

## **Expression of Interest (EOI) Information format for Consulting Firms**

### **1. Project Data & Consulting Firm**

|                                 |  |
|---------------------------------|--|
| <b>Contract Name:</b>           | Procurement of a Consultancy Firm to Implement Information Security Management System (ISMS) |
| <b>Contract Number:</b>         | CERT/GOSL/CON/CQS/2025/15  |
| <b>Name of Consulting Firm:</b> |  |

### **2. Eligibility**

#### **Declaration**

We hereby declare that:

- (i) We have read the advertisement, and the Terms of Reference (TOR), for this assignment.
- (ii) We have not been engaged to prepare such TOR as a firm, sub consultancy, or joint venture; and
- (iii) No full-time or part-time or contracted expert employed by our firm, sub consultancy, or joint venture has been engaged to prepare such TOR.

We further confirm that, if any of one or more of our experts is engaged to prepare TOR for any resulting assignment as part of our work product under the assignment to which this advertisement relates, our firm and any such expert(s) will be disqualified from short-listing and/or participation in such follow-on assignment.

Sub-contracting is not allowed for this assignment.

|   |   |
|---|---|
| Firm: Name & Address  |   |
| Submitting Bids as  | <b>Single Entity</b> <input type="checkbox"/>                 |
|   | <b>Provide Business Registration</b> <input type="checkbox"/> |
| If JV Provide JV partners details<br>(Copy of the JV agreement should be submitted) | No JVs are accepted   |
| JV Partner 1: Name & Address  | JV is NOT accepted  |
| Signed by:  |   |
| Position:   |   |

### **3. Management Competence**

- a. If you are proposing a joint venture (J/V), outline the rationale for and benefits of the “association.” Outline proposed management coordination of the “association,” including the role of each firm.

Not applicable

- b. Briefly describe whether your firm has standard policies, procedures or practices in place that promote quality in: the workplace, your interaction with clients, and the output you produce.

1. Policies
2. Procedures
3. Practices

- c. Explain how your firm will ensure quality of this assignment.

- d. How will your firm deal with any complaints concerning the performance of the staff or the quality of the reports submitted for this consulting assignment? What internal controls are in place to address and resolve complaints?

#### 4. Technical Qualifications including Experience

Based on the attached reference project sheets and the firm's performance, highlight the technical qualifications including experience of your firm/joint venture. When the firm submitting the information special attention should be given to the following areas.

##### Technical Qualification of the firm

- 4.1. Experience of the firm with projects of similar nature (with related to the below areas); **Project details should only be provided as per the format given in Annexure 1. Project details given should be supported with valid client reference letters.****

4.1.1. experience in ISO 27001:2022 / ISO 27001:2013 implementation – Provide minimum 10. Additional projects will be considered an added advantage.

4.1.2. experience in ISO 31000 implementation – Provide minimum 5. Additional projects will be considered an added advantage.

4.1.3. experience in ISO 27035 implementation – Provide minimum 1. Additional projects will be considered an added advantage.

4.2. Bidder certified with ISO 27001 and other relevant standards (Provide Certificate)

4.3. Experience of the proposed staff including their CVs and relevant certifications (CISM, CISA, ISO 27001, 31000, and relevant certifications). Provide details as per the TOR.

- Project Coordinator – 01 position
- ISMS Lead Auditor – 02 positions
- ISMS Lead Implementer - 02 positions

#### 5. Financial strength:

Provide details on Total Revenue, Profit Before Tax, and Profit After Tax for last three years (2021/22, 2022/23, 2023/24).

**Annex (1)****Project Sheet****Project Sheets****Project 1 of \_**

|   |  |                                    |  |
|---|--|------------------------------------|--|
| 1. Project Name   |  |                                    |  |
| 2. Name of Client   |  |                                    |  |
| 3. Country  |  | 4. Project location within Country |  |
| 5. Participation  |  | As lead firm                       |  |
| 6. Value of Services  |  | (LKR)                              |  |
| 7. No. of staff allocated   |  |                                    |  |
| 8. No. of person months   |  |                                    |  |
| 9. Length of Consultancy Assignment   |  |                                    |  |
| 10. Start Date  |  | (dd/mm/yyyy)                       |  |
| 11. Completion Date   |  | (dd/mm/yyyy)                       |  |
| 12. Reference (contact numbers, emails)   |  |                                    |  |
| 13. Name of Associate Firms (if any)  |  |                                    |  |
|   |  |                                    |  |
| 14. No. of Person-Months of Professional Staff Provided by Associated Firm(s)   |  |                                    |  |
| 15. Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed (should specifically indicate associate firm's staff involvement) |  |                                    |  |
|   |  |                                    |  |
| 16. Detailed Description of the Project in relations to ISO 27001 and ISO 27035   |  |                                    |  |
|   |  |                                    |  |
| 17. Detailed Description of the Actual Services Provided by your Firm   |  |                                    |  |
|   |  |                                    |  |