SAMPLE FORMAT:

REQUEST FOR EXPRESSIONS OF INTEREST

(CONSULTING SERVICES – FIRMS SELECTION)

**[*COUNTRY*]**

**[*NAME OF PROJECT*]**

Loan No./Grant No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

The [*insert: name of Beneficiary*] [select: *has received/has applied for/intends to apply for*] financing from the OPEC Fund toward the cost of the [*insert: name of project or grant*], and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include [*insert: brief description, estimated level of effort (professional staff-months), implementation period, expected start date of assignment, etc. ensuring full consistency with the TOR attached or referred to in this REOI*].

The detailed Terms of Reference (TOR) 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 executing agency*] 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***]. Please use the Annex Forms. Key Experts will not be evaluated at the shortlisting stage.

The attention of interested Consultants is drawn to paragraph G and Annex II of the OPEC Fund’s *Principles for Procurement of Goods, Works and Services* dated ……. [*insert date of applicable edition as per the legal agreement*] (“*Principles*”), setting forth the OPEC Fund’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 [*insert approved selection method*] method set out in the Procedures for Procurement of Consulting Services dated [insert date].

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 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*]

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