Expression of Interest (EOI) - Information Form

1. Project Data & Consulting Firm

Contract N ame :	Implementing a Software Solution for Managing Census Data in the Plantation Sector
Contract Number :	ICTA/GOSL/CON/CQS/2017/24
Name of Consulting Firm :	

2. Eligibility

Declaration: We hereby declare that:

(i)   We have read the advertisement, and the Terms of Reference (TOR), for this assignment;
(ii)   We have not been engaged to prepare such TOR as a firm, sub consultancy, or joint venture (JV); and
(iii)   No full-time or part-time or contracted expert employed by our firm, sub consultancy, or JV has been engaged to prepare such TOR.
(iv)   Business registration of the firm, JV party or sub consultancy;

We further confirm that, if any of one or more of our experts is engaged to prepare TOR for any resulting assignment as part of our work product under the assignment to which this advertisement relates, our firm and any such expert(s) will be disqualified from short-listing and/or participation in such follow-on assignment.

Lead Firm	
Signed by: Position :	
Associate/Partner 1	
Signed by: Position :	
Associate/Partner 2	
Signed by: Position :	
Associate/Partner 3	
Signed by: Position :	

3. Management Competence (Please answer each question in one paragraph of 5-7 sentences <u>strictly</u>)

    a. If you are proposing an association such as sub-consultancy or a JV, outline the rationale for and benefits of the "association." Outline proposed management coordination of the "association," including the role of each firm.

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    b. Does your firm/sub-consultancy/JV) have (1) standard policies, procedures and (2) industrial certified practices in place that promote quality in: the workplace, your interaction with clients, and the outputs you produce? If yes, describe briefly.
In case of a JV, please submit relevant information (Part (1) and (2)) for each party.

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    c. (1) Does your firm/sub-consultancy/JV parties have a dedicated unit or staff solely responsible for Quality Assurance (QA)? (2) Describe your internal QA policies, procedures and processes briefly.
In case of a JV, please submit relevant information for each party.

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    d. What (1) communication protocols, (2) escalation management and (3) complain resolution processes are in place in your firm/sub-consultancy/JV for dealing with any complaints concerning the performance of the staff or the quality of the software solution developed for this consulting assignment?
In case of a JV, please submit relevant information for each party.

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Answer the Question-4 (Technical Qualifications) with reference to the projects given in the project reference sheets (Annex 1). Please note that each area shall be <u>adequately</u> covered with <u>related</u> details only. Project references shall be clearly mentioned for each sub-question. Maximum of five (05) pages to be used. Use diagrams/ high-level architecture and design documents as appropriate.

4. Technical Qualifications

4.1. Experience in past web-based project implementations and deployments.
4.2. Experience in using **Open Standards/Protocols** aspects.
4.3. Experience in ensuring the **Enterprise Interoperability** aspects.
4.4. Experience in ensuring **High Availability** and **Security**.
4.5. Experience in using **GIS** technologies.
4.6. Experience in implementing **Scalable** solutions.

Question-5 to 10 shall be answered with some documentary evidence wherever applicable

5. Nature of the Firm (small/specialized/large)

6. Core business of the firm

7. Past experience with GOSL projects

8. Financial and administrative strength

9. Firm's history, number of years in business

10. Technical & managerial organization of the firm, staff strengths and capabilities & appropriate skills of firm's staff

11. Any other relevant information

Annex (1)

Project Sheets
Important: Indicate up to **6 reference projects** that the firm/sub-consultancy/JV experiences are relevant.

Project 1 of ......

1.	Project Name	
2.	Name of Client	
3.	Client Reference (Contact Name & Contact Number)	
4.	Country	
5.	Participation	As lead firm As associate firm
6.	Cost of the project	LKR
7.	Source of Financing	
8.	Consultancy Services (should specifically indicate associate firm's staff allocations)	
	8.1 Total no. of staff	
	8.2 No. of staff by the firm	
	8.3 Total no. of person months	
	8.4 No. of staff months by the firm	
9.	Length of Consultancy Assignment	
10.	Start Date (dd/mm/yyyy)	
11.	Completion Date (dd/mm/yyyy)	
12.	Names of Associate Firms (if any)	
	•	
13.	Description of the Project (indicate the domain, scope, areas covered, maximum of 200 words)	
14.	Description of the actual services provided by your firm. (maximum of 250 words)	