

**PUBLIC UTILITIES COMMISSION OF SRI LANKA**

**Guidelines for Expressions of Interest in consultancy services for preparation of disaster management plans**

- 1) The Public Utilities Commission of Sri Lanka (“the Commission”) hereby invites eligible consultancy firms or teams of individual consultants (the Consultant) to indicate their interest in providing the consulting service for preparation of disaster management plans making use of the input provided by the industry experts in respective utilities relating to the disaster countermeasures or mitigation measures, emergency response and restoration plans to be prepared by electricity, water and petroleum utilities to minimize the discontinuity of utility services in event of a disaster. Lead consultant of this assignment should be a person qualified in the area of disaster management. The draft terms of reference are provided as an attachment (annex -1) to the document. The document can be subjected to minor changes when short listed parties are requested to submit proposals.
- 2) The consultant who wishes to submit proposal to carry out this assignment in a particular industry should have the expertise to carry out all the activities given under the scope of work in annex 1. It is required to have minimum one expert in the area of disaster management and the utility industry for which the EOI is submitted. Consultancy firms/consultants may associate with other firms/consultants in the form of a joint venture or a sub-consultancy to enhance their qualifications. Interested consultancy firms/consultants must provide information described under item 3, 4 and 5 indicating that they are qualified to perform and deliver the Services as required by PUCSL
- 3) Description of similar assignments carried out indicating knowledge and experience in preparation of disaster management plans or related areas as indicated in the scope of work along with the name of client (with references), nature of the assignment, location, contract value, date and duration etc. Attach copies of such reports if possible. (Please use the format given in **Annex 1**)
- 4) Status of the firm and availability of appropriate skills (as per the item number 2 above), indicating the business registration as well as names and qualifications of the key staff etc. (Please use the format given in **Annex 2**). In the case of team of individual consultants, this item is not applied.
- 5) Provide any intention to associate with another firm(s)/ individual(s) including the information identified in item a) and b) above relating to other firm(s)/ individual(s) (Please use the formats given in **Annex 2** and **Annex 3**); and Brochure(s) and any other information

- 6) The Expressions of Interest received will be evaluated and only the shortlisted consultants will be invited to submit detailed technical and financial proposals to provide the Services.

The shortlisting criteria include:

- Qualifications in the field of the assignment;
- Technical and managerial capabilities of the consultant;
- Core business and years in business of the consultant
- Qualifications of key staff;
- Client references; and
- Administrative and financial strength as applicable

- 7) Interested consultants may obtain clarifications through the following email, [consultancyondmp@puosl.gov.lk](mailto:consultancyondmp@puosl.gov.lk)

Contact person for obtaining general information during working hours is Ms. Thushani Haputhanthri, Deputy Director Finance. Tel 077-6909440.

Expressions of Interest must be delivered in a written form to the address below (in person, by post, facsimile or e-mail) by 3:00 pm on 22 December 2021.

Chairman – Procurement Committee  
Public Utilities Commission of Sri Lanka  
6th Floor, Bank of Ceylon Merchant Tower  
No. 28, St. Michael's Road, Colombo 3,  
Sri Lanka.

Telephone: 077 2304156

Facsimile: (+94 11) 2392641

E-mail: [gaminih@puosl.gov.lk](mailto:gaminih@puosl.gov.lk)

**Annex 1**

**Similar assignments carried out within the last 5 years**

[Using the format given below, please provide all the requisite information in respect of each assignment for which your firm, and each associate for this assignment, was legally contracted, either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment.]

Name of the Firm <sup>1</sup>			
Name and address of client/s with references:			
Name of assignment:			
Approximate value of contract (LKR):		Duration of assignment (months):	
Location:		Total No of staff-months of the assignment	
No of professional staff-months provided by you:		Approx. value of the services provided by firm (LKR):	
Start date (month/year):		Completion date (month/year):	
Name of associated consultants, if any:			
Name of senior professional staff of your firm involved and functions performed (indicate most significant Director/ Coordinator, Team Leader):			
Narrative description of assignment			

Description of actual services provided by your staff within the assignment:

<sup>1</sup> Indicate the firms' name or associate firms'/ individuals' name

**Annex 2**  
**Status of the Consultant**

[Using the format given below, please provide all the requisite information in respect of the status of your firm and each associate for this assignment; Any associated Individuals are required to complete only item 1, 2 and 7 below. In the case of team of individual consultants, only item 1, 2 and 7 below are required to complete.]

- 1) Name and address of the firm/ individual: .....
- 2) Nature of association (joint venture, sub- consultancy etc.): .....
- 3) Business registration no: .....
- 4) Core business: .....
- 5) Years of business: .....
- 6) Annual turnover (US\$), in 2018: ..... , in 2017: ....., in 2016: .....
- 7) Qualifications of key staff/ individual:

	Name	Area of expertise	Education	Technical, Legal & managerial experiences with the firm	Technical, Legal & managerial experiences outside the firm
1					
2					
3					

**Annex 3**

**Details of Associations**

Associates name	Nature of association	Role	Responsibility