



**Caribbean Development Bank**

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

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

**(FE-S)**

<b>Version</b>	<b>Date</b>
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## 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*<sup>1</sup>. Similarly, notes to the Recipient in italics throughout are also not to be included in the submission, termed, *Firms*<sup>2</sup> – 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<sup>3</sup> and related Standard Procurement Documents (**SPDs**) 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<sup>4</sup>:
  - (a) Outline the profiles, experience, and qualifications of consulting Firms.
  - (b) 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).
  - (c) 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).
  - (d) 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.
4. The sourcing of EOIs can be undertaken using open or limited competition, geographically encompassing national, regional, or international Firms.
5. All sections are mandatory for completion. Not completing or omitting a required section can cause the submission to be deemed invalid. Where a section is not applicable, please indicate by stating “N/A”.

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<sup>1</sup> “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”.

<sup>2</sup> A Firm is defined in “Procurement Procedures for Projects Financed by CDB” (Procedures), January 2021.

<sup>3</sup> <https://www.caribank.org/sites/default/files/publication-resources/220411%20Guidance%20Note%20for%20Evaluation%20of%20Consulting%20Services%20.pdf>

<sup>4</sup> The FE-S is not used for Direct Selection – refer to Procedures, Paragraphs 8.21 and 8.22

## Expression of Interest (EOI) Consulting Firms

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

### General Information

<b>Project Country</b>	Regional - University of the West Indies
<b>Project Number</b> (if applicable)	<b>3/SFR-OR-REG</b>
<b>Project Name</b>	<b>The University of the West Indies Digital Transformation Project</b>
<b>Specific Assignment Name</b>	<b>Consultancy Services to develop, implement and training for the OneUWI Staff Portal for the UWI and the Campuses.</b>
<b>EOI Identification Number</b> (if applicable)	

### I. Consulting Firm Information

Name of Firm <sup>5</sup> :	
Country of Registration: <sup>6</sup>	Registered Postal Address:
Contact Telephone Number:	E-mail Address:
Name of Authorised Representative EOI Submitted by:	Position of Authorised Representative:

#### A. Brief Background of Consulting Firm

Present a brief background of the firm and list the services provided by the firm. A company

<sup>5</sup> 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.

<sup>6</sup> 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.

profile/brochure can also be attached but not copied and pasted below. (Maximum 500 words]:

**B. Associations (Joint Venture<sup>7</sup> 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.		

**C. 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) and list the services provided by the firm(s) relevant to the assignment by each entity. Include the date of establishment of the JV and major relevant highlights similar to this assignment. A company profile/brochure of each entity<sup>8</sup> can be attached (Section VI. EOI Attachments.) (Maximum 1,000 words for each entity)

*(Note to Firm: Please insert additional text boxes as necessary for each entity)*

<sup>7</sup> A Joint Venture (JV) is defined in “Procurement Procedures for Projects Financed by CDB” (Procedures), January 2021 paragraph 6.22.

<sup>8</sup> Entity refers to the consulting firm and/or the affiliated parties under the partnership arrangement.

#### D. 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 500 words for each entity):

We confirm that: (please check)

- Documentation regarding our corporate structure including beneficial ownership has been attached in Section VI. EOI Attachments.
- Documentation regarding our Board of Directors or equivalent has been attached in Section VI. EOI Attachments.
- 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.<sup>9</sup>
- 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<sup>10</sup>.
- We understand that the Recipient/Client<sup>11</sup> has the right to reject a Proposal if the Consultant removes or changes a JV member without the Client's prior consent.

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<sup>9</sup> Refer to footnote 21 of the Procedures, January 2021, i.e., "Sole proprietorships shall be deemed as equivalent to an individual Consultant."

<sup>10</sup> Refer to permissible arrangements of the parties as described in the Procedures, January 2021 under paragraph 6.21.

<sup>11</sup> "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".

**II. Assignment Specific Qualifications and Experience of Lead Firm or JV Partners.**<sup>12</sup>

Please provide relevant project information in the Sections below.

**A. Project References**

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Please select the most recent and relevant projects to demonstrate the entity’s technical qualifications, technical experience, and geographical experience [maximum 10 projects within the last 7 years].

**i. Project Summary**

PN <sup>13</sup>	Project Title	Country	Duration (no. of months)	Contracting Party	Entity <sup>14</sup>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

**ii. Project Details**

PN 1	
Project Title	
Country/Region	

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<sup>12</sup> Sub-consultants' qualifications and experience are not considered.

<sup>13</sup> PN refers to each Project Number listed and as referenced in the proceeding project summaries.

<sup>14</sup> 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.

