



**Ministry of Industry, Investment & Commerce**

## **Expression of Interest**

**TO PROVIDE**

**REQUEST FOR EXPRESSIONS OF INTEREST FOR  
CONSULTANCY SERVICES  
FOR EXPERTS IN ISO 9001:2015 QUALITY  
MANAGEMENT SYSTEM**

**REF: MIIC/ISO 9001/2023/19**

**Submission Document**

**[Insert Name of Firm]**

**I. Expressions of Interest (EOI) Submission Letter**

Location:.....

Date: .....

To:  
Denise Whyte Bryan  
Senior Procurement Officer  
Ministry of Industry, Investment, and Commerce  
4 St. Lucia Avenue  
Kingston 5

Dear Sirs:

We/I, the undersigned, offer to provide the consulting services for \_\_\_\_\_ in accordance with your Expression of Interest (EOI) notice dated \_\_\_\_\_ and our EOI. We are hereby submitting our EOI as per the instructions provided.

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

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Seal of the Firm:

## Important Notice

*The documents submitted with the Expression of Interest (EOI) must contain sufficient information to enable a comprehensive assessment of the Firm. The information submitted will form the basis on which the scoring will be carried out and will determine the ranking of the Firm, or whether or not the Firm is shortlisted.*

*Additional documents or forms may be submitted in response to this request for Expression of Interest (EOI).*

## II. Description of the Firm/Individual

### 1. Information on Firm/individual

<b>Firm/individual</b>
Name of the Firm/individual:
Address:
Telephone No.:
Fax No.:
Email:
Date of Registration:
Type of firm if relevant:
<u>Contact Person:</u>
Name:
Designation:

### 2. Legal Documents

For verification purposes the firm shall submit:

- Copies of the firm's registration documents
- Valid Tax Compliance Certificate

## Form TECH-2: Consultant’s organization and experience

**Form TECH-2:** a brief description of the Consultant’s organization and an outline of the recent experience of the Consultant that is most relevant to the assignment. In the case of a joint venture, information on similar assignments is to be provided for each partner. For each assignment, the outline should indicate the names of the Consultant’s Key Experts and Sub-consultants who participated, the duration of the assignment, value of contract managed, if it was done in a form of a joint venture or a sub-consultancy, and the Consultant’s role/involvement.

### A - Consultant’s Organization

*[1. Provide here a brief description of the background and organization of your company, and – in case of a joint venture – of each member for this assignment.]*

### B - Consultant’s Experience

1. List only previous similar assignments successfully completed in chronological order with the most recent projects first.
2. List only those assignments for which the Consultant was legally contracted as a company or was one of the joint venture partners. Assignments completed by the Consultant’s individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Consultant, or that of the Consultant’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by the Client.

<b>Duration</b>	<b>Assignment name/ &amp; brief description of main deliverables/outputs</b>	<b>Name of Client &amp; Country of Assignment</b>	<b>Value of Contract Managed</b>	<b>Role on the Assignment</b>
<i>[e.g., Jan.2009– Apr.2010]</i>	<i>[e.g., “Improvement quality of.....”: designed master plan for rationalization of .....; ]</i>	<i>[e.g., Ministry of ....., country]</i>	<i>[e.g., US\$1 mill/US\$0.5 mil]</i>	<i>[e.g., Lead partner in a JV A&amp;B&amp;C]</i>
<i>[e.g., Jan-May 2008]</i>	<i>[e.g., “Support to sub-national government.....” : drafted secondary level regulations on.....]</i>	<i>[e.g., municipality of....., country]</i>	<i>[e.g., US\$0.2 mil/US\$0.2 mil]</i>	<i>[e.g., sole Consultant]</i>

**Denise Whyte Bryan**  
**Senior Procurement Officer**  
**Ministry of Industry, Investment & Commerce**  
**4 St. Lucia Avenue**  
**Kingston 5**

**Re: Consultancy Services for Experts in ISO 9001:2015 Quality Management Systems**

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**CLIENT'S REFERRAL FORM**

Please rate the quality of service offered by circling the relevant score for the quality criteria

	Excellent = 4	Good = 3	Satisfactory = 2	Unsatisfactory = 1
1. Conduct of staff	4	3	2	1
2. Customer relations	4	3	2	1
3. Service Quality	4	3	2	1
4. Supervision of staff	4	3	2	1
5. Responsiveness of management	4	3	2	1
6. Completing tasks on time	4	3	2	1

Do you currently have a contract with this company? Yes\_\_\_\_ No\_\_\_\_

If yes, period worked to date \_\_\_\_\_

If no, please indicate the period during which you were provided services by the firm in the past

\_\_\_\_\_  
Please give general comments on the company's performance during your contract with them in the space provided. (Attach additional sheet if space is inadequate)

Name \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

### III. Evaluation Criteria

**Only consulting firms that are duly registered as determined by supporting documents will be included in the shortlisting process. Scores will be assigned as per the criteria below.**

1. Certified as an ISO 9001 Lead Auditor or ISO 9001 Lead Implementer: 30%
2. Training and experience as an individual consultant or as a part of a team guiding at least one organization to ISO 9001 certification (Entity name should be stated): 50%
3. Training and experience as an individual consultant or as a part of a team guiding at least one additional organization to ISO 9001 certification (Entity name should be stated): 6%
4. Training and experience as an individual consultant or as a part of a team guiding at least two additional organizations to ISO 9001 certification (Entity names should be stated): 6%
5. Training and experience as an individual consultant or as a part of a team guiding at least three additional organizations to ISO 9001 certification (Entity names should be stated): 8%

The minimum grade for a consultant to be eligible to be on the panel of ISO Consultants is 70%.

The resumes of the applicants will be analysed and evaluated as follows: (see breakdown above)

<b>Education and Qualification</b>	-	<b>30%</b>
<b>Experience</b>	-	<b>50-70%</b>