



Template for Request for Expressions of Interest (REOI)

Addendum 6

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Note: This template contains two types of instructions to the compiler. Square parentheses ([]) indicate sections that must be completed as indicated therein. The comments within the curly parentheses ({}) are more general instructions to the compiler, indicating how these sections should be completed. These sections will generally vary from project to project and should be considered in context of the project for which the document is being drafted. The template should be used as a guide only and compilers should feel free to deviate from the suggested template where it may be felt that such deviation is warranted.

REQUEST FOR EXPRESSIONS OF INTEREST

[Reference number]: [Short project description/Project name]

**[Insert Institution Name]
[Insert Institution Address]
[Insert email address]
[Insert telephone and fax numbers]**

The [Insert name of Institution] is engaged in the [Insert relevant description of Institution's activities] and as part of this endeavour, has decided to undertake development and operation/maintenance of the [Insert Project name] Project through Public-Private Partnership (the "PPP") on [Design, Build, Finance, Operate and Transfer] {can amend as required} basis, and has decided to commence the procurement process for selection of a private entity as the bidder to whom the Project may be awarded.

Brief particulars of the Project are as follows:

[Insert brief description of project including broad scope and objectives of project]

More detailed information and details of similar projects conducted through the [Insert name of Institution] can be found at [insert website address] [and/or reference to any other documents which may contain this information].

In relation to this Project, the following output may be required from a private entity:
[Insert description of the nature of services and expertise required as well as a value of money expectation]

Interested parties are hereby invited to express interest in providing the aforementioned services. In this regard, the following information is requested from interested parties:
[Insert information to be supplied]

An information session will be held on [Insert date] at [Insert time] at [Insert address – can say the address below if it the same as the submission address]. {Only include if an information session will be held.} Interested parties may obtain further information on the Institution's website or at the address below during office hours from Monday to Friday, 08:00 hours to 16:30 hours. Expressions of interest must also be delivered to the address below by [Insert date] at [Insert time] Central African time (CAT).

[Insert Address]

An original and [insert number] copies should be submitted. All submissions should mention "Expression of Interest for [Insert Project Name]". Please note that any submissions received will not be regarded as an offer to render the aforementioned services and the [Insert Institution name] is under no obligation to respond to or consider the submission(s) made.

Pursuant to this request for EOI the Institution intends to adopt a two-stage process for selection of the bidder for award of the Project.

The first stage (the "Qualification Stage") of the process involves qualification of interested parties who make an Application in accordance with the provisions of a RFQ document which will be made available following the submission and evaluation, if applicable, of EOIs. Prior to making an Application at this stage, the Applicant shall pay to the Institution an as yet unconfirmed sum as the cost of the RFQ process.

At the end of this stage, the Institution expects to announce a list of all pre-qualified Applicants who shall be eligible for participation in the second stage of the Process (the "Bid Stage") comprising Request for Proposals (the "Request for Proposals" or "RFP"). Only those Applicants that are pre-qualified and short-listed by the Institution shall be invited to submit their Bids for the Project. More detailed information regarding this stage will be furnished as the commencement date of this stage approaches.

The Institution envisions the following rough preliminary dates for the procurement process which shall be commenced should the level of interest expressed in the requested EOIs be adequate:

Event Description	Date
[Commencement of Pre-Qualification Stage]	[Insert date]
[RFQ Application due date]	[Insert date]
[Announcement of RFQ short-list]	[Insert date]
[Commencement of Bid Stage]	[Insert date]

Further information and key dates shall be provided in more detail as the procurement process advances.

{Can alter according to project. Only need to indicate rough timelines at this stage. Detailed info need not be given. Dates may be expressed as months or weeks from EOI submission date.}

DISCLAIMER {can be attached in a separate document on website for example, and referred to – especially if the EOI is being advertised in a newspaper and space is limited – or can include relevant clauses at the end of the REOI}

- Procedure for clarification of REOI

Applicants requiring any clarification on the REOI may notify the Institution in writing or by fax and e-mail. They should send in their queries before the date specified. The Institution shall endeavour to respond to the queries within the period specified therein, but no later than [insert number] days prior to the Application Due Date. The responses will be sent by fax and/or e-mail.

The Institution shall endeavour to respond to the questions raised or clarifications sought by the Applicants. However, the Institution reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this Clause shall be taken or read as compelling or requiring the Institution to respond to any question or to provide any clarification.

- Responsibility for cost of preparing EOI

The Applicants shall be responsible for all of the costs associated with the preparation of their Applications and their participation in the Process. The Institution will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Process.

- Clarification of EOI

To facilitate evaluation of Applications, the Institution may, at its sole discretion, seek clarifications from any Applicant regarding its Application. Such clarification(s) shall be provided within the time specified by the Institution for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing.

If an Applicant does not provide clarifications sought above within the prescribed time, its Application shall be liable to be rejected. In case the Application is not rejected, the Institution may proceed to evaluate the Application by construing the particulars requiring clarification to the best of its understanding, and the Applicant shall be barred from subsequently questioning such interpretation of the Institution.

- Reservation of rights

The Institution, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to;

(a) suspend and/ or cancel the Process and/ or amend and/ or supplement the Process or modify the dates or other terms and conditions relating thereto;

(b) consult with any Applicant in order to receive clarification or further information;

(c) retain any information and/ or evidence submitted to the Institution by, on behalf of, and/ or in relation to any Applicant; and/ or

(d) independently verify, disqualify, reject and/ or accept any and all submissions or other information and/ or evidence submitted by or on behalf of any Applicant.

- Limitation of damages

The Institution shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to the Request for EOI or the Process, including any error or mistake therein or in any information or data given by the Institution.

It shall be deemed that by submitting the Application, the Applicant agrees and releases the Institution, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/ or performance of any obligations hereunder and the Bidding Documents, pursuant hereto, and/ or in connection with the Process, to the fullest extent permitted by applicable law, and waives any and all rights and/ or claims it may have in this respect, whether actual or contingent, whether present or in future.

- Confidentiality from the part of the Institution

Any information supplied by Applicants shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising the Institution in relation to, or matters arising out of, or concerning the Process. The Institution will treat all information, submitted as part of Application, in confidence and will require all those who have access to such material to treat the same in confidence. The Institution may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or the Institution or as may be required by law or in connection with any legal process.

{Insert any schedules which may be applicable. For example, the desired form of response may be specified in a schedule to the REOI. Again this may not be included in the REOI itself (especially if space is limited as noted above) but may be made available on a website, for example, which would then just need to be made reference to in the REOI.}