REQUEST FOR EXPRESSION OF INTEREST

(CONSULTING SERVICES)

**Syria**

**Assignment Title: Independent Monitoring Agent Services**

**Reference No**. : EOI-14-001-NAT

The Syria Recovery Trust Fund Yönetim Hizmetleri A. Ş., Turkey, (hereinafter “SRTF”), *has received* financing from its Donors to finance a service contract for addressing the monitoring needs of the SRTF and its Management Unit (hereinafter “MU”) works in Syria, through the recruitment of a consultant as an Independent Monitoring Agent (hereinafter “IMA”).

SRTF invites interested consulting firms to submit documents for prequalification in the English language under the project reference for recruitment of a qualified consultant as an IMA under the terms and documents set forth in the attached Terms of Reference, (hereinafter “TORs”) in this invitation for prequalification.

**1)** The Consultant, and all parties constituting the consultant, may have the nationality of any country, if none of the following reasons for exclusion apply:

1. Participation of a candidate (or any of its personnel) is ruled out by sanctions issued by the UN Security Council, the EU, the US or any other Donor supporting the SRTF
2. The consultant is or was involved as a consultant in the preparation or implementation of the Project.
3. The consultant is legally barred from the procurement process in its own or any Donor country or the country of the contracting entity on the grounds of previous violations of regulation on fraud and corruption[[1]](#footnote-1)
4. The consultant or sub-consultants to be contracted for considerable portions of the contract are enterprises economically intertwined with the contracting agency in the host country and/or state controlled enterprises that are not legally or financially independent.
5. The consultant is engaged in financing terrorism, including providing financing or support to any persons who are designated by the U.S. Department of Treasury as “Specially Designated Nationals” or subject to sanctions by the EU.

**2**) All interested Consultants should provide the following documentation for the purposes of prequalification:

1. Copies of original documents defining the constitution or legal status, place of registration, and principal location of business; A written power of attorney of the official signing the documents on behalf of the consultant or the consortium of consultants is required;
2. Total volume of consulting activities performed over the last three years;
3. Experience in assignments of a similar nature and under similar country environment for each of the last three years, and details of assignments underway or contractually committed; name of clients who may be contacted by SRTF for further information, if necessary;
4. Reports on the financial standing of the consultant(s) such as profit and loss statements and auditors reports for the past 3 years;
5. Qualifications and experience of key management and technical staff proposed for the assignment under the SRTF TORs;
6. Information on any litigation, current or during the last 3 years in which the consultant(s) is involved, and any other dispute(s) regarding assignments;
7. List of proposed subcontracting components of the project that may exceed 10% of the assignments volume of work, as estimated by the consultant(s);

**3**) In case consultant(s) apply as a joint venture or as a consortium the following would apply for the prequalification documents:

1. The required information as listed above should be submitted for each partner;
2. The documents should clearly state the leading consulting firm of the joint venture or the consortium which will also sign all the documents; The leading consulting firm would eventually be the prime consultant with whom SRTF would sign the contract;
3. The documents state clearly that in case of a joint venture all partners are "jointly and severally liable” ; while in the case of a consortium the prime/lead firm is responsible and liable for the performance of the assignment;
4. The signed letter of agreement by the participating partners to form the joint venture or consortium;

**4**) The prequalification documents shall be prepared in duplicate with one marked “Original” and the other marked “Copy”. In the event of any discrepancy between the two, the original shall be the one considered valid. The prequalification documents shall be sealed in one outer and two inner envelopes, as specified below:

1. The outer and the inner envelopes shall be addressed as follows:

“PREQUALIFICATION DOCUMENTS FOR INDEPENDENT MONITORING AGENT”

SRTF REF. EOI-14-001-NAT

1. The Outer envelope must be delivered to:

**Syria Recovery Trust Fund Yönetim Hizmetleri A. Ş.,**

Address: Budak Mahallesi, Gazi Muhtar Pasa Bulevari, 10031 Sokak,

YASEM Is Merkezi, No 42/804 –

Sehitkamil/Gaziantep

City: Gaziantep

Postal Code: 27090

Country: Turkey

Telephone: +90 342 290 36 29

Fax number: +90 342 501 16 59

Electronic mail address: procurement@srtfund.org

**5) Submission of prequalification documents in response to this EOI invitation**

The prequalification documents must be received by SRTF at the above address by **30-January-2015 at 12:00 noon**. Any documents received after this date and time will be rejected.

