**PROJECT NAME:** Kingston Harbour Walk Project

**ROLE/SERVICE:** Consultancy Services for Feasibility Studies and Designs for Kingston Harbour Walk – Jamaica

**COUNTRY:** [Jamaica](https://www.caribank.org/countries-and-members/borrowing-members/jamaica)

**DEADLINE:** March 3, 2023 @ 2:00 PM GMT-5

**SUBMISSION TEMPLATE**

|  |  |  |
| --- | --- | --- |
|  | **Name(s) of legal entity or entities making this EOI** | **Nationality[[1]](#footnote-1)** |
| **Leader2** |  |  |
| **Member** |  |  |
| **Etc …** |  |  |

# CONTACT PERSON (for this EOI)

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

# ECONOMIC AND FINANCIAL CAPACITY3

Please complete the following table of financial data4 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 consultant is a public body, please provide equivalent information.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Financial data** | **2 years before last year5**  **<insert currency>** | **Year before last year**  **<insert currency>** | **Last year**    **<insert currency>** | **Average 6**    **<insert currency>** | **This year**    **<insert currency>** |
| Annual turnover7, excluding this contract |  |  |  |  |  |
| Current Assets8 |  |  |  |  |  |
| Current Liabilities9 |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Financial data** | **2 years before last[[2]](#footnote-2)**  **<insert currency>** | **Year before last year**  **<insert currency>** | **Last year**  **<insert currency**  **>** | **Average[[3]](#footnote-3)**  **<insert currency>** | **This year**  **<insert currency>** |
| Annual turnover [[4]](#footnote-4), excluding this contract |  |  |  |  |  |
| Current Assets[[5]](#footnote-5) |  |  |  |  |  |
| Current Liabilities[[6]](#footnote-6) |  |  |  |  |  |

# STAFF

Please provide the following statistics on staff for the current year and the two previous years.10

|  |  |
| --- | --- |
| **Average manpower** | **Numbers** |
|  |  |
| Permanent staff12 |  |
| Other staff 13 |  |
| Total |  |

1. Country in which the legal entity is registered.
2. Add / delete additional lines for consortium members as appropriate. **Note** that a subcontractor is not considered to be a consortium member for the purposes of this EOI form. Subsequently, data on subcontractors must not appear in the data related to the economic, financial and professional capacity. If this EOI is submitted by an individual legal entity, the name of that legal entity should be entered as ‘Leader’ (and all other lines should be deleted). Any change in the identity of the Leader and/or any consortium members between the deadline for receipt of EOIs indicated in the REOI and the award of the contract is not permitted without the prior written consent.

1. If this EOI is submitted by a consortium, the data in the table above must be the sum of the data in the corresponding tables in the declarations provided by the consortium members — see point 7 of this EOI form.
2. Corresponding to the specializations identified in point 5 below.
3. Staff directlyemployed by the candidate on a permanent basis (i.e., under indefinite contracts).
4. Other staff not directlyemployed by the candidate on a permanent basis (i.e., under fixed-term contracts).
5. Add / delete additional lines and/or rows as appropriate. If this EOI is submitted by an individual legal entity, the name of the legal entity should be entered as ‘Leader’ (and all other columns should be deleted).
6. If the reference contract is only partially completed, please quote the percentage and value which has been completed.

# AREAS OF SPECIALIZATION

Please fill in the table below to indicate any areas of specialist knowledge related to this contract for each legal entity making this EOI. State the type of area of specialization 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 specialization in which it has significant experience. **Maximum 10 specializations**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Leader | Member 2 | Member 3 | Etc … |
| Relevant specialization 1 |  |  |  |  |
| Relevant specialization 2 |  |  |  |  |
| Etc …14 |  |  |  |  |

