

Expression of Interest (EOI) for
Mechanical, Electrical and Plumbing (MEP)
Consultancy Services

Urban Development Authority
August 2017

Expression of Interest (EOI) for MEP Consultancy services

1. Application

Date:

Category	
A	
B	
C	

Tick the applying project category or categories. (please refer the paper advertisement)

To

Chairman, Urban Development Authority, Sethsiripaya, Battaramulla

Sub: **Expression of Interest (EOI) for Mechanical, Electrical and Plumbing (MEP) Consultancy Services of the Projects handling by Urban Development Authority**

Dear Sir,

This is in response to your public notice published in [.....] on [.....], inviting expression of interest for Mechanical, Electrical and Plumbing (MEP) Consultancy Services of the Projects handling by Urban Development Authority, we hereby submit our expression of interest. We have attached necessary information according to the standard form. The information furnished by us in this expression of interest is correct to the best of our knowledge. Based on these information, we understand you would be able to evaluate our proposals in order to pre-qualify for the above mentioned assignment. We, however, understand that Urban Development Authority reserves the right to decide whether or not to pre-qualify our firm without disclosing the reason whatsoever.

Sincerely yours,

On behalf of the firm:

Signature:

Name of signatory:

Designation:

Company Seal

Firm/ individuals Information

2.1 Name and address

Name of the firm:

Address:

Telephone No:

Fax:

Email:

2.2 Date of establishment:

2.3 Core Area of expertise of the firm

2.4 Contact person:

Name:

Designation:

Telephone No:

Email:

2.5 VAT registration:

VAT No:

2.6 Proposed lead person:

Name:

Education:

Experience in years:

Area of Expertise:

2.7 Staff of the firm

No of regular staff:

Total:

Professional staff with technical background:

Professional staff with other backgrounds:

Administrative/support staff

3. Supporting documents:

3.1 Company Profile, if any

3.2 Legal documents

→ *Provide copy of the legal registration, VAT registration certificates of the firm; with their latest renewals where applicable*

3.3 Certificates of Work Experience:

→ *Provide supporting document for the completed contract assignments, especially indicating those which are relevant to proposed assignment and completed within last five years*

4. Experience of the Firm

4.1 Relevant experience of the firm that fits best with proposed assignment

→ *List of relevant experiences related to this assignment (MEP consultancy) of the firm during the last five years (Ref: table 1)*

4.2 Relevant experience of Firm's professional staff in reference to the proposed assignment

→ *Describe experience of professional staff relevant to the proposed assignment (MEP consultancy) (Ref: table 2)*

4.4 Pool of human resources available in the firm with relevant experience to the proposed assignment

→ *Describe experience of external professional staff relevant to the proposed assignment (MEP consultancy) (Ref: table 3)*

Table -2: Relevant Experience of the Firm's Professional Staff

S. No	Name of the staff	Qualification	Total years of experience	Relevant experience					
				Name of assignment Duration	Client	Position	Duration		
							From	To	Total month

Table -3: Relevant Experience of the External Professional Staff available to the Firm

S. No	Name of the staff	Qualification	Total years of experience	Relevant experience					
				Name of assignment Duration	Client	Position	Duration		
							From	To	Total month