**6) Results of the Prequalification**

1. SRTF shall inform all applicants the results of the prequalification exercise; such communication is expected to take place by **February 28, 2015**.
2. Should the SRTF undertake the bidding process for the recruitment of the IMA subject of this invitation of EOI, all consultants prequalified by SRTF shall receive in due course an invitation to bid.
3. Notwithstanding section 2 above of this invitation, SRTF reserves the right to accept or reject any firm for prequalification purposes, as well as to cancel the prequalification exercise or its results, at any time prior to the issuance of the invitation to bid, without thereby incurring any liability to the affected consultant(s) or any obligation to inform them of the grounds for such action.
4. Finally, SRTF requests that you inform us by e-mail or Fax as soon as possible after your receipt of this invitation of EOI, as to:
* Receipt of this invitation;
* Whether or not you will submit prequalification documents;

**GUIDANCE NOTES ON SHORTLISTING CRITERIA**

To assist in the examination, evaluation and comparison of prequalification documents, SRTF may at its discretion, ask any of the consultants for clarifications. Any such request(s) for clarification shall be issued and responded to in writing, and no change in the substance of the documents shall be sought, offered or allowed.

In order to qualify for an invitation to bid for the project’s services, the consultant(s) must substantially meet the following criteria; in the case of applications submitted by a joint venture, these criteria will be applied to the joint venture as a whole:

1. **Economic and financial capacity of candidate (**based on item 3 of the application form). In case the candidate consultant is a public body, equivalent information should be provided.

a. The average annual turnover of the candidate must exceed one million Euro on an average for the last three years of which the accounts have been closed.

1. **Professional capacity of candidate** (based on items 4 and 5 of the application form)

a. At least 5 staff currently work for the applicant in at least 3 fields related to this contract, (see below):;

b. At least 3 staff working for the candidate in 2013-2014 in fields related to this contract are permanent.

**3) Technical capacity of consultant** (based on items 5 and 6 of the application form)

a. The consultant has worked successfully on at least 3 relevant projects with a combined budget of at least one million Euro.

b.These projects must be relevant to show the capacity of the candidate to deal with at least three of the following thematic areas:

* Auditing and/or
* Field Operations Monitoring and/or
* Supervision of field works (infrastructure) and/or
* Project management in multiple locations of a country

c. The projects may have been implemented and completed within the last 3 years prior to the submission of documents in this EOI.

**Please note**: while experience in three of the four thematic areas (as stated above) is required in the evaluation for prequalification and short-listing for receiving an invitation to bid, the firm presenting the successful proposal must have experience in all four areas.

**4) Experience in countries under conflict settings; (**based on item 6 of the application form)

a. The consultant has working experience and has successfully conducted similar nature project(s) in a country or countries under conflict.

Previous experience which led to breach of contract and termination by a Contracting Authority shall not be used as reference. This is also applicable concerning the previous experience of experts required under a time-based service contract.

**5)** **Joint Ventures**; In case an economic operator proposes to rely on the capacities of other entities, regardless of the legal nature of the links which it has with them it must in that case prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract; e.g. by producing an undertaking on the part of those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility as the economic operator.

Application in ReSPONSE TO A

REQUEST for EXPRESSION OF INTEREST

ISSUED BY THE SYRIA RECOVERY TRUST FUND

for PREQUALIFICATION

to THE RECRUITMENT OF A CONSULTANT AS AN

INDEPENDENT MONITORING AGENT

**Please supply one signed** application together with **one copy.** Your application must include a signed declaration using the annexed format from each legal entity making the application.