# EXPERIENCE

Please fill in the table below to summarize the main projects related to this contract carried out over the past 5 years by the legal entity or entities making this EOI. The number of references to be provided must not exceed 15 for the entire EOI.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref no (maximum 15)** | **Project title #1** | |  | |  |  | | |
| **Name of legal entity** | **Country** | **Overall contract value**  **[insert currency]**  **15** | **Proportion carried out by legal entity (%)** | **No of staff**  **provided** | **Name of client** | **Origin of funding** | **Dates**  **(start/end)**  **16** | **Name of consortium members, if any** |
| … | … | … | … | … | … | … | … | … |
|  | **Detailed description of project** | | | |  | **Type and scope of services provided** | | |
| … |  | | | |  | … | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref no (maximum 15)** | **Project title #2** | |  | |  |  | | |
| **Name of legal entity** | **Country** | **Overall contract value**  **[insert currency]**  **15** | **Proportion carried out by legal entity (%)** | **No of staff**  **provided** | **Name of client** | **Origin of funding** | **Dates**  **(start/end)**  **16** | **Name of consortium members, if any** |
| … | … | … | … | … | … | … | … | … |
|  | **Detailed description of project** | | | |  | **Type and scope of services provided** | | |
| … |  | | | |  | … | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref no (maximum 15)** | **Project title #3** | |  | |  |  | | |
| **Name of legal entity** | **Country** | **Overall contract value**  **[insert currency]**  **15** | **Proportion carried out by legal entity (%)** | **No of staff**  **provided** | **Name of client** | **Origin of funding** | **Dates**  **(start/end)**  **16** | **Name of consortium members, if any** |
| … | … | … | … | … | … | … | … | … |
|  | **Detailed description of project** | | | |  | **Type and scope of services provided** | | |
| … |  | | | |  | … | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref no (maximum 15)** | **Project title #4** | |  | |  |  | | |
| **Name of legal entity** | **Country** | **Overall contract value**  **[insert currency]**  **15** | **Proportion carried out by legal entity (%)** | **No of staff**  **provided** | **Name of client** | **Origin of funding** | **Dates**  **(start/end)**  **16** | **Name of consortium members, if any** |
| … | … | … | … | … | … | … | … | … |
|  | **Detailed description of project** | | | |  | **Type and scope of services provided** | | |
| … |  | | | |  | … | | |

**Firms may append any other information deemed relevant in support of the submission. There will be no penalization of Firms who deviate from the proposed template.**

# STATEMENT

I, the undersigned, the authorized signatory of the above Consultant (for consortiums, this includes all consortium members), hereby declare that we have examined the REOI for the Open tender procedure referred to above. If our EOI is short-listed, we fully intend to submit a tender to provide the services requested in the tender documents.

Signed on behalf of the Consultant.

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

**FORMAT FOR THE DECLARATION REFERRED TO IN POINT 7 OF THE EOI**

<Date>

ADDRESS FOR SUBMISSION OF REOI

Strategic Sourcing and Procurement Department Procurement Officer

Urban Development Corporation Caribbean Development Bank

12 Ocean Boulevard P.O. Box 408, Wildey

Kingston St. Michael

JAMAICA BARBADOS, W.I.

**Your ref: < Publication reference >**

Dear Sir/Madam

In response to your REOI < Publication reference >, we, < Name(s) of legal entity or entities>, confirm that we intend to submit a tender for the contract for [Lot number <number> of ]\* the above if we are invited to do so.

We hereby declare that we:

* are making this EOI [ on an individual basis ]\* / [ as member of the consortium led by < name of the leader / ourselves > ]\* for this contract. We confirm that we are not involved in any other EOI for the same contract, in any form (as a member, leader, in a consortium or as an individual consultant);
* are not in any of the situations excluding us from participating in contracts listed under Eligibility;
* Have provided to our best knowledge, credible and accurate information;
* agree to abide by the highest standards of ethical and professional practice and
* will inform the CDB and/or the UDC immediately if there is any change in the above circumstances at any stage during the implementation of the tasks.

[\* Delete as applicable]

If this declaration is completed by a consortium member:

The following table contains our financial data as included in the consortium’s EOI form. These data are based on our annual audited accounts and our latest projections. Estimated figures (i.e., those not included in annual audited accounts) are given in italics. Figures in all columns are calculated on the same basis to allow a direct, year-on-year comparison to be made <see the footnotes for exceptions>.

1. **SUBMITTED by (i.e. the identity of the Candidate)**  [↑](#footnote-ref-1)
2. Last year = last accounting year for entity. [↑](#footnote-ref-2)
3. Amounts entered in the ‘Average’ column must be the mathematical average of the amounts entered in the three preceding columns of the same row. [↑](#footnote-ref-3)
4. The gross inflow of economic benefits (cash, receivables, other assets) generated from the ordinary operating activities of the enterprise (such as sales of goods, sales of services, interest, royalties, and dividends) during the year. [↑](#footnote-ref-4)
5. A balance sheet account that represents the value of all assets that are reasonably expected to be converted into cash within one year in the normal course of business. Current assets include cash, accounts receivable, inventory, marketable securities, prepaid expenses and other liquid assets that can be readily converted to cash. [↑](#footnote-ref-5)
6. A company's debts or obligations that are due within one year. Current liabilities appear on the company's balance sheet and include short term debt, accounts payable, accrued liabilities and other debts.

   [↑](#footnote-ref-6)