**Letter of Interest**

[*Location, Date*]

To:

IFAD Project Procurement Team

Via Paolo di Dono 44, 00142 Rome, Italy

Dear Sirs,

In response to the Request for Expressions of Interest (REOI) published on 20 December 2019 for the Grant relevant to “Capacity Building to improve project’s procurement”. I, as an authorized representative of [*insert name of your organization and any other organization joining as a consortium or joint venture*] would like to express the interest of my organization [*or consortium or joint venture of organizations*] to undertake the above mentioned assignment as mentioned in the REOI.

I am enclosing in the following Annexes 1, 2 (only if applicable), 3, 4 and the information and documents requested, in the format requested, for your information and records.

I declare that the information provided is complete and correct in details and understand that the contracting authority has the right to request, for the purpose of verifying and confirming the statements, any available supporting documents.

We accept and declare our compliance with the IFAD Policy on Preventing Fraud and Corruption in its Activities Operations and the IFAD Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse that are available at <https://www.ifad.org/en/policies-and-strategies>.

We understand you are not bound to accept any application you receive.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

***[To be signed by the authorized representative of the organization or the lead organization in case of a consortium or joint venture.]***

**ANNEX 1**

|  |  |
| --- | --- |
| **ORGANIZATION INFORMATION**  *To be completed by the organization (****All fields marked with an “ \* ” are mandatory****)* | |
| **Legal Company Name** (Not trade name or DBA name) **\*:** | |
| **Company Contact \*:** | |
| **Address \*:** | |
| **City \*:** | **State:** |
| **Country \*:** | |
| **Telephone Number \*:** | |
| **Fax Number \*:** | |
| **Email Address \*:** | |
| **Company Website:** | |
| **Name \*:** | **Title \*:** |
| **Place, Date \*:** | **Signature \*:** |

**ANNEX 2**

**Organization Composition in the Case of a Consortium and/or Joint Venture**

In case of a consortium or a joint venture, the below Annex 2 shall be completed for each member of the consortium or joint venture and returned to IFAD.

Additionally, please indicate below the composition of the consortium or joint venture, providing the information requested for each member of the consortium or joint venture and defining the currently envisaged distribution of the contract among the members of the consortium or joint venture in percentage terms.

|  |  |  |
| --- | --- | --- |
| **Name and Address** | **Services to be provided** | **% of Contract Distribution** |
| **Lead organization** | | |
|  |  |  |
| **Member of Consortium / Joint Venture** | | |
|  |  |  |
| **Member of Consortium / Joint Venture** | | |
|  |  |  |

**Date Signature and Stamp of Organization**

(The Organization Composition form shall be filled out, signed, dated and stamped separately by each organization. It shall then be submitted separately by each organisation which is a member of a consortium or of a joint venture. )

**ANNEX 3**

**Mandatory Screening Criteria (Pass/Fail)**

**Section 1:**

1. Has the organization or any of its members (in the case of a consortium or joint venture) been involved in bankruptcy proceedings, sequestration or any analogous situation arising from a similar procedure provided for in law?

**Yes No**

1. Has the organization or any of its members (in the case of a consortium or joint venture) been subject of a judgment for fraud, corruption or any other illegal activity?

**Yes No**

1. Has the organization or any of its members (in case of a consortium or joint venture) had a contract terminated for cause of non-performance or default in the last five years, or has been disqualified by any public agency form being awarded a contract during the last five years?

**Yes No**

**If the answer to any of the above is “yes”, details and justifications are to be provided below (or on an attached document) that will be reviewed to determine if any such situation (for questions 1 and 2) or termination (in case of question 3) would permit the organization or any of its members (in case of a consortium or joint venture) to continue in the process.**

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**Section 2:**

1. Has the organization (or the lead organization in the case of a consortium or joint venture) been established for a minimum of five (5) years?

Official registration documents for the organization, and all its members (in the case of a consortium or joint venture) must be submitted as part of the Expression of Interest. The document should be in one of the official languages of the United Nations.

**Yes No**

1. Is the organization (or consortium or joint venture) able to provide key personnel fluent in each official IFAD language (English, French, Spanish, Arabic)?

**Yes No**

1. Does the organization (or the consortium or joint venture) have experience in providing public procurement training for other International Financial Institutions (IFIs), governments or International Organizations?

**Yes No**

1. Does the organization have an average annual turnover of at least US$ 1 Million over the past three years?

In the case of a consortium or joint venture, does it have a combined average annual turnover of at least US$ 1.2 Million and does each individual member have a minimum average annual turnover exceeding 1 Million multiplied by their percentage stake in the consortium? Please indicate below the annual turnover for the lead and each of the members of the consortium or joint venture.