Start Date	
Completion Date	
Continuous/Intermittent	
Contracting Party	
Lead Firm	<i>(Note to Firm: indicate name of the Lead Consulting Firm/JV partner)</i>
Firm (if not Lead Firm and JV Partner)	
Role within contract (if not Lead Firm)	
Funding Source	<i>(Note to Firm: indicate, for example, whether from MDB, Private Sector, Public Sector, etc.)</i>
Value of Contract in USD	
Value of Services provided in USD	
Description	<i>(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)</i>
Point of Contact of Contracting Party <sup>15</sup>	Name: Contact Number: E-mail address:

PN 2	
Project Title	

<sup>15</sup> Procuring Entity reserves the right to contact the Contracting Party to ascertain information included in the EOI.

Country/Region	
Start Date	
Completion Date	
Continuous/Intermittent	
Contracting Party	
Entity	<i>(Note to Firm: indicate name of the Lead Consulting Firm/JV partner)</i>
Funding Source	<i>(Note to Firm: indicate, for example, whether from MDB, Private Sector, Public Sector, etc.)</i>
Value of Contract in USD	
Value of Services provided by the entity in USD	
Description	<i>(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)</i>
Point of Contact of Contracting Party	Name: Contact Number: E-mail address:

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



## B. Financial Capability

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### 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 2019 - 2023 (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<sup>16</sup> 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 in Section VI. EOI Attachments are copies of financial statements<sup>17</sup> for the 5 years required above; and complying with the requirements.

### ii. Financial data

Table 1 below should be completed to reflect the data provided in the financial statements.

Table 1

Financial information in (USD <sup>18</sup> equivalent in 000s)	Historic information for previous 5 years				
	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Statement of Financial Position (Information from Balance Sheet)</b>					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					

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<sup>16</sup> Unless financial statements are not required to be audited under the laws and regulations of the jurisdiction of the firm.

<sup>17</sup> 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.

<sup>18</sup> If the currency is not in USD, use the prevailing exchange rate at the time of this EOI submission.

Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
<b>Information from Income Statement</b>					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
<b>Cash Flow Information</b>					
Cash Flow from Operating Activities					

**III. Brief Comments on Terms of Reference (maximum of 500 words)**

**IV. Organisational Structure and Staffing of entity with experience related directly to the type of assignment.**

Provide details in the table below of the human resources available (key and non-key experts) to execute the type of assignment in question (if required). An organogram / organisational chart can be attached in Section VI. EOI Attachments.

1	2	3	4	5	6
No.	Category of Specialisation of Expertise and Skillset <sup>19</sup>	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.	<i>Example: Civil Engineers</i>	<i>Note to Firm: complete this section, e.g., total number of Civil Engineers available.</i>	7	<i>Note to Firm: complete this section, e.g., total number of Civil Engineers available with at least 7 years of experience</i>	<i>Note to Firm: complete this section, if any</i>
1	<b>Key Expert 1 – Team Leader</b> Bachelor’s degree in Computer Science, Information Systems, or related field of study.	<i>[5 persons]</i>	7	<i>[3 persons]</i>	
2	<b>Key Expert 2 – Web Development Specialist</b> Bachelor’s degree in Computer Science, Information Systems, or related field of study.				
3					
4					
5					

*(Note to Firm: Please insert and modify rows and columns as necessary)*

## V. List of existing commitments

Provide a list of existing active commitments of projects being undertaken, if any.

Commitment Contract Title	Value of Contract (USD)	Value of Work remaining to be completed by	Start Date	End Date (Estimated)

<sup>19</sup> Listed individual experts will not be evaluated at this EOI stage but rather the human resources available collectively within the entity.

		<b>Entity (USD)</b>		

*(Note to Firm: Please insert additional rows as necessary)*

## **VI. EOI Attachments**

<b>No.</b>	<b>Description</b>
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
8	

*(Note to Firm: Please insert additional rows as necessary)*

*[Note to Firm: Insert Letterhead of (lead) Entity]*

## VII. Governance and Eligibility<sup>20</sup> 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 all boxes that apply)*

- 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 specifically 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 specifically 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 CDB or subject to a public debarment by an MDB which is a signatory to the Agreement on Mutual Enforcement of Debarment Decisions. Further, we are not ineligible under the Employer's country laws or official regulations or pursuant to a decision of the United Nations Security Council. Neither the consulting firm nor the JV member or SC has ever been convicted of an integrity-related offense or crime related to corruption, fraud, collusion, coercion, or obstruction.
- 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, in the context described in the above point, 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 specifically Paragraphs 5.25-5.27 Prohibited Practices.

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<sup>20</sup> 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.

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

**2. 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<sup>21</sup> and operate under commercial law<sup>22</sup>.

Signature:

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**Authorised Representative**

**Date of Submission:** [*dd-mm-yyyy*]

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<sup>21</sup> “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.

<sup>22</sup> 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.