

Guide to Application for Prequalification

Expression of Interest (EOI) Consulting Firms

Project Name	Technical Assistance for the Vientiane Sustainable Urban Transport Project (TA2015090 LA Asian Infrastructure Facility and FI N 83156)
Project Country	Lao PDR

I. Consulting Firm Information

Consultant Name:	Acronym:
EOI Submission Authorized by (name, position and contact details):	Country of Incorporation: ¹

Associations (Joint Venture or Sub-consultancy)

Consultant	Acronym	Country of Incorporation ²	Joint Venture (JV) or Sub-consultant	EOI Submission Authorized By	Position

Present the rationale for and benefits of working in association (joint venture or sub-consultant) with others rather than undertaking the assignment independently (as appropriate). Briefly describe the proposed management and coordination approach of the association and the role of each firm (maximum 1 page).

Confirm that:

- Documentation regarding corporate structure including beneficial ownership has been attached.
- Documentation regarding Board of Directors has been attached.
- A written agreement to associate for this Expression of Interest has been signed between the partners and has been attached.

Once a team is shortlisted and invited for submission of the Proposal, it is not permissible to transfer the invitation to any other firm, such as Consultant's parent companies, subsidiaries and affiliates. The Borrower will reject a Proposal if the Consultant drops a joint venture member without the Borrower's prior consent, which is given only in exceptional circumstances, such as debarment of the joint venture partner or occurrence of Force Majeure.

II. Assignment Specific Qualifications and Experience

Please provide relevant project information in Section E below.

¹ The lead consultant must submit a copy of the Certificate of Incorporation of itself and of each joint venture member and sub-consultant through V. EOI Attachments.

A. Technical Competence

The firm's/joint venture's technical competences will be evaluated based on your submitted project references (under E below) using a pass/fail criterion to confirm your relevant experience from preparation of detailed plan(s) for "full BRT projects" (from design to operation) and from setting up or reforming of urban transport management agencies.

B. Geographical Experience

The firm's/joint venture's geographical experience will be evaluated based on your submitted project references (under E below) using a pass/fail criterion to confirm your relevant experience from project(s) in a socio-economic environment similar to that of Lao PDR. Similar is defined as a city of comparable size, with comparable public transport use and BNP per capita.

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

The firm's/joint venture's management competences will be assessed based requested submitted documents and your answers to below question.

1. Describe standard policies, procedures, and practices that your entity has to assure quality interaction with clients and outputs. Please state if your company is ISO certified.
2. How will your firm/ joint venture handle complaints concerning the performance of experts or quality of the reports submitted for this assignment? What internal controls are in place to address and resolve complaints?
3. How will you ensure the quality of your firm's/ joint venture's performance over the life of this assignment?
4. Describe standard policies, procedures and practices that your firm has put in place to avoid changes/replacements of personnel and to ensure the continuity of professional services once contracted.
5. Describe what social protection practices you have in place to safeguard the well-being of your proposed experts? Specifically describe arrangements you have in place for medical, accident, and life insurance coverage during the assignment.

D. Other Information (maximum 1 pages)

E. Project References

Please select most relevant projects to demonstrate the firm/ joint venture's technical qualifications and experience (maximum 10 projects on 1 page each that started or completed during the last 10 years). Please include weblink to document confirming your role and position under the project or attach copies of relevant documents to support; and provide name, position, email and fax number to the project director (or similar) who was responsible for the project. Information will be confirmed for firms/ joint ventures proposed to be prequalified.

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)

(Please insert more tables as necessary)

III. Comments on Terms of Reference (maximum 1 page)

IV. Key Considerations in approaching this assignment (maximum 2 pages summarizing approach and methodology)

V. EOI Attachments

SN	Description
1	Certificate of Incorporation of the lead member
2	Certificate of Incorporation of the joint venture member (for each member)
3	Certificate of Incorporation of the Sub-Consultant (for each sub-consultant)
4	Letter of Association
5	

(Please insert more rows as necessary)

VI. Eligibility Declaration

We, the undersigned, certify to the best of our knowledge and belief:

- We have read the advertisement, including the terms of reference (TOR), for this assignment.
- Neither the consulting firm nor its JV member or sub-consultant or any of its experts prepared the TOR for this activity.

- We confirm that the project references submitted as part of this EOI accurately reflect the experience of the specified firm/ joint venture.
- We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, joint venture member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
- The lead entity and joint venture member or sub-consultant are NOT currently sanctioned included in the Central Exclusion Database operated by the European Commission or other MDBs. Neither the consulting firm nor the joint venture member or sub-consultant has ever been convicted of an integrity-related offense or crime related to theft, corruption, fraud, collusion or coercion.
- We understand that it is our obligation to notify the Borrower should any member of the consortium become ineligible to work under projects financed by EIB or other MDBs or be convicted of an integrity-related offense or crime as described above.
- Joint venture member or sub-consultant confirmed their interest in this activity in writing.
- Joint venture member or sub-consultant authorized us in writing to represent them in expressing interest in this activity.
- None of the proposed firm/joint venture are subsidiaries of and/or dependent on the Executing Agency or the Implementing Agency or individuals related to them.
- We understand that any misrepresentations that knowingly or recklessly mislead, or attempt to mislead may lead to the automatic rejection of the proposal or cancellation of the contract, if awarded, and may result in further remedial action, in accordance with EIB's Anti-Fraud Policy (available from www.eib.org).