

SAMPLE EXPRESSION OF INTEREST

Name of **Commission, Ministry, Corporation, etc...**
Address (Street or Community located)

Comment [p1]: Section 68(4(b)) of the PPCA mandates Procuring Entities to indicate their address and identity in the EOI.

Expression of Interest
FOR THE PROCUREMENT OF SERVICES
(XXXX SERVICE)
IFB NO: ENTITY'S ACRONYM/EOI/001/13/14

Comment [p2]: The IFB reference number permits the easy identification of the contract package in the procurement plan.

1. The Government of the Republic of Liberia through the **Name of the Procuring Entity** has received **budgetary** allotment for Fiscal Year XXXX and intends to apply part of the proceeds to eligible payments under the contract of ICT Services Specialist for Fiscal Year XXXX.
2. Background of the **institution**
3. The Consultant will be selected in accordance with the Request for Consultants Services procedures enshrined in the Public Procurement and Concessions Act (PPCA).
4. Term of **Reference**

Comment [p3]: The disclosure of the source of funding is very essential in the publication of procurement notices, in that it attracts bidders' to the procurement process which in turn enhances competition and lead to the procurer getting the right quality at the right price.

Comment [p4]: Give a brief background about the institution and its core activities.

Comment [p5]: The Term of Reference must be stated in the EOI to ensure compliance with section 68 (4(d)) of the PPCA, to enable consultants to be responsive to the needs of the Procuring Entity.

The consultant will among other things be responsible to carry out the following activities:

1. Maintenance of ICT Equipments
2. Training of Employees relative to the usage of ICT Equipments
3. XXXXXXXXXXXXXXXXXXXXXXXXXX
4. XXXXXXXXXXXXXXXXXXXXXXXXXX
5. XXXXXXXXXXXXXXXXXXXXXXXXXX

5. Qualification **Requirements**
 1. Masters degree in Information Technology (IT)
 2. Proficiency in modern standard software and operating system
 3. Elaborate understanding of transmission control protocol/ internet protocol (TCP/IP)
 4. Minimum five (5) years experience in ICT services provision

Comment [p6]: Procuring Entities are mandated to outline the qualification requirements in the IFB if a prequalification procedure was not followed in keeping with section 58(3)(b) of the PPCA.

5. Sealed Expression of Interest must be delivered to the Procurement Unit not later than **xx hr DD/MM/YR**. Late EOI will be rejected and returned to consultants unopened. EOI will be opened in the presence of consultant who choose to attend or

their representatives on *DD/MM/YR at XX: hour upstairs* in the Conference Room of the **Entity's name**.

6. The address referred is: Procurement Unit (Upstairs) –Entity's name and address.
Tel: **0231xxx708**.

Comment [p7]: Bid closing date must be the same as opening date and bid opening must follow immediately after closing to ensure compliance with section 61 (1) of the PPCA.

Comment [p8]: The Place and deadline for submission of EOI must be mentioned in the Request for Consultant Services to ensure compliance with section 68 (4(g)) of the PPCA.