

Request for Expressions of Interest (REOI) Consulting Services

REOI NUMBER:	MTTCNVB CS1902
DESCRIPTION:	Recruitment of a Senior Trade Advisor (STA) to the MTTCNVB
PURCHASER	Ministry of Tourism, Trade, Commerce and Ni-Vanuatu Business PMB 9056 Port Vila Vanuatu
SUBMISSION ADDRESS	Confidential: MTTCNVB CS1902 Recruitment of a Senior Trade Advisor (STA) to the MTTCNVB The Secretary Central Tenders Board Office Ministry of Finance & Economic Management PMB 058 Top Floor S.I.P Building Port Vila, Vanuatu Tel: (678) 23032
SUBMISSION DATE & TIME:	11:00 am, 10 th September 2019
OPENING DATE & TIME:	2:30 pm, 10 th September 2019

Request for Expression of Interest (REOI)
REOI Ref: International Expert

1. You are invited to submit an Expression of Interest (EOI) in response to this Request for Expression of Interest (REOI). The Services are being procured by the Director General, Corporate Services Unit, Ministry of Tourism, Trade, Commerce and Ni-Vanuatu Business (the "Purchaser"). You must sign the completed EOI.
2. The object of this REOI is to prepare a shortlist of consultants for the position for the Senior Trade Advisor (STA) to the MTTCNVB.
3. The application has to be made on an individual basis, and cannot be made in association with others.
4. A shortlist of consultants, up to a maximum of 6 individuals, will be selected from those who have submitted an EOI and have been determined as being eligible and suitably qualified. Only shortlisted consultants will be invited to submit a Proposal in response to the Request For Proposals (RFP) that will be issued following the shortlisting process.
5. In this REOI there are a number of Response Forms that must be completed. Failure to complete these forms fully (or provide any requested supporting documentation, as applicable) may result in rejection of the EOI. In any event, supporting documentation proving data / information provided by bidders in the Response Forms may be required at the RFP stage before signature of contract, and failure to provide such documentation, acceptable to the Purchaser, may result in the rejection of the Proposal (at that stage) or in disqualification from any future procurement exercises for Consultancy Services carried out by the Purchaser.

The Response Forms to be completed are:

Form 1	Declaration
Form 2	Personal Details
Form 3	Relevant Experience
Form 4	Cover Letter
Form 5	Curriculum Vitae (CV)

6. The EOI will be evaluated as follows:
- Relevant professional experience (Forms 3 and 4)
 - Educational qualifications (Form 5)

The maximum score that an EOI can obtain from the aggregation of the scores above is 100. The minimum score required for an EOI to be included on the short-list is **60**. All consultants whose EOIs scores meet this minimum score will be included on the shortlist. If more than 6 consultants meet the minimum score then only the first 6 ranking consultants will be included on the short-list.

7. The deadline for submission of this EOI is **11am, 10 SEPTEMBER 2019**. Submissions will not be opened in public. EOIs received after the deadline will be rejected.
8. The Purchaser will inform all consultants who submitted EOIs about the result of the EOI evaluation. Within 10 days of receipt of a written request by any unsuccessful consultant, the Purchaser shall communicate the reasons why its EOI was not successful.
9. The provisional schedule of the procurement procedure following the deadline for submission of EOIs is as follows:
- Notification of the result of the EOI evaluation to tenderers who submitted EOIs: **13 SEPTEMBER 2019**
 - Issuance of RFP **16 SEPTEMBER 2019**
 - Estimated deadline for submission of Proposals **23 SEPTEMBER 2019**
 - Estimated contract signature date **OCTOBER 2019**

The above dates are indicative only and the provisional schedule above cannot be deemed to be binding for the Purchaser under any circumstance.

Signed:

Name: **Ambassador Roy Mickey Joy**

Title/Position: **Director General
MTTCNVB
PMB 9056
Port Vila
Vanuatu**

(For, and on behalf of the Purchaser)

[To be completed by the Consultant on Consultant's letterhead]

To:

[CONSULTANT to enter submission address]

Date: [CONSULTANT to enter]

Dear Sirs,

REOI Reference No. [CONSULTANT to enter]

I, the undersigned, wish to express my interest for the provision of the above mentioned services and declare that:

- (a) All documents submitted by me for the purpose of evaluation for consultant short-listing for the above services are true and correct, and in the event the documents are proved to be incorrect, I agree to bear all consequences, such as, without limitation, being removed from the short-list;
- (b) I am not insolvent, or bankrupt, or in receivership or under liquidation;
- (c) have not been convicted, within a period of 3 years preceding the date of issuance of the REOI of any criminal offence, whether in Vanuatu or elsewhere:
 - (i) Relating to my professional conduct;
 - (ii) Relating to the making of false statements or misrepresentations as to my qualifications to enter into a procurement contract;
 - (iii) Involving dishonesty;
 - (iv) Under anti-corruption legislation, or other applicable regulations.
- (d) I am not suspended or debarred by administrative or judicial proceedings from participating in procurements, whether in Vanuatu or elsewhere;
- (e) Legal proceedings have not been taken and are not anticipated to be taken that would materially affect my ability or legal capacity to perform the contract;
- (f) I have no potential conflict of interest that may affect my objective performance of the services;

- (g) I have the following potential conflict of interest that may affect my objective performance of the services. **[CONSULTANT to enter details of the potential conflict]**.

I certify that all information and data in this form is accurate and correct. I further understand that supporting documentation proving data / information provided by me in this form may be required at the RFP stage before signature of contract, and my failure to provide such documentation, acceptable to the Purchaser, may result in the rejection of my Proposal (at that stage), and in disqualification from any future procurement exercises carried out by the Purchaser.

I also understand that you are not bound to accept any EOI that you may receive.

Signed:

Name:

Title/Position:

Address:

FORM 2 PERSONAL DETAILS

Name of Consultant	[CONSULTANT to enter]
Address in Port Vila: Mobile telephone:	[CONSULTANT to enter]
Passport Number (if available)	[CONSULTANT to enter]

I certify that all information and data in this form is accurate and correct. I further understand that supporting documentation proving data / information provided by me in this form may be required at the RFP stage before signature of contract, and my failure to provide such documentation, acceptable to the Purchaser, may result in the rejection of my Proposal (at that stage), and in disqualification from any future procurement exercises carried out by the Purchaser.

Signed:

Name:

Title/Position:

Address:

FORM 3 RELEVANT EXPERIENCE

[Using the format below, Consultant to provide information on each assignment for which the consultant was legally contracted for carrying out services similar to the ones requested under this assignment]

Assignment name:	Approximate value of the contract:
Location & Country:	Duration of assignment (months):
Name of Client:	
Address of Client:	
Start date (month/year):	
Completion date (month/year):	
Name of associated Consultants, if any:	
Narrative description of Project:	
Description of actual services provided by you during the assignment:	

I certify that all information and data in this form is accurate and correct. I further understand that supporting documentation proving data / information provided by me in this form may be required at the RFP stage before signature of contract, and my failure to provide such documentation, acceptable to the Purchaser, may result in the rejection of my Proposal (at that stage), and in disqualification from any future procurement exercises carried out by the Purchaser.

Signed:
Name:
Title/Position:
Address:

FORM 4 COVER LETTER

[Consultant to provide a Cover Letter, in English, not longer than two pages, explaining how he/she fulfils the selection criteria, giving details of relevant professional experience, and motivation for applying for the position]

FORM 5 CV

[Consultant to provide his/ her CV. CVs shall be signed certifying that they correctly describe the qualifications and experience of the consultant]