**Yes No**

|  |  |  |  |
| --- | --- | --- | --- |
|  | 2016 | 2017 | 2018 |
| **Turnover of the organization** **or lead organization** | .................................... | .................................... | .................................... |
| **Turnover member of consortium or joint venture**  (add rows as necessary) | .................................... | .................................... | .................................... |

**If the answer to any of the above questions under Section 2 is “No” then the organization will be disqualified.**

**Section 3:**

1. Please indicate any other relevant information (no more than 5 000 words):

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**Date Signature and Stamp of organization  
or lead organization (in case of a consortium or joint venture)**

**ANNEX 4**

Experience of the Organization

Using the format below, please provide information on each relevant assignment for which your Organization, and each associate for this assignment in case of consortium or join venture, was legally contracted as a corporate entity or as one of the major companies within an association, for carrying out the services similar to the ones requested under this REOI.

The response to this REOI must demonstrate that the Organization has a proven track record of successful experience in executing projects similar in substance, complexity and duration sought in this procurement.

**Only relevant experience in the context of this REOI will be taken into consideration.**

|  |  |
| --- | --- |
| Assignment name: | Approx. value of the contract (in current US$): |
| Country: Location within country: | Duration of assignment (months): |
| Name of client: | Total No. of staff-months of the assignment: |
| Email and phone of references of the Client | Provide contact information for at least three (3) references that can provide substantial input about (1) the type of work performed by you and (2) the quality of the work. For each reference, list a contact individual, their title, address, phone and e-mail address |
| Address: | Approx. value of the services provided by your firm under the contract (in current US$): |
| Start date (month/year): Completion date (month/year): | No. of professional staff-months provided by associated consultants: |
| Name of associated consultants, if any: | Name and profile of proposed senior professional staff of your firm involved and functions performed (indicate most significant profiles such as project director/coordinator, team leader): |
| Narrative description of project: | |
| Narrative description of the project’s mobilization demands and how your firm managed that mobilization’s administrative, logistical and financial requirements. | |
| Description of actual services provided by your staff within the assignment: | |

**ANNEX 5**

**Expression of Interest Evaluation Grid**

Only organizations that achieve at least 75% of the score allocated to each criterion score will be considered for the shortlist.

|  |  |  |
| --- | --- | --- |
| Description | Minimum Mandatory Passing Score | Max Score |
| **Number of Years established (minimum 5 years)**  (as shown in the official documents presented)  You will be scored as follows:   |  |  | | --- | --- | | Number of years established | Score attributed | | 5 | 12 | | 6-10 | 13 | | 11-15 | 14 | | Above 15 | 15 | | 12 | 15 |
| **Relevant experience in providing public procurement training.**  Experience in delivering public procurement capacity building in developing countries demonstrated by completed or ongoing training programmes similar to the one described in this REOI.  You will be scored as follows:   |  |  | | --- | --- | | Number of relevant training programmes (ongoing or completed) | Score attributed | | 1-4 | 33 | | 4-10 | 49 | | 10-15 | 55 | | Above 15 | 20 | | 49 | 65 |
| **Area of work**  Office locations or representations in IFAD regions. A list of IFAD regional hubs is provided below for information purposes only.  You will be scored as follows:   |  |  | | --- | --- | | Relevant office locations in IFAD regions | Score attributed | | 2 (in different regions) | 15 | | 3-5 | 17 | | 6-10 | 19 | | Above 10 | 20 |   List of IFAD regions and hubs:   |  |  | | --- | --- | | Region | Regional Hubs | | Asia and the Pacific | |  | | --- | | * South Asia Hub (Delhi) | | * South-East Asia & Pacific Hub (Jakarta) | | * East Asia Regional SSTC & Knowledge Centre (Beijing) | | | East and Southern Africa | |  | | --- | | * Eastern Africa & Indian Ocean Hub (Nairobi) | | * Southern Africa Hub (Pretoria) | | * African Union Regional SSTC & Knowledge Centre (Addis Ababa) | | | Latin America and the Caribbean | |  | | --- | | * Andean & Southern Cone Hub (Lima) | | * Mesoamerican & Caribbean Hub (Panama City) | | * Brazil Regional SSTC & Knowledge Centre (Brasilia) | | | Near East, North Africa, Europe and Central Asia | |  | | --- | | * North Africa & Middle East Hub (Cairo) | | * Central Asia & Eastern Europe Hub (Istanbul) * IFAD HQ (Rome) | | | West and Central Africa | |  | | --- | | * West Africa Hub (Dakar) | | * Coastal Hub (Abidjan) | | * Central Africa Hub (Yaoundé) | | | 15 | 20 |