

Sample
[For Consulting Services]
Request for Expression of Interest
(EOI)

_____ (*Name of the procuring agency*) _____, a (*brief introduction of the procuring agency*) invites Expression Of Interest (EOI) from the consultant firms / consultants, for the services of (*description of consulting services*). Method of selection _____ (*Mention the Method of Procurement i.e. Quality Based Selection/ Quality and Cost Based Selection/ Least Cost/ Single Source or Direct Selection/ Fixed Budget*). will be used.

2. Expression of Interest documents, (*containing name and address of procuring agency, appropriate description of assignment providing scope of the intellectual and professional services required, deadline and place of the submission of the expression of interest and evaluation criteria*) are available for the interested bidders at _____ (*mention the name and complete address from where EOI documents can be collected*). Price of the EOI documents is {mention price, if any, as per Rule 23(5) of Public Procurement Rules, 2004}. EOI documents can also be downloaded from (*web address of procuring agency*) free of cost.

3. The expression of interest, prepared in accordance with the instructions in the EOI documents, must reach at _____ (*mention name and complete address*) on or before _____ (*mention the closing date and time*). The expression will be opened the same day at _____ (*mention opening time at least 30 minutes after closing time*). This advertisement is also available on PPRA website at www.ppra.org.pk.

Name & Designation
Address
Phone/Fax Number
Email address: