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**Expression of Interest Submission for Consulting Services from Firms**

**using Selection Methods: QCBS, QBS, FBS, LCS and CQS**

**(FE-S)**

**June 2023**

**How to Use This Submission Template**

1. *This guide (How to Use this Submission Template, specifically paragraphs 1 - 5) is not part of the submission. It should not appear in the submission to the Client / Recipient*[[1]](#footnote-2)*. Similarly, notes to the Recipient in italics throughout are also not to be included in the submission, termed, Firms’[[2]](#footnote-3) – Expression of Interest (EOI) Submission – summarised as* ***FE-S.***
2. *The FE-S provides guidance in compliance with the Procurement Policy for Projects Financed by CDB* ***(Policy)****, dated November 2019, and* *the “Procurement Procedures for Projects Financed by CDB”* ***(Procedures)*** *dated January 2021, the Guidance Note for Evaluating Expressions of Interest and Proposals for Consulting Services[[3]](#footnote-4) and related Standard Procurement Documents (****SPD****s) of the Caribbean Development Bank (CDB).* *The defined terms and acronyms in the Procedures and aforementioned guidance note are, where applicable, the same as those in the FE-S. Also, cross-referencing to the Procedures and the SPDs is used in this FE-S to assist users. Note the terms “Firms” and “Consultants” are used interchangeably here.*
3. *This EOI Submission template is expected to be required by Recipients and used by Firms to achieve the following objectives[[4]](#footnote-5):*
4. *Outline the profiles, experience, and qualifications of consulting Firms.*
5. *Identify the best qualified 3 to 6 consulting Firms, forming a shortlist of Firms, to be invited by the Recipient to submit Proposals under the Selection Methods of* ***QCBS,******QBS, FBS*** *and* ***LCS****(as detailed in Procedures, Paragraphs 8.02 through 8.18).*
6. *Identify the best qualified consulting Firm that will be invited to submit a combined Technical and Financial Proposal under the* ***CQS*** *Selection Method (as detailed in Procedures, Paragraphs 8.19 and 8.20).*
7. *Use the information entered in this* ***FE-S*** *to evaluate the EOIs and to prepare the Firms’ – Expression of Interest (EOI) – Evaluation Report – summarised as* ***FE-ER*** *to seek CDB’s No Objection (NO), where required, of the results.*
8. *The sourcing of EOIs can be undertaken using open or limited competition, geographically encompassing national, regional, or international Firms.*

**Expression of Interest (EOI) Consulting Firms**

*[Note to Firm: Insert signed Cover letter in a format of your choosing]*

|  |  |
| --- | --- |
| **Project Country** |  |
| **Project Number**, if applicable |  |
| **Project Name** |  |
| **Specific Assignment Name** |  |
| **EOI Identification Number**, if applicable |  |

1. **Consulting Firm Information**

|  |  |
| --- | --- |
| Name of Firm[[5]](#footnote-6): | |
| Country of Registration:[[6]](#footnote-7) | Registered Postal Address: |
| Contact Telephone Number: | E-mail Address: |
| Name of Authorised Representative EOI Submitted by: | Position of Authorised Representative: |

**Brief Background of Consulting Firm**

Present a brief background of the firm. Describe the services provided by the firm. A company profile/brochure can also be attached. (Maximum 500 words)

|  |
| --- |
|  |

**Associations (Joint Venture[[7]](#footnote-8) partner(s) or Sub-consultancy firm(s) in association with the Lead Firm)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Firm | Country of Registration | Joint Venture (JV) or Sub-consultant (SC) | Name of Authorised Representative EOI Submitted by | Position of Authorised Representative |
|  |  | Choose an item. |  |  |
|  |  | Choose an item. |  |  |
|  |  | Choose an item. |  |  |
|  |  | Choose an item. |  |  |

**Brief Background of JV partner(s) or SC firm(s)**

Present a brief background of each (of the) JV partner(s) or SC firm(s). Describe the services provided by each entity. A company profile/brochure of each entity can also be attached. (Maximum 2,000 words for each entity)

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|  |

*(Please insert more text boxes as necessary for each entity)*

**Summary of Rationale for the Structure of the Consultants Expressing Interest**

Present the rationale for and benefits of working in association (JV or SC) with others rather than undertaking the assignment independently (as appropriate). Describe the proposed management and coordination approach between the firms and the anticipated role of each. (Maximum 300 words for each entity).

