*SAMPLE FORMAT:*

REQUEST FOR EXPRESSIONS OF INTEREST

(CONSULTING SERVICES -FRAMEWORK AGREEMENT – FIRMS SELECTION)

**[*COUNTRY*]**

**[*NAME OF PROJECT*]**

Mode of Financing: *[insert: Mode of Shari’ah Financing]*

[*insert: SECTOR*]

**Consulting Services:** *[insert: Title of assignment]*

**Reference No**. (as per Procurement Plan): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The [*insert name of Beneficiary/Recipient*] [*has received/has applied for/intends to apply for*] financing from the Islamic Development Bank toward the cost of the [*insert name of project or grant*] and intends to apply part of the proceeds for consulting services. Please refer to the General Procurement Notice for this project that appeared in *[insert name of newspaper]*, dated *[insert date]*.

The consulting services (“the Services”) include [*insert brief description, implementation period, expected start date of framework agreement, etc. ensuring full consistency with the TOR attached or referred to in this REOI*].

The Terms of Reference (TOR) for the primary procurement stage for the assignment [*insert one of the following:*

*are attached to this request for expressions of interest.*

*Or*

*can be found at the following website: (****insert name of the website and URL address or link****).*

*or*

*can be obtained at the address given below.*]

The [*insert name of implementing agency/client*] now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are: [*insert criteria related to required qualifications and experience of the firm; such as core business and years in business, relevant experience, technical and managerial capability of the firm. The Qualifications and Experience of Key Experts shall not be included in the shortlisting criteria*]. Key Experts will not be evaluated at the shortlisting stage.

The shortlist will contain [*insert minimum number of firms to be shortlisted*] to [*insert maximum number of firms to be shortlisted*] firms.

The attention of interested Consultants is drawn to 1.12.1 and 1.12.2 paragraphs of the Procurement Policy of the *Guidelines for the Procurement of Consultancy Services under Islamic Development Bank Project Financing* (the “Procurement Guidelines”), setting forth IsDB’s policy on conflict of interest.

Consultants may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

A Consultant will be selected in accordance with the Framework Agreement arrangements described in the Procurement Guidelines for Procurement of Consultant Services and to be specifically set out in the Request for Proposals.

Further information can be obtained at the address below during office hours [*insert office hours if applicable, i.e. 0900 to 1700 hours*].

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by [*insert date*].

[*insert name of office*]

Attn: [*insert name of officer & title*]

[*insert postal address and/or street address*]

[*insert postal code, city and country*]

Tel: [*include the country and city code*]

Fax: [*include the country and city code*]

E-mail: *[include e-mail address]*

Web site: [*insert website of the office or the project*]