

**Consultancy Services for "Design Review and Supervision of Construction Works of Section 3 of M-6 Motorway
(Selection of Firms – Consultancy Services for Design Review and Construction Supervision)**

Expression of Interest (EOI) Template

Consultants are advised to submit EOIs in the following format: -

(i) Consulting Firm Information Lead Member (Annexure A) *:

Consultant Name: Acronym:	Country and Year of Incorporation:
Contact Address: {Office address, email, Ph. No.}	
EOI Submission Authorized by:	Position:

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

Consultant Name	Acronym	Country and Year of Incorporation	Joint Venture (JV) or Sub-Consultant	EOI Submission Authorized by	Position

(b) Staff Information

Consultant Name	LEAD MEMBER	JV MEMBER
Professional Engineers		
Management Staff		
Technical Staff		
Authorized Representative Name with Contact Address: {email, Ph. No.}		

Please specify the exact number of professional engineers, management staff, and technical staff in the table above.

* The participating firm or consulting firm should provide all the above information (Consulting Firm Information Lead Member, Associations and Staff Information) in the Expression of Interest (EOI) as **Annexure A**.



The rationale for and benefits of working in association (JV or Sub-consultant) with others must be presented. Describe the proposed management and coordination approach of the association and the role of each firm. A written agreement to associate for the purpose of this EOI must be signed between the consortium partners and attached to this EOI. The Consultant shall clearly describe the anticipated role of each JV partner as well as Sub-Consultants within the association. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract whereas each partner within the JV shall meet the qualification and experience requirement for the assigned role, if selected.

(ii) EOI Evaluation:

The EOI will be evaluated in accordance with the criteria elaborated against each head, as given below:

1. Company profile (15 Marks):

The EOI shall demonstrate the company profile with the following particularities but not limited to:

- Number of years of establishment of the company/firm (lead and JV); **(03 Marks)**
- Number of personnel in tabular form, their Qualification and position in firm and Experience etc. (Key experts); **(03 Marks)**
- Track record: Detail about firm's corporate capacity and profile. The consultant should never have been backlisted by any client or have left any project incomplete for reasons which is not attributable to the Client(s). (Affidavit (company's letter head for International firms and affidavit on stamp paper for Pakistani firms) to this effect must be submitted); **(04 Marks)**
- Overall management: Consultants shall demonstrate strong technical and managerial staff for employment of the subject services. **(05 Marks)**

2. Technical competence (70 Marks):

Consultant shall provide details for ten relevant projects completed in the last ten years. **Only ten projects are to be submitted.** Each project must highlight the **technical qualifications** of the entity or consortium for similar work and follow the format in Tables 1 and 2.

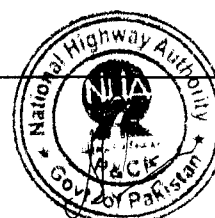
The information must be submitted as a separate annexure labeled **Annexure B**.

Minimum Project Size is USD 1 million for Similar Works.

3. Management Competence (15 Marks) (Each question carries a Maximum of 3 points):

Please answer each question in one paragraph of 3-5 sentences:

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.



How will your firm/consortium 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?

How will you ensure the quality of your firm's/consortium's performance over the life of this assignment?

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.

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.

Other Information (maximum of 500 words)

Please provide the above information in the EOI as **Annexure C**



Projects Format: Please select the most relevant projects to demonstrate the firm's specific technical and General qualifications and experience, respectively.

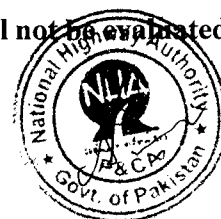
Table 1: Summary

S. No.	Project	Period	Client	Country	Share of the firm in JV/Project
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Table 2: Project Brief/Details

Project Title	
Country/Region	
Start Date	
Completion Date	
Continuous/Intermittent	
Client	
Funding Source	
Consultancy Cost	(Must Provide Consultancy Cost and supporting document)
Share of the firm in JV/Project	(Must Provide JV share and supporting document)
Description	(Indicate your role and input in person-months)

- The Consultant shall provide necessary documentary evidences for the completed projects (e.g. JV agreement showing partner share (if applicable), contract agreement of the completed project, and letter of acceptance or any official document indicating the project's construction cost and scope and Experience letters from Clients to verify Specific Experience etc.). (Scope of Services will be provided will only be provided if it is required to prove the work done by the bidder)
- The project brief should mention Client's details, description, worth and duration of the services provided, JV share of the Consultant (if required), person man-months input, cost of the project etc. and any specific innovative practice adopted to meet the project objectives. The Consultant shall first list all projects in Table 1 and then details shall be given for each project in the format given in Table 2.
- Please provide the project summary and details in EOI as **Annexure D**.
- Any project not having documentary evidence will not be evaluated and marked zero



without considering any extra project only first ten projects will be considered.