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We confirm that: (please check)

Documentation regarding our corporate structure including beneficial ownership has been attached.

Documentation regarding our Board of Directors or equivalent has been attached.

A written agreement to associate for the purpose of this Expression of Interest or a letter of intent to enter into such agreement to perform the assignment if successful has been signed between the JV partners and has been attached (if applicable).

The lead consulting firm and JV partners, if any, are not sole proprietorships.[[8]](#footnote-9)

If our team is shortlisted and invited to submit a Proposal, we understand it is not permissible to transfer the invitation to any other Firm, such as a parent company, subsidiaries, and affiliates[[9]](#footnote-10). We further confirm we understand that the Recipient/Client*[[10]](#footnote-11)* has the right to reject a Proposal if the Consultant drops or changes a JV member without the Client’s prior consent.

1. **Assignment Specific Qualifications and Experience of Lead Firm or JV Partners.**[[11]](#footnote-12)

Please provide relevant project information in the Sections below.

1. **Technical Competence**

Cross-referencing your profile projects in Section E., Project References, highlight the technical qualifications and technical experience of your entity[[12]](#footnote-13) in undertaking similar assignments. Provide details of past experiences working with similar project authorities. (Maximum 300 words for each entity).

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1. **Geographical Experience**

Cross-referencing your profile projects in Section E., Project References, present experiences in similar geographic areas, highlighting local and regional [[13]](#footnote-14)experience on similar assignments. (Maximum 300 words for each entity).

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1. **Financial Capability**

**i. Financial documents**

The (lead) firm and its parties shall provide copies of financial statements of the (lead) firm and JV partners, where applicable, within the last 5 years during the period 2017 to 2021 (including turnover from consulting services and other activities, profit & loss, current asset & liability, and fixed asset & liability) to demonstrate that they have the necessary financial capacity to undertake the assignment. The financial statements shall:

(a) reflect the financial situation of the (lead) firm or in case of JV member, and not an affiliated entity (such as parent company or group member).

(b) be independently audited[[14]](#footnote-15) or certified in accordance with local legislation.

(c) be complete, including all notes to the financial statements.

(d) correspond to accounting periods already completed and audited.

(Please check)

Attached are copies of financial statements[[15]](#footnote-16) for the *[number]* years required above; and complying with the requirements.

1. **Financial data**

The table below should be completed to reflect the data provided in the financial statements.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Financial information in**  **(USD[[16]](#footnote-17) equivalent in 000s)** | **Historic information for previous** *[insert number]***years** | | | | |
| **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| **Statement of Financial Position (Information from Balance Sheet)** | | | | | |
| Total Assets (TA) |  |  |  |  |  |
| Total Liabilities (TL) |  |  |  |  |  |
| Total Equity/Net Worth (NW) |  |  |  |  |  |
| Current Assets (CA) |  |  |  |  |  |
| Current Liabilities (CL) |  |  |  |  |  |
| Working Capital (WC) |  |  |  |  |  |
| **Information from Income Statement** | | | | | |
| Total Revenue (TR) |  |  |  |  |  |
| Profits Before Taxes (PBT) |  |  |  |  |  |
| **Cash Flow Information** | | | | | |
| Cash Flow from Operating Activities |  |  |  |  |  |

1. **Management Competence**
2. Describe standard policies, procedures, and practices that your entity has to assure quality interaction with clients and outputs. Please list any quality assurance certification that your entity may have which are relevant to this assignment. (Maximum 300 words for each entity).

|  |
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|  |

1. How will your entity handle complaints concerning the performance of experts or quality of the reports submitted for this assignment? What internal controls are in place to address and resolve complaints? (Maximum 200 words for each entity).

