



## Request for Expressions of Interest (REOI) Consulting Services

<b>REOI NUMBER:</b>	[PURCHASER enter number]
<b>DESCRIPTION:</b>	[PURCHASER enter brief description of Services]
<b>PURCHASER</b>	[PURCHASER enter Purchasers name]
<b>SUBMISSION ADDRESS</b>	[PURCHASER enter submission address]
<b>SUBMISSION DATE &amp; TIME:</b>	[PURCHASER enter closing date and time]



**Request for Expression of Interest (REOI)**  
**REOI Ref: [PURCHASER to enter details]**

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 [Enter Name of PURCHASER] (the “Purchaser”). Your authorised representative must sign the completed EOI. [PURCHASER to enter any additional background, as necessary]
2. The object of this REOI is to prepare a short list of Consultants for.....  
.....[PURCHASER to enter brief description of the Requirement]
3. Consultants may associate with others to complement their respective areas of expertise to enhance their capacity to carry out the provision of the Services. However, if so, they must specify clearly what the association arrangements are.
4. If the Consultant for this EOI is a joint venture, consortium or association (this does not include sub-contractors) all of the members shall appoint one member to act as the Member-in-Charge with authority to bind the joint venture, consortium or association. The composition or the constitution of the joint venture, consortium or association shall not be altered without the prior consent of the Purchaser. Consortium arrangements shall be provided with the EOI. All members of a joint venture, consortium or association are required to fill in Forms 1-4, and to provide any supporting documents required by this REOI. If the Consultant (in case of a joint venture, consortium or association) is short-listed, it will be required to extend its arrangement in accordance with the conditions of the subsequent Request for Proposals (RFP).
5. A short list of 3 to 6 Consultants will be selected from those who have submitted an EOI and have been determined as being eligible and suitably qualified. Only short listed Consultants will be invited to submit a Proposal in response to the RFP that will be issued following the shortlisting process.
6. 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 | Company Details                      |
| Form 3 | Organisation and Relevant Experience |
| Form 4 | CVs of Permanent Staff               |

[Additional Information required, if any – PURCHASER to enter]



7. The EOI will be evaluated as follows:

- Organisation (Form 3)  
[PURCHASER to enter]
- Relevant experience (Form 3)  
[PURCHASER to enter]
- Quality of permanent staff (Form 4)  
[PURCHASER to enter]
- Annual turnover (Form 2)  
[PURCHASER to enter]  
[PURCHASER to enter minimum turnover, if any required]  
[PURCHASER to enter any other requirements]

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 [PURCHASER to enter]. 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.

8. The deadline for submission of this EOI is [PURCHASER to enter date and time]. Submissions will not be opened in public. EOIs received after the deadline will be rejected.
9. Your EOI may be submitted by mail, fax or e-mail to:  
[PURCHASER to enter address]
10. 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.
11. 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 [PURCHASER to enter]
  - Issuance of RFP [PURCHASER to enter]
  - Estimated deadline for submission of Proposals [PURCHASER to enter]
  - Estimated contract signature date [PURCHASER to enter]

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:  
Title/Position:  
(For, and on behalf of the Purchaser)



**FORM 1      DECLARATION**

[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/We, the undersigned, wish to express our interest for the provision of the above mentioned services and declare that:

- (a) All documents submitted by us 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, we agree to bear all consequences, such as, without limitation, being removed from the short-list;
- (b) We are not insolvent, or bankrupt, or in receivership or under liquidation;
- (c) We are current with payments of taxes in the country in which our Company is registered;
- (d) We or any of our directors, officers, managers or supervisors 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 our professional conduct;
  - (ii) Relating to the making of false statements or misrepresentations as to my/ our qualifications to enter into a procurement contract;
  - (iii) Involving dishonesty;
  - (iv) Under anti-corruption legislation, or other applicable regulations.
- (e) We are not suspended or debarred by administrative or judicial proceedings from participating in procurements, whether in Vanuatu or elsewhere;
- (f) Legal proceedings have not been taken and are not anticipated to be taken that would materially affect our ability or legal capacity to perform the contract;
- (g) We have no potential conflict of interest that may affect our objective performance of the services;



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

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

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

Signed:

Name:

Title/Position:

Authorised for and on behalf of:

Consultant:

Address:



**FORM 2      COMPANY DETAILS**

Name of Company	[CONSULTANT to enter]	
Address of Company	[CONSULTANT to enter]	
Telephone		
Fax		
Name(s) of Directors	[CONSULTANT to enter]	
Registration Number in Home Country	[CONSULTANT to enter]	
Annual Turnover for the last 3 Years [PURCHASER to specify currency that will be used for EOI evaluation purposes and the exchange rate applicable]	Year	Amount and currency
	[CONSULTANT to enter]	[CONSULTANT to enter]
	[CONSULTANT to enter]	[CONSULTANT to enter]
	[CONSULTANT to enter]	[CONSULTANT to enter]

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

Signed:  
 Name:  
 Title/Position:  
 Authorised for and on behalf of:  
 Consultant:  
 Address:



**FORM 3 ORGANISATION AND RELEVANT EXPERIENCE**

**3.1 Organisation and Structure**

[Consultant to provide here a brief description of the relevant background and structure of the Consultant's organisation and each associate for this assignment. Use maximum 2 pages]

**3.2 Relevant Experience**

[Using the format below, Consultant to provide information on each assignment for which the consultant's organisation, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major organisations within an association, for carrying out consulting 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:	Total N <sup>o</sup> of staff-months of the assignment:
Address of Client:	Approximate value of the services provided by your organisation under the contract:
Start date (month/year): Completion date (month/year):	N <sup>o</sup> of professional staff-months provided by your organisation:
Name of associated Consultants, if any:	Name of senior professional staff of your organisation involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

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

Signed:  
Name:  
Title/Position:  
Authorised for and on behalf of:  
Consultant:  
Address:



**FORM 4 CVs OF PERMANENT STAFF**

[Consultant to provide CVs of permanent staff who have relevant expertise in the subject area of this assignment. CVs shall be signed certifying that they correctly describe the qualifications and experience of these permanent staff]