

Expression of Interest (EOI) Information format for Consulting Firms

1. Project Data & Consulting Firm

Contract Name:	Requirements Gathering and Risk Assessments
Contract Number:	CERT/GOSL/CON/QCBS/2023/01
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; and
- (iii) No full-time or part-time or contracted expert employed by our firm, sub consultancy, or joint venture has been engaged to prepare such TOR.

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.

Due to the nature of this project, only local firms (and local franchise) are eligible for bidding to the project. Firms should employ only Sri Lankan Nationals. Sub Consultancy is not allowed for this assignment.

Lead Firm: Name & Address	
Signed by:	
Position:	
Submitting Bids as	Single Entity <input type="checkbox"/>
If JV Provide JV partners details (Copy of the JV agreement should be submitted)	Joint Venture (JV) <input type="checkbox"/>
JV Partner 1: Name & Address	
Signed by:	
Position:	
JV Partner 2 : Name & Address	

Signed by:	
Position :	
JV Partner 3:: Name & Address	
Signed by:	
Position :	

3. Management Competence (Please answer each question in one paragraph of 3-5 sentences)

- a. If you are proposing a joint venture (J/V), outline the rationale for and benefits of the “association.” Outline proposed management coordination of the “association,” including the role of each firm.

- b. Does your firm/joint-venture (J/V) have standard policies, procedures or practices in place that promote quality in: the workplace, your interaction with clients, and the outputs you produce? If yes, describe briefly.

- c. How will your firm ensure quality of this assignment?

- d. How will your firm/joint venture deal with any complaints concerning the performance of the staff or the quality of the reports submitted for this consulting assignment? What internal controls are in place to address and resolve complaints?

4. Technical Qualifications including Experience

Based on the attached reference project sheets and the firm's performance, highlight the technical qualifications including experience of your firm/joint venture. When the firm submitting the information special attention should be given to the following areas.

Technical Qualification of the firm

- 4.1. Experience of the firm with projects of conducting risk assessments (with related to the below areas);
 - 4.1.1. Experience in past project implementations, consultancy assignments and deployments with respect to IT General Control Review and Information Security Risk Assessments.
 - 4.1.2. Experience in project consultancy assignments in national level and/or enterprise level with respect to IT General Control Review and Information Security Risk Assessments.
 - 4.1.3. Experience in project implementations and consultancy assignments in the similar domain(s) (Information Systems Audits, Process Based Risk Assessments, ITGC Control Review, Assets Based Risk Assessments).
 - 4.1.4. Experience in conducting risk assessments in critical sectors such as Water, Electricity, Power and Energy, Transportation, Banking and Finance, Critical Government Administration etc
- 4.2. Experience of the firm in the project country or in the region
- 4.3. Past experience with government projects
- 4.4. Referral details of risk assessments conducted within the past 3 years
- 4.5. Nature of the Firm (Small/medium/large: number of employees) –Provide evidence
- 4.6. Core business of the firm (main business, specialized areas)
- 4.7. Financial and administrative strength: Provide details on Total Revenue, Profit Before Tax, and Profit After Tax for last three years. (Provide **audited** financial statements for last three financial years).
- 4.8. Firm's history, number of years in business (Provide business registration certificate as a proof)
- 4.9. Technical & managerial organization of the firm, staff strengths and capabilities & appropriate skills of firm's staff, Experience of the proposed staff. CVs of proposed staff.
- 4.10. Any other relevant information including support services. Mention any other services that shall be delivered by the consulting firm which are not mentioned in TOR.

Annex (1)

Project Sheet

Project Sheets

Indicate up to 10 reference projects that the firm/joint venture experiences are relevant (ITGC and Information Security Risk Assessments).

Project 1 of _

1. Project Name			
2. Name of Client			
3. Country		4. Project location within Country	
5. Participation	<input type="checkbox"/>	As lead firm	
	<input type="checkbox"/>	As associate firm	
6. Value of Services		(LKR)	
7. Source of Financing			
8. Consultancy Services (should specifically indicate associate firm's staff allocations)			
9. No. of staff			
10. No. of person months			
11. Length of Consultancy Assignment			
12. Start Date		(dd/mm/yyyy)	
13. Completion Date		(dd/mm/yyyy)	
14. Reference (contact numbers, emails)			
15. Name of Associate Firms (if any)			
16. No. of Person-Months of Professional Staff Provided by Associated Firm(s)			
17. Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed (should specifically indicate associate firm's staff involvement)			
18. Detailed Description of the Project			
19. Detailed Description of the Actual Services Provided by your Firm with respect to Risk Assessments			