

## Expression of Interest (EoI) Information Sheet

### Procure the service of a consultant for the project - 'Setting up and Operation of Business Centre for Incubators/ Accelerators in Jaffna'

(Contract No: **HA/F/PRO-RAR/BUSINESS CENTER -JAFFNA**)

The following information should be provided with the EoI.

#### 1. Contact Information of the Consultant

Name of the Firm:

Details of business registration:

Number of years in operation:

VAT registration number (if applicable):

Address:

Telephone numbers:

Fax number:

E-mail address:

(Note all correspondence will be sent to this e-mail address)

Name, designation and the contact information of the person who will act as the contact point in relation to the proposed assignment

Name:

Address:

Telephone numbers:

Fax number:

E-mail address:

#### 2. Years in business as a consultant (Please tick the relevant box)

3 - 5 years

5 – 10 years

More than 10 years

3. Number of similar projects undertaken during the last five (05) years. Similarity is based on the nature and complexity of the project. (Please tick the relevant box)

- No similar projects   
 3 – 5 projects   
 More than 5 projects

**Similarity:**

The description of the relevant project should be submitted by using the **Project Information Template** given below

The reference projects should be already completed

S/ No	Name of assignment	Name of project	Name of the employer	Cost of assignment	Date of commencement	Date of completion	Was assignment satisfactorily completed
1							
2							
..... .							

4. Method Statement (Please provide a brief method statement demonstrating the Firm’s understanding of the Terms of Reference –Maximum 500 words)
5. Professional and Academic Qualifications of proposed staff who would be engaged in carrying out the functions of the assignment. This should be submitted by using the **template** given below

<b>Position /Title</b>	<b>Consultant to Formulate Information and Service Classification</b>
<b>Name of Consultant:</b>	
<b>Date of Birth:</b>	
<b>Country of Citizenship/Residence</b>	

**Education:**

---

**Employment record relevant to the assignment:**

<b>Period</b>	<b>Employing organization and your title/position. Contact information for references</b>	<b>Country</b>	<b>Summary of activities performed relevant to the Assignment</b>
.....			
.....			

**Membership in Professional Associations and Publications:**

---

**Language Skills (indicate only languages in which you can work):** \_\_\_\_\_

---

**Adequacy for the Assignment:**

<b>Detailed Tasks Assigned on Consultant:</b>	<b>Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks</b>
	<p><i>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks assigned on the Consultant]</i></p> <p><i>Name of assignment or project: -----</i></p> <p><i>Year: -----</i></p> <p><i>Location: -----</i></p> <p><i>Client: -----</i></p> <p><i>Main project features: -----</i></p> <p><i>Position held: -----</i></p> <p><i>Activities performed: -----</i></p>

**Consultant's contact information:** (e-mail ....., phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client and government.

{day/month/year}

---

Name of Consultant

Signature

Date

{day/month/year}

---

Name of authorized  
Representative of the Consultant  
(the same who signs the proposal)

Signature

Date