

Letter of Interest

[Location, Date]

To: “Rural Areas Economic Development Programmes Implementation Unit” SA
Director: Mr. Ashot Vardanyan
Address: 4 Tigran Mets, 6th floor, Yerevan, 0010, Armenia

Dear Sirs:

In response to the Request for Expressions of Interest (REOI) published on [insert date of publication] for the assignment relevant to “**Consultancy Services for the Implementation of startup packages for Window 1, GEF/QCBS-2019/001**” I, as an authorized representative of [*insert name of your organization/company and any other firm joining as joint venture*] would like to express the interest of my organization \ company [or joint venture] to undertake the above mentioned assignment as mentioned in the REOI and the attached Terms of Reference

I am enclosing the information and documents requested, in the format requested, for your information and records.

I declare that the information provided is complete and correct in details and understand that the contracting authority has the right to request, for the purpose of verifying and confirming the statements, any available supporting documents.

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

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

To be signed by the authorized representative of the organization \ company or the lead organization \ company (in case of Joint venture)

Applicant Information Form

Date: *[insert day, month, year]*

REOI No. and title: *[insert REOI number and title]*

Page *[insert page number]* of *[insert total number]* pages

Applicant's name <i>[insert full name]</i>
In case of Joint Venture (JV), name of each member: <i>[insert full name of each member in JV]</i>
Applicant's actual or intended country of registration: <i>[indicate country of Constitution]</i>
Applicant's actual or intended year of incorporation: <i>[indicate year of Constitution]</i>
Applicant's legal address [in country of registration]: <i>[insert street/ number/ town or city/ country]</i>
Applicant's authorized representative information Name: <i>[insert full name]</i> Address: <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i>
Attached are copies of original documents of <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above. <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement.

Applicant's JV Information Form

[The following form is additional to Form above, and shall be completed to provide information relating to each JV member (in case the Applicant is a JV)]

Date: *[insert day, month, year]*

REOI No. and title: *[insert REOI number and title]*

Page *[insert page number]* of *[insert total number]* pages

Applicant name: <i>[insert full name]</i>
Applicant's JV Member's name: <i>[insert full name of Applicant's JV Member]</i>
Applicant's JV Member's country of registration: <i>[indicate country of registration]</i>
Applicant JV Member's year of constitution: <i>[indicate year of constitution]</i>
Applicant JV Member's legal address in country of constitution: <i>[insert street/ number/ town or city/ country]</i>
Applicant JV Member's authorized representative information Name: <i>[insert full name]</i> Address: <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i>
Attached are copies of original documents of <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above.

Average Annual Turnover

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: [insert full name]

Date: [insert day, month, year]

Joint Venture Member Name: [insert full name]

REOI No. and title: [insert REOI number and title]

Page [insert page number] of [insert total number] pages

Annual turnover data			
Year	Amount Currency	Exchange rate	USD equivalent
[indicate calendar year]	[insert amount and indicate currency]		
2016			
2017			
2018			
		Average Annual Turnover *	

** Total USD equivalent for all years divided by the total number of years.

Specific Experience¹

[The following table shall be filled in for contracts performed by the Applicant and each member of a Joint Venture]

Applicant's Name: [insert full name]
 Date: [insert day, month, year]
 Joint Venture Member Name: [insert full name]
 REOI No. and title: [insert REOI number and title]
 Page [insert page number] of [insert total number] pages

Similar Contract No. <i>[insert number] of [insert number of similar contracts required]</i>	Information			
Contract Identification	<i>[insert contract name and number, if applicable]</i>			
Award date	<i>[insert day, month, year, i.e., 15 June, 2015]</i>			
Completion date	<i>[insert day, month, year, i.e., 03 October, 2017]</i>			
Original contractual completion period				
If there was any delay in completion, provide the period of delay due to consultants default Cause of delay	Force Majeure	Contractually justified extension of time	Consultants default	Others
Period corresponding to cause of delay (months)				
Role in Contract <i>[check the appropriate box]</i>	Prime Consultant <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Consultant <input type="checkbox"/>	Sub-consultant <input type="checkbox"/>
Total Contract Amount	<i>[insert total contract amount in local currency]</i>		US\$ <i>[insert Exchange rate and total contract amount in US\$ equivalent]</i>	
If member in a JV or sub-consultant, specify share in value in total Contract amount and roles and responsibilities	<i>[insert a percentage amount]</i>	<i>[insert total contract amount in local currency]</i>	<i>[insert exchange rate and total contract amount in US\$ equivalent]*</i>	
	<i>[insert roles and responsibilities]</i>			

¹ One table for each referenced contract.

Description of the similarity in accordance with Technical Qualifications	
Complexity	<i>[insert description of complexity]</i>
Methods/Technology	<i>[insert specific aspects of the methods/technology involved in the contract]</i>
Other Characteristics	<i>[insert other characteristics as described in Section VII, Scope of Purchaser's Requirements]</i>
Purchaser's Name:	<i>[insert full name]</i>
Address:	<i>[indicate street / number / town or city / country]</i>
Telephone/fax number	<i>[insert telephone/fax numbers, including country and city area codes]</i>
E-mail:	<i>[insert e-mail address, if available]</i>