or misleading information, intentionally or unintentionally provided, shall result in automatic rejection of the offer or contract termination, if one was signed, and can also result in further sanctions in accordance with the IIB Policy for Anti-money Laundering, and Combating the Financing of Terrorism, Fraud and Corruption.

1. Compliance with the Regulation on the Procurement of Consultancy Services for the operations of the Technical Assistance Fund of the Slovak Republic and the International Investment Bank. [↑](#footnote-ref-2)