Notes:

1. NHA will evaluate the submitted EOI documents as per above criteria/ area of expertise and will shortlist Consultants accordingly and as per requirements of The OPEC's Fund for International Development. RFP will be issued to shortlisted Consultants. A Consultant will be selected in accordance with the **Quality and Cost Based Selection (QCBS)** method under Selection of Consulting Firms from "Procedures for Procurement of Consulting Services dated July 2024". This document can be downloaded from website of OPEC's Fund.
2. Provide all required details in their respective annexures.
3. EOI sections and the projects that lack complete and proper supporting documents will not be evaluated and will receive a score of zero.
4. Consultants must also provide the following additional information, organized in their respective annexures: -

Sr. No.	Description	Annexure
1	Certificate of Incorporation of the lead member	E
2	Certificate of incorporation and Tax Certificate of Lead and JV member (for each member) and sub consultant (where applicable)	F
3	Documentation regarding Board of Directors, corporate structure and beneficial ownership	G
4	Affidavit of blacklisting with confirmation on no conflict of interest and no fraud/debarment by Multilateral Development Banks and in Compliance with OPEC Fund's Integrity Policy..	H
5	Letter of Association(including roles and responsibilities of each partner and liability clause.)	I
6	" CONFIRMATION OF COMPLIANCE, DECLARATIONS AND AUTHORIZATION " and power of attorney to sign and submit EOI	J
7	Any other evidence deemed appropriate (e.g., ISO certificates, awards, client commendations)	K

5. Please ensure that all documents, annexures, and letters are provided in proper order and that the Expression of Interest (EOI) is well-formatted and concise with a proper table of content.
6. The Consultant will follow the OPEC Fund's Principles for Procurement of Goods, Works and Services June 2023" for preparation of EOIs.
7. Only the specified number of projects will be evaluated.
8. Projects will be assessed only under the section in which they are required.
9. Any information placed outside the designated section will not be considered.
10. The Shortlist will consist of Five to Eight Firms in Accordance with "Procedures for Procurement of Consulting Services dated July 2024".
11. Please read the EOI document carefully and ensure that all required information, supporting documents, and annexures are provided in the correct order and under the



specific sections and annexures as instructed. Incomplete or misplaced information will not be considered during evaluation.

12. International Consultant and Local Consultant Can Submit their EOI, wether as a Single Firm or in in Joint Venture.
13. Pakistani Firms Can make Joint Venture with International as Well as Local Firms.
14. EOI should be numbered and Signed and Stamp by the Authorized Representative.



ANNEXURE J

CONFIRMATION OF COMPLIANCE, DECLARATIONS AND AUTHORIZATION

This section confirms that the firm is in compliance OPEC Fund's Anti-Corruption and Integrity policy has provided all required documents, including details on ownership, corporate structure, and the board of directors. It also confirms that the consortium partners have signed an agreement to work together for this expression of interest. The note explains that once a team is shortlisted, the members cannot change unless the client agrees in rare situations. This section also confirms that no fraudulent or incorrect documents have been submitted. The signature block is to be signed by the authorized representative of the lead member, who formally certifies the submission.

I confirm that:

- Firm is in Compliance with OPEC Fund's Anti-Corruption and Integrity Policy.
- 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 Expression of Interest has been signed between the consortium partners and has been attached.
- No fraudulent documents have been submitted and that all information provided is true and accurate.

(Once your 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 Client will reject a Proposal if the Consultant drops a JV member without the Client's prior consent, which is given only in exceptional circumstances, such as debarment of the JV partner or occurrence of Force Majeure.)

Authorized Signature {in full and initials}: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

