#

**Procurement Policy Office**

**(Established under section 4 of the Public Procurement Act 2006)**

Ref: **SC/………………………….**

 **STANDARD FORMS**

***for***

**Expressions of Interest**

**(Consultancy Services)**

**(for use in the e-Procurement System)**

**Procurement Policy Office**

**Ministry of Finance Economic Planning and Development**

**Port Louis**

**November 2020**

**Foreword**

This Standard Form for Request for Expressions of Interest to shortlist consultants has been prepared pursuant to section 7(c) of the Public Procurement Act 2006.

Those wishing to submit comments or suggestions on this document or to obtain additional information on procurement in Mauritius may contact:

**The Director**

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*[insert name of Client (Public Body)]*

Expressions of Interest

*for*

Consultancy Services

 *[insert identification of Services]* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Issued on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Procurement Reference No:** *[insert number]*

**Project:** *[Insert name of Project or assignment]*

**Client :** *[Insert name of Public Body]*

**Online Tendering**

The Installation, Commissioning and Operational Acceptance of the e-Procurement System of the Republic of Mauritius has been achieved since 31 July 2017.

The e-Procurement System allows for invitation for bids, downloading of bidding documents, request for clarification from suppliers, response to clarification and issue of addendum, submission of bids, closing of bids, bid opening, evaluation of bids and award of contract to be done online.

The process for Challenge and Review shall continue to be offline for some time.

 Suppliers are hereby advised that it is a mandatory condition to have a digital certificate issued by a Certifying Authority licensed by the Republic of Mauritius to respond to any Invitation for Bid on the e-Procurement System. Further information may be obtained from the Supplier’s User Guide attached to this bidding document.

**Section 1**

 **Request for Expressions of Interest for** *[Public body to insert title of the assignment]*

 [Authorized under Section 24 (2) (a) of the Public Procurement Act 2006]

1. **Introduction**

The purpose of this Expressions of Interest is to request for proposals from national and international qualified consultants as single entity or in joint venture with other consultants, and with or without sub-consultants for the … *[Public Body to give a brief background of the project to situate the stage it has reached and the need for the support of the consultant at this point in time….]*.

Consultant shall for the purpose of this procurement mean *consulting firm/individual consultant/Joint Venture. [Public body shall customize as appropriate].* Any consultant applying for shortlisting as consortium, association or any form of arrangement shall clearly indicate its status as a single entity or Joint Venture and its sub-consultancy as required in the submission.

1. **The objectives of the assignment**
	1. *[Public body to provide a brief of the main objectives of the assignment here.]*

1. **The scope of the assignment**
	1. *[Public body to provide a brief of the scope of the assignment here.]*
2. **The duration of the assignment**

*[Public body to define the period and to mention the start date as per the procurement plan at para 5.2 and phases, where applicable]*

1. **Procurement Process for the selection of the consultant for this assignment**
	1. This Request for Expressions of Interest is for the shortlisting of a minimum of three qualified consultantswho would be invited to submit their proposals for the assignment referred to above.
	2. The procurement process has been planned as follows:

Closing date for submission of Expression of Interest:

Date of issue of Request for Proposal:

Closing date for submission of Request for Proposal:

Date of Award of Contract:

Implementation Period:

1. **Fund for assignment**

*[Public body has to indicate the source of funding. Funding could be from public body own budget allocation or partly from a financing agency]***.**

1. **Client’s requirements**

*[Public body may define herein the general experience and specific experience required, communication and written language required, documents to be submitted etc.. for consultants to be shortlisted- Refer also to the response forms in Section 3 for materials already listed therein].*

1. **Shortlisting criteria**

Shortlisting of consultants will be based on:

profile of the company, its organigram and staffing;

details of experience or similar assignments undertaken in the previous 5 years, including their locations ;

the focus on the consultants’ role in similar assignments. in the region or elsewhere;

For international bidding, the Client will endeavor to include different nationalities and backgrounds, and where possible at least one local consultant so as to provide a wide variety of approaches to make a choice.

1. **Preparation and Submission of EOI online**
2. The Expressions of Interest and all accompanying documentation shall be submitted in English online through the e-Procurement System of the Government of Mauritius at latest by **Date ………….** *[insert day and date]* **up to ……… hours (Mauritian Time)**.
3. Consultants are allowed to rework on their submission as many times as required. However, after the deadline set for preparation and submission of EOI as per above, the time lock feature of the e-procurement system will not allow to modify/substitute their submission and attachments in any way.

Consultant may refer to the e-Procurement Guidelines accompanying this Request for Expression of Interest as attachment.

1. **Supplementary Information**

Any request for supplementary information should be made not later than 14 days prior to the dead line for submission of EOI online and any response from the Client shall be made online not later than 7 days prior to the said deadline.

1. **Decryption and Re-encryption of EOI**

##  After the closing time for submission of proposals, Consultants shall decrypt and re-encrypt their proposals within the time schedule provided hereunder to enable opening of their proposals. The time lock feature in the system will not allow consultants to decrypt and encrypt their bids outside the specified time frame.

 **Start Date and time (local) …………………………**

**End Date and time** (**local) ………………………..**

Where the Consultant does not execute the decryption and re-encryption of its submission within the time frame provided above, the submission shall not be accessible for opening. In such cases the proposal shall be deemed to have been withdrawn by the Consultant.

