

# Invitation for Expressions of Interest (EOI)

## Information Submission Form

The Ministry of Industry and Entrepreneurship Development

### 1. Project information

Title of the Assignment	Selection of an institution to carry out an Impact Assessment Study to evaluate the benefits accrued to the entrepreneurs by the SMILE III Revolving Loan Scheme (2018-2022).
Assignment number	MI/FIN/32/29/01
Name of the Consultancy Firm	

### 2. Contact Information of the Consultancy Firm:

<p>Name of the Firm:</p> <p>Details of business registration of the Firm:</p> <p>Number of years in operation:</p> <p>VAT registration number (if applicable):</p> <p>Address:</p> <p>Telephone numbers:</p> <p>Fax number:</p> <p>E-mail address: <i>(Note: all correspondence will be sent to this e-mail address)</i></p> <p>Name, designation and the contact information of the person who will act as the contact point in relation to the proposed assignment:</p> <p>Name:</p> <p>Address:</p> <p>Telephone numbers:</p> <p>Fax number:</p> <p>E-mail address:</p>
--

### 3. Competencies of the Consultancy Firm:

Please provide the information to establish the competence of the firm to carry out the activities of the proposed assignment, which are described in Section 4 & 5 of the Terms of Reference.

A. **Professional and Academic Qualifications of current and proposed staff who would be engaged in carrying out the functions of the assignment. (Please annex the Curriculum Vitae of the staff)**

--

### B. Technical Competence of the firm:

### Core functions of the Firm:

The structure of the Firm, indicating its different units and their functions which are related to the scope and the objectives of the proposed assignment:

Financial and administrative strength (Please submit audited financial reports for the three immediately preceding consecutive years and the organizational structure of the Firm, to establish the same)

**C. Experience in carrying out projects similar to that of the proposed assignment**

Using the Specimen Project Sheet given below, please provide information on previous experience in carrying out similar assignments, which are most recent and relevant to the scope of the proposed assignment. It must be noted that the information on minimum 5 reference projects should be provided, together with documentary evidence including the contract award letter, completion certificate, project deliverables / related reports etc., and most importantly, the reference letters issued by the client organizations. The following table should be used for this purpose for each project.

### Specimen Project Sheet

1	Project Name			
2	Name of the Client organization			
3	Client Reference (Contact Person & Contact Number)			
4	Country		Project Location within the Country	
5	Participation (Please tick the relevant box)		<input type="checkbox"/>	As lead firm
			<input type="checkbox"/>	As associate firm
6	Cost of the Project		LKR	
7	Source of Financing (GOSL or Foreign)			
8	Provision of Consultancy Services (Should specifically indicate associate firm's staff allocations, if any)			
	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	Number of Person-Months of Professional Staff Provided by Associate Firm(s)			
14	Name of Senior Staff (Team Leader) Involved and Functions Performed. (Should specifically indicate associate firm's staff involvement)			
15	Description of the Project. Please indicate the domain (Example: HR, Asset valuation etc.), scope, areas covered, project output / deliverables, as follows: (Maximum of 200 words)			
16	Description of the actual services provided by your firm. (Maximum of 250 words)			

- D. **Approach and Methodology that would be used to carry out the functions of this assignment,** (which are described in the Terms of Reference).

--

- E. **Provide the workplan**

--

#### 4. **Eligibility Declaration**

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

- ☐ We have read the advertisement and the Terms of reference (TOR) for this assignment.
- ☐ We confirm that the project references submitted as part of this EOI accurately reflect the experience of the firm.
- ☐ We are not a dependent or individuals working for the Ministry of Industry and Entrepreneurship Development.

Name and Designation: .....

Signature: .....

Date: .....

## **5. Application process**

- 5.1 The sealed bid applications (in English) to be sent only as a hard copy, by-hand or by registered post to reach the Chairman, Project Consultant Procurement Committee, Ministry of Industry and Entrepreneurship Development, 73/1, Galle Road, Colombo 3 on or before 02.00 pm, 22/07/2025 containing the following:
- (a) A comprehensive corporate profile to establish the administrative and financial strength of the Consultancy Firm is required. The audited financial reports for the past three years, the business registration details (with copies of relevant documents), the organizational structure of the Consultancy Firm and references with full contact details should be submitted. Further, the name and designation of the official who will undertake the deliverables on behalf of the Consultancy Firm, are required.
  - (b) The information of projects / assignments with tasks similar to those elaborated in TOR, which were successfully completed by the bidder, must be provided.
  - (c) The information on the academic and / or professional qualifications and experience in similar assignments of staff of the Consultancy Firm, who would be engaged in carrying out the activities given under section 3 herein, such as: Curriculum vitae and other documents to establish the competency of the applicant Consultancy Firm.
  - (d) Potential conflict of interests should be avoided.
  - (e) An Inception Report, including the proposed Plan of Action of the Consultancy Firm, along with the estimated timeline for the completion of the work specified in the TORs.
- 5.2 The shortlisted parties are expected to make a presentation to the evaluation committee.
- 5.3 The party expressing interest in this assignment should have the authority to enter into a legal contract with the Ministry of Industry and Entrepreneurship Development.
- 5.4 The EOI and all other relevant documents must be submitted as one original hard copy, with a softcopy in pdf format. The sealed envelope containing the EOI and other relevant documents should be labeled “Expression of Interest to study the impact of SMILE III Revolving Fund Loan scheme” on the top left-hand corner of the envelope.

- 5.5 The Ministry of Industry and Entrepreneurship Development expressly stipulates that the selection of the Consultancy Firm under the potential EOIs is on the understanding that this calling of request for EOI contains only the principal provisions of the assignment and that the scope of work set out in Section 4 of the TOR and the Key Deliverables are not exhaustive.
- 5.6 The selection would be based on the Quality and Cost Based Selection (QCBS) method as per the Government Procurement Guideline of 2007, for the Selection and Employment of the Consultancy Firm.