**All data included in this application must concern only the legal entity or entities making the application.**

Any additional documentation (brochures, letters, project examples, etc.) sent with this application must be included in a separate envelope marked clearly “SUPPORTING DOCUMENTS”. The envelope with supporting documents can be included in the outer envelope (see instructions for submission).

Applications submitted by a **joint venture** (i.e. either a permanent, legally-established group or a group set up for this specific proposal ) must follow the instructions applicable to the joint venture leader and its members.

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

|  |  |  |
| --- | --- | --- |
|  | **Name(s) of legal entity or entities making this application** | **Nationality[[2]](#endnote-2)** |
| **Leader[[3]](#endnote-3)** |  |  |
| **Member** |  |  |
| **Etc …**  |  |  |

**2. CONTACT PERSON (for this application)**

|  |  |
| --- | --- |
| **Name** |  |
| **Organisation** |  |
| **Address** |  |
| **Telephone** |  |
| **Fax** |  |
| **e-mail** |  |

**3. ECONOMIC AND FINANCIAL CAPACITY[[4]](#endnote-4)**

Please complete the following table of financial data[[5]](#endnote-5) based on your annual accounts and your latest projections. If annual accounts are not yet available for this year or last year, please provide your latest estimates, clearly identifying estimated figures in italics. Figures in all columns must be calculated on the same basis to allow a direct, year-on-year comparison to be made (or, if the basis has changed, please provide an explanation of the change as a footnote to the table). Any other clarification or explanation which is judged necessary may also be provided. If the applicant is a public body, please provide equivalent information.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Financial data** | **2011****€** | **2012€** | **2013€** | **Average [[6]](#endnote-6)****€** | **Remarks** |
| Annual turnover[[7]](#endnote-7), excluding this contract |  |  |  |  |  |
| Current Assets[[8]](#endnote-8)  |  |  |  |  |  |
| Current Liabilities[[9]](#endnote-9)  |  |  |  |  |  |

**4. STAFF**

Please provide the following statistics on staff for the current year and the two previous years.[[10]](#endnote-10)

|  |  |  |  |
| --- | --- | --- | --- |
| **Average manpower** | **2011** | **2012** | **2013** |
|  | **Overall** | **Total for fields related to this contract[[11]](#endnote-11)** | **Overall** | **Total for fields related to this contract11** | **Overall** | **Total for fields related to this contract11**  |
| Permanent staff[[12]](#endnote-12)  |  |  |  |  |  |  |
| Other staff [[13]](#endnote-13) |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |
| Permanent staff as a proportion of total staff (%) | % | % | % | % | % | % |

**5. AREAS OF SPECIALISATION**

Please fill in the table below to indicate any areas of specialist knowledge related to this contract for each legal entity making this application. State the type of area of specialisation as the row heading and use the name of the legal entity as the column headings. Indicate the areas of specialist knowledge each legal entity has by placing a tick (✓) in the box corresponding to the specialisation in which it has significant experience. **Maximum 10 specialisations**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Leader | Member 2 | Member 3 | Etc … |
| Relevant specialisation 1 |  |  |  |  |
| Relevant specialisation 2 |  |  |  |  |
| Etc …[[14]](#endnote-14) |  |  |  |  |

**6. EXPERIENCE**

Please fill in the table below to summarise the main projects related to this contract carried out over the past 3 years[[15]](#endnote-15) by the legal entity or entities making this application. The number of references to be provided must not exceed 15 for the entire application.

|  |  |  |
| --- | --- | --- |
| **Ref no (maximum 15)** | **Project title** |  |
| **Name of legal entity** | **Country** | **Overall contract value (EUR)[[16]](#endnote-16)** | **Proportion carried out by legal entity (%)** | **No of staff provided** | **Name of client and address (e mail of the task manager or of the organization)** | **Origin of funding** | **Dates (start/end)[[17]](#endnote-17)** | **Name of joint venture members, if any** |
| … | … | … | … | … | … | … | … | … |
| **Detailed description of project** | **Type and scope of services provided** |
| … | … |

**7. DECLARATION(S)**

As part of their application, each legal entity identified under point 1 of this application, including every joint venture member, must submit a signed declaration using the attached format. The declaration may be in original or in copy. If copies are submitted, the originals must be sent to the Contracting Authority upon request.