1. **Opening of the Expression of Interest**

Expression of interest shall be opened online by the Client on:

**Start Date and time (local):**

Consultants having submitted an EOI will be able to view the opening of the EOI online.

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**Section 2**

**Terms of Reference**

**[*Public body to insert Terms of Reference for the proposed Consultancy Services* ]**

**Section 3**

**Response forms**

***Consultants will have to respond to this invitation for Expression of Interest by filling in the response templates online.***

**Expression of Interest (EOI) – Consultancy Services**

***Consultants are required to fill in the covering letter of their EOI online.***

**Respondent’s Submission**

***Consultants are required to fill in the response templates online. The content and tables shown hereunder is for information only. The data to be submitted online as Respondent’s Submission has been grouped into four templates as follows:***

1. Section I
2. Section II
3. Section III, IV and V
4. Attachments

|  |  |
| --- | --- |
| Procurement Reference No  | *[to be inserted by public body]* |
| Project Name  | *[to be inserted by public body]* |
| Project Country  | **Mauritius** |

1. **Consultant’s Information**

|  |  |
| --- | --- |
| Date: | Country of Incorporation[[1]](#footnote-1)(if applicable) |
| Consultant Name: | Acronym: |
| EOI Submission Authorized by: | Position |

**Associations (Joint Venture or Sub-consultancy)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Serial No. | Consultant | Acronym | Country of Incorporation (if applicable)[[2]](#footnote-2) | Joint Venture (JV) or Sub-consultant  | EOI Submission Authorized By | Position |
|   |   |   |   |   |   |   |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Present the rationale for and benefits of working in association (JV or Sub-consultant) with others rather than undertaking the assignment independently (as appropriate). Describe the proposed management and coordination approach of the association and the role of each firm.

We confirm that:

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

 Documentation regarding our Board of Directors has been attached.

A written agreement to associate for the purpose of this Expressions of Interest has been signed between the joint venture partners and has been attached.

1. **Assignment Specific Qualifications and Experience**

We list hereunder our project references which demonstrate our technical competence and geographical experience.

(Please provide relevant project information in Section D below).

1. **Technical Competence**

. Project References, highlighting the technical qualifications of our entity/joint venture in undertaking assignments and details of past experiences working with project authorities.

1. **Similar Experience**

 Project References, highlighting the technical qualifications of our entity/joint venture in undertaking similar assignments and details of past experiences working with similar project authorities.

1. **Other relevant Information (maximum of 500 words)**
2. **Project References**

We list hereunder our most relevant projects to demonstrate the firm’s technical qualifications and similar experience (maximum ……*[public body to specify number*] projects).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SN | Project | Period | Client | Country | Firm |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |   |   |   |   |
| 4 |  |   |   |   |   |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |

Project Summary

|  |
| --- |
| SN 1 |
| Project Title |  |
| Country / Region |  |
| Start Date |  |
| Completion Date |  |
| Continuous / Intermittent |  |
| Client |  |
| Funding Source |  |
| Description | (indicate your role and input in person-months) |

|  |
| --- |
| SN 2 |
| Project Title |  |
| Country / Region |  |
| Start Date |  |
| Completion Date |  |
| Continuous / Intermittent |  |
| Client |  |
| Funding Source |  |
| Description | (indicate your role and input in person-months) |

(Please insert more tables as necessary)

**III. We submit our comments on Terms of Reference**

**IV. We list hereunder the Key Considerations in approaching this assignment (no more than 9,000 characters summarizing approach and methodology)**

**V. The details of the Key Experts available for this assignment**

1. **Relevant Experience of the Single Entity’s organization/ Joint Venture members Professional Staff are listed hereunder:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SN | Name | Qualification | Years of experience | Relevant Experience |
| Name of assignment -Duration  | Client  | Position  | Duration |
| From | To |
| 1 |  |   |  |  |  |  |  |   |
| 2 |  |   |  |   |  |  |  |  |
| 3 |  |   |   |   |  |  |  |  |
| 4 |  |   |   |   |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |

(Please insert more rows as necessary)

1. **Relevant Experience of the External Professional Staff available to the Consultant**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SN | Name | Qualification | Years of experience | Relevant Experience |
| Name of assignment -Duration  | Client  | Position  | Duration |
| From | To |
| 1 |  |   |  |  |  |  |  |   |
| 2 |  |   |  |   |  |  |  |  |
| 3 |  |   |   |   |  |  |  |  |
| 4 |  |   |   |   |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |

(Please insert more rows as necessary)

**VI. EOI Attachments**

|  |  |
| --- | --- |
| SN | Description |
| 1 | Certificate of Incorporation of the lead member (if applicable) |
| 2 | Certificate of Incorporation of the JV member (for each member) (if applicable) |
| 3 | Letter of Joint Venture/intent of Joint Venture |
| 4 | Documents regarding corporate structure including beneficial ownership |
| 5 | Documents regarding Board of Directors |
| 6 | Any other attachment |

[Please insert more rows as necessary]

1. The Consultant must submit a copy of the Certificate of Incorporation of itself through VII EOI Attachments [↑](#footnote-ref-1)
2. The lead consultant must submit a copy of the Certificate of Incorporation of itself and of each JV member and sub-consultant through VII. EOI attachments.. [↑](#footnote-ref-2)