

Expression of Interest (EOI) Information Form

Important:

- *All documentations shall be in English Language.*
- *Strictly need to follow the given formats. Information provided without given formats shall not be considered for evaluation.*
- *If you are proposing an association such JV, JV firm shall submit the EoI*

1. Project Data and Consulting Firm

Assignment Name:	Selection of a Consultancy Firm for Management Consultancy Services for GovTech Sri Lanka (Pvt) Ltd.
Assignment Number:	MODE/01/Govtech/QCBS/2025
Name of Consulting Firm:	

2. Eligibility

Declaration: We hereby declare that:

- 2.1. We have read the advertisement, and the Terms of Reference (TOR), for this assignment;
- 2.2. We have not been engaged to prepare such TOR as a firm or joint venture (JV); and
- 2.3. No full-time or part-time or contracted expert employed by our firm, sub consultancy, or JV has been engaged to prepare such TOR;
- 2.4. Business registration of the firm, JV party; (Lead Firm must be a Sri Lankan Firm)
- 2.5. At the time of submission of EOI, consulting firm or JV with maximum one party is not black listed by National Procurement Commission or Government of Sri Lanka.

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.

Lead Firm	
Signed by: Name: Position:	
Associate/Partner 1	
Signed by: Name: Position:	

3. Management Competence

- 3.1. Please describe your organizational structure and your approach to managing projects related to the establishment, interim management, or transformation of new or existing organizations. In your

response, include details on governance, team composition, decision-making processes, and methods used to ensure continuity, accountability, and timely delivery throughout the project lifecycle.

- 3.2. Describe the communication protocols, escalation procedures, and complaint resolution mechanisms within your organization. In your response, outline how these processes support effective project delivery, stakeholder engagement, and timely issue resolution during establishment, interim management, or organizational transformation projects.

- 3.3. Describe your company's quality control mechanisms, standards (e.g., ISO), ethical practices, and adherence to international/local policies in similar assignments.

4. Technical Qualifications including Experience

Please Provide a concise response to below questions with one paragraph, approximately 100–150 words

- 4.1. Describe your experience in developing comprehensive operational frameworks for public or semi-government institutions.
- 4.2. Explain your approach to designing and implementing technology systems and operational platforms for new institutions.
- 4.3. Provide examples of strategic frameworks your firm has developed for guiding institutional transformation.
- 4.4. Describe how your firm manages finalization, institutional handover, and knowledge transfer in similar projects.
- 4.5. How will your team provide operational support and interim management during the six-month post-establishment period?

Question 5 to 12 shall be answered with some documentary evidence wherever applicable.

5. Nature of the Firm (small/medium/large/specialized) as per Sri lankan central bank classification :

6. Firm's history, number of years of existence in the business: *[Attach copy of the business registration]*

7. Firm's Core business and well established unit/s to conduct this type of assignment:

8. **Past experience in an** assignment of similar scale and complexity involving, Establishment, Interim Management or transformation of organizations with minimum of 100+ employees.
9. **Provide audited financial reports for last three years (in case of JV, both the partners):** *[Attach copies of audited financial reports for last three years, Consultancy Firm Profile, Organizational structure and other relevant documents]*
10. **Submit brief methodology and work plan for conduct this project/assessment (Max 5 pages):**
11. **Any other relevant information:**
(Innovative Approaches, Award Received, risk mitigation Strategies, How the vision of the company matches the client goals, Declaration for being free from blacklisting or ongoing litigation)

Annexure I - Project Reference Sheet

(01)

Important:

- Please select minimum three (03) reference projects/assignments that are carried out by the firm/sub-consultancy/JV (within the last 10 (ten years) years) out of which One (01) reference which fit to the similar scope, complexity and nature of the proposed assignment (As per the Terms of Reference).
- Project completion letters shall be submitted for each reference project, issued by the respective client with client's reference including contact addresses and telephone numbers.

Project 1 of

1.	Project Name			
2.	Name of Client			
3.	Client Reference (Contact Name & Contact No)			
4.	Country		Project location within the Country	
5.	Participation			As lead firm As associate firm
6.	Cost of the project		LKR/USD	
7.	Source of Financing (GOSL/Foreign)			
8.	Consultancy Services (should specifically indicate associate firm's staff allocations)			
	8.1 Total no. of staff			
	8.2 No. of staff by the firm			
	8.3 Total no. of person months			
	8.4 No. of staff months by the firm			
9.	Length of Consultancy Assignment			
10.	Start Date (dd/mm/yyyy)			
11.	Completion Date (dd/mm/yyyy)			

12.	Names of Associate Firms (if any)	
13.	No. of Person-Months of Professional Staff Provided by Associated Firm(s)	
14.	Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed. (should specifically indicate associate firm's staff involvement)	
15.	Description of the Project (indicate the domain, scope, areas covered, maximum of 200 words)	
16.	Description of the actual services provided by your firm. (maximum of 250 words)	