**8 STATEMENT**

I, the undersigned, the authorised signatory of the above Candidate (for joint ventures, this includes all joint venture members), hereby declare that we have examined the TORs and prequalification criteria referred to above. If our application is short-listed, we fully intend to submit a tender to provide the services requested in the TORs.

We understand that our tender may be excluded if we propose key experts who have been involved in preparing this project or employ them as advisers in the preparation of our tender. We also understand that this may mean exclusion from other tender procedures and contracts funded by the SRTF.

We are also, fully aware that, for joint ventures, the composition of the joint venture cannot be changed in the course of the tender procedure, unless the Contracting Authority has given its prior approval in writing. We are also aware that the joint venture members have joint and several liability towards the Contracting Authority concerning participation in the above tender procedure and any contract awarded to us as a result of it.

Signed on behalf of the Candidate

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

FORMAT FOR THE DECLARATION REFERRED TO IN POINT 7
OF THE APPLICATION FORM
To be submitted on the letterhead of the legal entity concerned

<Date>

Syria Recovery Trust Fund Yönetim Hizmetleri A. Ş., Turkey Address: Budak Mah.Gazi Muhtar Pasa Blv. 10031 Sk. YASEM Is Mrk. No 42/804 – Sehitkamil/Gaziantep

City: Gaziantep

Postal Code: 27090

Country: Turkey

Telephone: +90 342 290 36 29

Fax number: +90 342 501 16 59

Electronic mail address: procurement@srtfund.org

REF: INDEPENDENT MONITORING AGENT SERVICES,

 SRTF INVITATION: EOI-14-001-NAT

Dear Sir/Madam

In response to your EOI notice **“EOI-14-001-NAT”**, we, < Name(s) of legal entity or entities>, confirm that we intend to submit a proposal for the contract for Independent Monitoring Agent, if we are invited to do so.

We hereby declare that:

1. We are making this application [ on an individual basis ]\* / [ as member of the joint venture led by < name of the leader / ourselves > ]\* for this contract. We confirm that we are not involved in any other application for the same contract, in any form (as a member, leader, in a joint venture or as an individual candidate);
2. Our participation as a candidate/bidder (or any of our personnel) is not ruled out by sanctions issued by the UN Security Council, the EU, the US or any other Donor supporting the SRTF;
3. We are not and were not involved as a consultant in the preparation or implementation of the SRTF monitoring system. The same applies to an enterprise or an individual that is closely connected with us under a company group or a similar business link, or to several enterprises or individuals associated correspondingly;
4. We are not legally barred from the procurement process in our own or any Donor country or the country of the contracting agency on the grounds of previous violations of regulation on fraud and corruption[[18]](#endnote-18);
5. We or sub-contractors to be contracted for considerable portions of the contract are not enterprises economically intertwined with the contracting agency in the host country and/or state controlled enterprises that are not legally or financially independent;
6. We are not engaged in financing terrorism, including providing financing or support to any persons who are designated by the U.S. Department of Treasury as “Specially Designated Nationals” or subject to sanctions by the EU;
7. We [have attached a current list of the enterprises in the same group or network as ourselves ] / [ are not part of a group or network ]\* and have only included data in the application form concerning the resources and experience of [our legal entity] / [our legal entity and the entities for which we attach a written undertaking]\*;
8. We will inform the Contracting Authority immediately if there is any change in the above circumstances at any stage during the implementation of the tasks;
9. We acknowledge that, should we provide false declarations, make substantial errors or commit irregularities or fraud, we shall be excluded from the further procurement procedures for any service contract for the same project; and
10. We are aware that, for the purposes of safeguarding the SRTF’s financial interests, our personal data may be transferred to SRTF audit services.

Signed and Seal

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. [↑](#footnote-ref-1)
2. [↑](#endnote-ref-2)
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