

INSERT PROCUREMENT NAME AND NUMBER HERE

REQUEST FOR EXPRESSIONS OF INTEREST

APPLICATIONS CLOSE AT 2PM ON 20 MARCH 2015

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2 PREAMBLE

2.1 PURPOSE OF THIS DOCUMENT

The purpose of this document is to list in detail, the terms and conditions surrounding this Request for Expressions of Interest (Eoi). It includes a description of the rules concerning submission of responses and the activities associated with the evaluation of those responses.

2.2 AUDIENCE

The audience of this document is any company representative or individual wishing to respond to this Expressions of Interest (Eoi) by registering a formal response.

2.3 DISCLAIMER

The issuer of this Request for Eoi (referred to throughout this document as “The Buyer”) is not committed contractually in any way to those respondents whose response(s) to this Eoi is accepted. The issue of this Request for Eoi does not commit or otherwise oblige The Buyer to proceed with any sub-processes, tasks or activities of the process.

Whilst the information contained in this Request for Eoi has been formulated with all due care, The Buyer does not warrant or represent that the information is free from errors or omissions. The information is made available on the understanding that The Buyer and its respective employees and agents, shall have no liability (including liability by reason of negligence) for any loss, damage, cost or expense incurred or arising by reason of any person using or relying on the information and whether caused by reason of any error, omission or misrepresentation in the information or otherwise.

Furthermore, The Buyer takes no responsibility for the accuracy, currency, reliability and correctness of any information included in this Eoi.

3 GENERAL

3.1 THE PROCUREMENT EVENT

3.1.1 Procurement Event Description

Insert a brief description of the procurement event here.

3.1.2 Business Context

Insert a description of the business context for the procurement event here.

3.1.3 Business Benefits

List the key business benefits of the procurement event here.

3.1.4 Procurement Event Objectives

List the key objectives of the procurement event here.

3.2 REQUEST FOR EXPRESSIONS OF INTEREST

Expressions of Interest (Eoi) are invited from organisations wishing to be pre-registered to bid for the proposed contract of works defined in the upcoming RfX (insert details here).

The scope of work under the proposed contract includes (insert details here).

Note that the above is a brief overview of the proposed contract and the scope of work. More details will be included in the RfX documents provided to organisations that are invited to submit bids as a result of this Eoi process.

The Buyer in the proposed contract will be (insert details here).

3.3 THE EXPRESSIONS OF INTEREST PROCESS

The Eoi is the first stage of a multi-stage procurement process. The objective of the Eoi is to identify and pre-register organisations that are interested in entering into the proposed contract and have suitable capacity, capability and experience.

Evaluation teams comprising representatives of The Buyer will evaluate Eoi responses on the basis of the requirements set out in the schedule of this Eoi.

The evaluation teams will identify the responses that it considers best satisfy the requirements and will recommend a minimum of (insert number here) and a maximum of (insert number here) to be pre-registered and invited to bid for the proposed contract. The evaluation teams may nominate one or two of the next ranked respondents as reserves to allow for the possible withdrawal of the selected respondents.

The Buyer will determine which of the respondents will be pre-registered. Only organisations that are pre-registered through this EoI process will be eligible to submit a bid to the RFX process.

Unless specifically stated in this Request for EoI, The Buyer will not be liable for any costs incurred by respondents through participation in this EoI process.

3.4 BUYER CONTACT PERSON

Refer all requests for information about this Request for EoI and the EoI process to the following representative of The Buyer:

Name	(insert details here)
Telephone	(insert details here)
Facsimile	(insert details here)
Mobile	(insert details here)
Email	(insert details here)
Address	(insert details here)

Table 1 - Buyer Contact Details

3.5 INDICATIVE HIGH-LEVEL TIMETABLE

An indicative timetable for the EoI process is shown below:

Activity	Date
Expressions of Interest Open	(insert date here)
Expressions of Interest Close	(insert date here)
Evaluation Completed	(insert date here)
Successful EoI Respondents Notified	(insert date here)
RFX Documents Issued	(insert date here)
RFX Closes	(insert date here)
Contract Awarded	(insert date here)

Activity	Date
All Contracted Work Completed	(insert date here)

Table 2 – Indicative High-level Timetable

Please become a member of the **BUSDOX Library** to see the rest of this, and all other, important procurement **artefacts**.

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