

Expression of Interest (EOI) Information format for Consulting Firms

1. Project Data & Consulting Firm

Contract Name:	Procurement of a Consultancy Firm to Implement Information Security Management System (ISMS)
Contract Number:	CERT/GOSL/CON/QCBS/2025/01
Name of Consulting Firm:	

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.

Lead Firm: Name & Address	
Submitting Bids as	Single Entity <input type="checkbox"/>
If JV Provide JV partners details (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 (Please answer each question in one paragraph of 3-5 sentences)

- 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. Does your firm have standard policies, procedures or practices in place that promote quality in: the workplace, your interaction with clients, and the outputs you produce? If yes, describe briefly.

- c. How will your firm 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);
 - 4.1.1. Proven experience in ISO 27001:2022 implementation
 - 4.1.2. Proven experience in ISO 27035 implementation
 - 4.1.3. Proven experience in implementing other relevant ISO standards
 - 4.1.4. Proven experience in implementing other relevant industry standards eg. NIST, GDPR, PCI-DSS
 - 4.1.5. Experience in project consultancy assignments in national level.

4.1.6. Experience in project implementations and consultancy assignments in the similar domain(s)

- 4.2. Proven experience in conducting risk assessments and risk treatment methodologies
- 4.3. Experience of the firm in the project country or in the region
- 4.4. Past experience with government projects
- 4.5. Referral details of implementation ISO 27001 and 27035 standards in within the past 3 years
- 4.6. Bidder certified with ISO 27001 and other relevant standards

- 4.7. Nature of the Firm (Small/medium/large: number of employees) –Provide evidence
- 4.8. Core business of the firm (main business, specialized areas)
- 4.9. Financial and administrative strength: Provide details on Total Revenue, Profit Before Tax, and Profit After Tax for last three years. (Provide **audited** financial statements for last three financial years: 2023, 2022, 2021).

- 4.10. Firm's history, number of years in business (Provide business registration certificate as a proof)
- 4.11. Technical & managerial organization of the firm, staff strengths and capabilities & appropriate skills of firm's staff
- 4.12. Experience of the proposed staff including their CVs and levant certifications (CISM, CISA, ISO 27001, 27035, 22301 and relevant certifications) .
- 4.13. Any other relevant information including support services. Mention any other services that shall be delivered by the consulting firm which are not mentioned in TOR.

Annex (1)**Project Sheet****Project Sheets**

Indicate up to 10 reference projects that the firm that are relevant.

Project 1 of _

1. Project Name			
2. Name of Client			
3. Country		4. Project location within Country	
5. Participation	<input type="checkbox"/>	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			