|  |
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|  |

1. How will you ensure the quality of your entity’s performance over the life of this assignment? (Maximum 200 words for each entity).

|  |
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|  |

1. Describe standard policies, procedures, and practices that your entity has put in place to avoid changes/replacements of personnel and to ensure the continuity of professional services once contracted. (Maximum 200 words for each entity).

|  |
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1. Describe what occupational health and safety policies and practices your entity has in place to safeguard the well-being of your proposed experts? Specifically describe arrangements you have in place for medical, accident, and life insurance coverage during the assignment. (Maximum 200 words for each entity).

|  |
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1. Describe what standard environmental and social policies, procedures, and practices your entity has in place to safeguard communities and the wider environment from any harm while conducting assignments. (Maximum 200 words for each entity).

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1. **Other Information Relevant to this Assignment (maximum of 500 words)**

|  |
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|  |

1. **Project References**

Please select the most recent and relevant projects to demonstrate the entity’s technical qualifications, technical experience, and geographical experience (maximum 5 projects within the last 10 years).

**Project Summary**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PN[[17]](#footnote-18) | Project Title | Country | Duration  (no. of months) | Contracting Party | Entity[[18]](#footnote-19) |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |

**Project Details**

|  |  |
| --- | --- |
| PN 1 | |
| Project Title |  |
| Country/Region |  |
| Start Date |  |
| Completion Date |  |
| Continuous/Intermittent |  |
| Contracting Party |  |
| Entity | *(Note to Firm: indicate name of the Lead Consulting Firm/JV partner)* |
| Funding Source | *(Note to Firm: indicate, for example, whether from MDB, Private Sector, Public Sector, etc.)* |
| Value of Contract in USD |  |
| Value of Services provided by the entity in USD |  |
| Description | *(Note to Firm: indicate your role, for example, whether Consulting Firm, JV partner or sub-contractor and inputs in person-months and describe the types of activities undertaken)* |
| Point of Contact of Contracting Party [[19]](#footnote-20) | Name:  Contact Number:  E-mail address: |

|  |  |
| --- | --- |
| PN 2 | |
| Project Title |  |
| Country/Region |  |
| Start Date |  |
| Completion Date |  |
| Continuous/Intermittent |  |
| Contracting Party |  |
| Entity | *(Note to Firm: indicate name of the Lead Consulting Firm/JV partner)* |
| Funding Source | *(Note to Firm: indicate, for example, whether from MDB, Private Sector, Public Sector, etc.)* |
| Value of Contract in USD |  |
| Value of Services provided by the entity in USD |  |
| Description | *(Note to Firm: indicate your key position role, for example, whether Consulting Firm, JV partner or sub-contractor and inputs in person-months and describe the types of activities undertaken)* |
| Point of Contact of Contracting Party | Name:  Contact Number:  E-mail address: |

(*Note to Firm:* *Please insert more Project Details tables as necessary with their corresponding PN reference numbers against the Project Summary table.*)

**III. Brief Comments on Terms of Reference (no more than 500 words)**

1. **Professional human resources of entity with experience related directly to the type of assignment.**

Provide details in the table below of the professional human resources available to execute the type of assignment in question (if required).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** | **6** |
| **No.** | **Category of Specialisation of Expertise and Skillset[[20]](#footnote-21)** | **General number of this resource available** | **Minimum number of years of experience desirable by Client** | **Total number of Resources in column 3 who meet the requirements in column 4.** | **Comments/**  **Further information, if any** |
| N.B. | *To be inserted by the Client, for e.g., Civil Engineers* | *To be completed by Firm, for e.g., total number of Civil Engineers available* | *To be inserted by the Client, for e.g., 10 years* | *To be completed by the Firm, for e.g., total number of Civil Engineers available with at least 10 years of experience* | *To be completed by the Firm* |
| 1 | Videographer. | 1 person | 5 years | *[3 persons]* |  |
| 2 | Video Editor | 1 person | 5 years |  |  |
| 3 | ICT Technician | 1 person | 5 years |  |  |
| 4 | Photographer | 1 person | 5 years |  |  |
| 5 |  |  |  |  |  |

(*Please insert and modify rows and columns as necessary*)

**V. Brief Comments on existing commitments (no more than 500 words)**

Provide a summary of current capacity / existing commitments of projects being undertaken.

