

APPENDIX 3.1 - SAMPLE INVITATION LETTER FOR EXPRESSION OF INTEREST

Date _____

Dear Sirs,

Agreement No. CE XX/XX
(Agreement Title)

I am pleased to inform you that you are invited to express interest in undertaking the above consultancy.

The scope of this assignment, which is to commence in _____, is indicated in the attached copy of the draft Brief.

If you are interested in this assignment, please reply to this Office before 12:00 noon on _____ by submitting _____ sets of documents containing the following information in a maximum of four A4 pages with a minimum font size of _____:-

- (a) your broad approach to the problem;
- (b) previous relevant commissions;
- (c) an indication of key staff likely to be employed for the assignment (together with attachments showing their curriculum vitae and an organization chart of the study/project team as necessary);
- (d) an indication of sub-consultants to be employed; and
- (e) your comments on the draft Brief and the draft Schedule of Fees.

Please note that no attachments, except attachments for the curriculum vitae of the key staff likely to be employed on the consultancy and the organization chart of the study/project team as mentioned above, should be included in your submission. Late submissions or submissions that do not conform to the requirements in respect of the number of pages, the page size, the font size or the attachments shall not be considered.

If you are a limited liability company, then you are required to submit documentary proof that the majority of the voting power in meetings of the company shall be held by directors who are consulting engineers (or equivalent professionals of associated professions).

You are also required to declare any involvement or interest if it is considered by you to be in real or apparent conflict with the duties to be performed for this consultancy. Any involvement or interest declared would be carefully considered but would not automatically bar you from being further considered in the selection process.

The initial list of qualified consultants approached for this Assignment is attached for your information. Based on the response received, normally [four] suitable firms will be shortlisted for submission of technical and fee proposals.

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Sabine Zange



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