



**EXPRESSION OF INTEREST  
(CONSULTING SERVICES – FIRMS SELECTION)**

**Assignment Title:** \_\_\_\_\_

**Procurement Reference No.:** \_\_\_\_\_

**1. SUBMITTED by (i.e. the identity of the candidate)**

	<b>Name(s) of legal entity or entities making this application</b>	<b>Nationality<sup>1</sup></b>
<b>Leader<sup>2</sup></b>		
<b>Member<sup>3</sup></b>		
<b>Etc ...</b>		

**2. DESCRIPTION OF THE LEAD APPLICANT and JOINT VENTURE PARTNERS<sup>4</sup>**

<b>Name of the Organization:</b>	
<b>Address:</b>	
<b>Contact No. :</b>	
<b>Email ID:</b>	

<sup>1</sup> Country in which the legal entity is registered.

<sup>2</sup> Add / delete additional lines for consortium members as appropriate. Any change in the identity of the leader and/or any consortium members between the deadline for receipt of applications indicated in the Request for Expressions of Interest and the award of the contract is not permitted without the prior written consent of the Planning Institute of Jamaica.

<sup>3</sup> State whether Joint Venture (JV) Partner or Sub-Consultant. **NB. JV Partners are jointly and severally liable for eventual contractual obligations.**

<sup>4</sup> Complete a separate table for each Joint Venture Partner

<b>Website</b>	
<b>Main Areas of Business:</b>	
<b>No. of Employees:</b>	PERMANENT: <input type="text"/> OTHER: <input type="text"/>
<b>No. of Employees in fields relevant to the assignment:</b>	PERMANENT: <input type="text"/> OTHER: <input type="text"/> <i>(please indicate relevant fields e.g. engineer, statistician etc.)</i>
<b>Head of the Organization:</b>	
<b>Name:</b>	
<b>Contact No:</b>	
<b>Email ID:</b>	
<b>Branch Offices/ Headquarters and their Address (Please list):</b>	

### 3. CONTACT PERSON (for this application)

<b>Name:</b>	
<b>Organisation:</b>	
<b>Address:</b>	
<b>Telephone #:</b>	
<b>E-mail:</b>	

### 4. EXPERIENCE

Provide information on each project/service, including similar or comparable services for which your firm or each associate (in the case of a JV), was legally contracted either individually as a corporate entity or as one of the major companies within an association, for providing services to demonstrate experience for each of the shortlisting criteria. **NB. Sub-consultant experience should not be included.**

<b>Criterion to be Assessed:</b>		
<b>1. Name of Firm</b> ( <i>Joint Venture Partner or Associate</i> ) :		
<b>2. Name of Project:</b>		
<b>3. Country:</b>	<b>4. Value of Project (US\$):</b>	<b>5. Value of Service Undertaken by Firm (US\$):</b>
<b>6. Name of Employer/Client:</b>	<b>7. Contact Name:</b>	
<b>8. Address of Employer/Client:</b>	<b>9. Tel No.:</b>	
	<b>10. Email:</b>	
<b>11. Nature of services/works and special features relevant to the Project:</b>		
<b>12. Description of services undertaken by your firm in this Project:</b>		
<b>13. Duration of Project (Months):</b>	<b>14. Dates (month &amp; year):</b>  _____ to _____	<b>15. Input time by Firm (man-months):</b>

**5. STUDIES CONDUCTED FOR SKILLS GAP ASSESSMENT OR PROJECT (S) OF SIMILAR NATURE**

No.	Name of the studies along with details (Work order and completion copy to be attached)	Directorate/ Organization with address	Year	Value of Project

**6. QUALIFICATION OF STAFF AND TECHNICAL SUPPORT TEAM**

No.	Name of Staff/Expert/Technical Support	Higher Education qualification (specify the degree and attach as supporting document)	Exam Board/University/Institution

## 7. EVALUATION OF BIDS

Evaluation Criteria	Maximum Marks	Criteria	Documentation/evidence to be submitted
<b><u>Technical Capabilities of Bidder</u></b>			
Demonstrable, relevant experience with undertaking research, particularly skills gap assessment.	30	Evidenced by the successful completion of at least three (3) projects of a similar nature	Copy of Work Order/Work Completion certificate of the project from the client depicting the scope of work, contract period and project value or other suitable documents.
Demonstrable experience in conducting analysis for the design/development of MIS, or database management	20	Evidenced by the successful completion of at least three (3) projects of a similar nature	Copy of Work Order/Work Completion certificate of the project from the client depicting the scope of work, contract period and project value or other suitable documents.
<b><u>Knowledge of team/ Manpower</u></b>			
Demonstrable expert team and resources	20	Competent and experienced to undertake skills gap assessment, with full time employees including technical experts, researchers, MIS and support staff.	CV's of the core team member along with expertise and years of experience with list of studies conducted.
<b><u>Approach and Methodology</u></b>			

Outline clear, suggested approach to undertake research to include proposed plan, research methodology, sectors (core and emerging),	30	Sample selection, sample size, proposal for conducting assessment, data management capability and proposed value additions and outline any limitations to study.	Approach document/presentation/proposal submitted
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**8. ANY OTHER INFORMATION**

**9. SIGNATURE (s)**

<b>Name:</b>	
<b>Signature:</b>	
<b>Title:</b>	
<b>Date:</b>	

<b>Name:</b>	
<b>Signature:</b>	
<b>Title:</b>	
<b>Date:</b>	