1. **EOI Attachments**

|  |  |
| --- | --- |
| No. | Description |
| 1 | Certificate of Registration or Incorporation of the lead member |
| 2 | Certificate of Registration or Incorporation of the JV member (for each member) |
| 3 | Documentation regarding Corporate Structure including beneficial ownership for each member of the Association |
| 4 | JV Agreement Letter of Intent to enter a JV Agreement (where relevant) |
| 5 | Documentation regarding the firm’s (JV partners, as applicable,) Board of Directors |
| 6 | Financial Statements |
| 7 | Signed Governance and Eligibility Declaration on letterhead of consultant |

(*Please insert more rows as necessary*)

***[Insert Letterhead of (lead) Entity]***

**VII. Governance and Eligibility[[21]](#footnote-22) Declaration**

We [insert name of the consulting firm or joint partners], represented by the undersigned, certify to the best of our knowledge and belief that: *(please check)*

Understanding: We have read the Request for Expressions of Interest, including the draft terms of reference (TOR), for this assignment.

1. **Governance:**

No Conflicts of Interest: Neither the consulting firm nor its JV member or SC or any of its experts prepared the TOR for this activity and have no conflict of interest in accordance with the Procurement Procedures for Projects Financed by CDB (January 2021) Section 5 particularly Paragraphs 5.17 Conflict of Interest.

No Conflicts of Interest: None of the members of our entity are subsidiaries of and/or dependent on the Client, Executing Agency or the Implementing Agency or individuals related to them and do not have an unfair competitive advantage in accordance with the Procurement Procedures for Projects Financed by CDB (January 2021) Section 5 particularly Paragraphs 5.18 – 5.20 Unfair Competition.

Suspension and Debarment: We, the lead entity and JV member or SC along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the proposed services, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by CD. Procurement is subject to Procurement Procedures for Projects Financed by CDB (January 2021).

Suspension and Debarment: We understand that it is our obligation to notify CDB should any member of the entity become ineligible to work with CDB or other MDBs or be convicted of an integrity-related offense or crime as described above and in accordance with the Procurement Procedures for Projects Financed by CDB (January 2021) Section 5 particularly Paragraphs 5.25-5.27 Prohibited Practices.

No Misrepresentations: We understand that any misrepresentations that knowingly or recklessly mislead or attempt to mislead, may lead to the automatic rejection of the proposal or cancellation of the contract, if awarded, and may result in further remedial action, in accordance with CDB’s Prohibited Practices and Other Integrity Related Matters Framework.

1. **Eligibility:**

Eligibility: All consulting entities proposed in this EOI are eligible to participate in CDB-funded, -supported and –administered activities in accordance with Section 4 of the Procurement Policy for Projects Financed by CDB (November 2019) and Section 4 of the Procurement Procedures for Projects Financed by CDB (January 2021).

Experience Declaration: We confirm that the project references submitted as part of this EOI accurately reflect the experience and involvement of the specified entity.

Agreement of Association: JV member(s) named in this EOI, authorised us in writing to represent them in expressing interest in this activity as detailed and attached in the Letter of Agreement / Intent to enter into a JV Agreement.

Agreement of Association: Sub-consultant(s) named in this EOI, confirmed their interest in this activity in writing by way of signing a document indicating their willingness and availability to participate in the assignment.

State-owned Enterprise or Institution: We are not a state-owned enterprise or institution.

***OR***

State-owned Enterprise or Institution: We are a state-owned enterprise or institution but are legally and financially autonomous[[22]](#footnote-23) and operate under commercial law[[23]](#footnote-24).

Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Authorised Representative** **Date of Submission:** [*dd-mmm-yyyy*]

1. *“Recipient” refers here to the entity which signed the Financing Agreement with CDB who may be represented by an implementing or executing agency, and which may also be called the “Client”.* [↑](#footnote-ref-2)
2. *A Firm is defined in “Procurement Procedures for Projects Financed by CDB” (Procedures),**January 2021.*  [↑](#footnote-ref-3)
3. *https://www.caribank.org/sites/default/files/publication-resources/220411%20Guidance%20Note%20for%20Evaluation%20of%20Consulting%20Services%20.pdf* [↑](#footnote-ref-4)
4. *The FE-S is not used for Direct Selection – refer to Procedures, Paragraphs 8.21 and 8.22*  [↑](#footnote-ref-5)
5. The Name of Firm shall be the full legal name of the firm which would be used under any subsequent contract for this assignment. In case of JVs established or to be established for this assignment, identify the legal name of the Lead consulting firm. A Firm is defined in “Procurement Procedures for Projects Financed by CDB” (Procedures),January 2021. [↑](#footnote-ref-6)
6. In case of JVs, specify the country of registration of the Lead consultant. The lead consultancy firm must submit a copy of the Certificate of Registration / Incorporation of itself and of each JV member and SC through section VI. EOI Attachments. [↑](#footnote-ref-7)
7. A Joint Venture (JV) is defined in “Procurement Procedures for Projects Financed by CDB” (Procedures),January 2021 paragraph 6.22. [↑](#footnote-ref-8)
8. Refer to footnote 21 of the Procedures,January 2021, i.e., “Sole proprietorships shall be deemed as equivalent to an individual Consultant.” [↑](#footnote-ref-9)
9. Refer to permissible arrangements of the parties as described in the Procedures,January 2021 under paragraph 6.21. [↑](#footnote-ref-10)
10. “Recipient” refers here to the entity which signed the Financing Agreement with CDB who may be represented by an implementing or executing agency, and which may also be called the “Client”. [↑](#footnote-ref-11)
11. Sub-consultants' qualifications and experience are not considered. [↑](#footnote-ref-12)
12. Entity refers to the consulting firm and/or the affiliated parties under the partnership arrangement. [↑](#footnote-ref-13)
13. Regional refers to CDB Borrowing member countries unless stated otherwise by the Client. [↑](#footnote-ref-14)
14. Unless financial statements are not required to be audited under the laws and regulations of the jurisdiction of the firm. [↑](#footnote-ref-15)
15. If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified. [↑](#footnote-ref-16)
16. If the currency is not in USD, use the prevailing exchange rate at the time of this EOI submission. [↑](#footnote-ref-17)
17. PN refers to each Project Number listed and as referenced in the proceeding project summaries. [↑](#footnote-ref-18)
18. List name of each entity as it applies to the details of experience such as the name of the Lead Consulting Firm, JV partner, etc. [↑](#footnote-ref-19)
19. Procuring Entity reserves the right to contact the Contracting Party to ascertain information included in the EOI. [↑](#footnote-ref-20)
20. Not to include key experts as these will not be evaluated at this EOI stage. [↑](#footnote-ref-21)
21. Eligibility refers to the details as set out in Section 4 of CDB’s Procurement Procedures for Projects Financed by CDB (January 2021) or former versions of the CDB’s Procurement Procedures and any such waivers by CDB, as relevant. [↑](#footnote-ref-22)
22. “Legally autonomous” means a legal entity separate from the eligible country’s government. "Financially autonomous" means not receiving budget support from any public entity, and not being obliged to pass financial surplus to the same, except through dividends to shareholder. [↑](#footnote-ref-23)
23. Being vested with legal rights and liabilities similar to any commercial enterprise, including, being incorporated or established by statutory charter under local law; having the right: (i) to enter into legally binding contracts; (ii) to sue; (iii) to be sued; and (iv) to borrow money, being liable for the repayment of debts and being able to be declared bankrupt. [↑](#footnote-ref-24)