



International Water Management Institute

Request for Expression of Interest (EOI)
IWMI/LKA01/EOI/2022

For

Supply of IT Equipment

August 2022

1. Introduction

The International Water Management Institute (IWMI) is an autonomous nonprofit research institute. IWMI established its headquarters in Sri Lanka based on a parliament act (International Irrigation Management Institute ACT, No. 6 of 1985) in 1985 with special status and privileges. IWMI currently implements its 2019-2023 strategy, “Innovative Water Solutions for Sustainable Development”. In achieving this strategy, it has a global network of scientists operating in more than 30 countries. In managing these global operations and achieving the strategic research objectives, IWMI has established 13 Regional Offices (RO) and Country Offices (CO) with permanent office and staff locations.

IWMI) HQ invites interested **IT Equipment** companies to apply for the following Pre-Qualification Request.

By means of this Pre-Qualification exercise IWMI aims at identifying potential highly qualified and experienced companies to supply IT equipment (ex. Laptops, computers, workstations) for IWMI. This EOI is open to all eligible firms interested to be prequalified for the potential procurement process. This EOI is for the sole purpose of establishing a list of highly qualified IT companies who are technically, financially and administratively capable of supplying required IT Equipment for IWMI Headquarters and its Regional offices (located in 12 countries: Ghana, Ethiopia, South Africa, Pakistan, India (Delhi & Anand), Nepal, Uzbekistan, Laos, USA, Italy, Egypt and Myanmar).

The pre-qualified firms will be invited to submit proposals or bids within a series of limited international competitions, Request for Proposals (RFPs) for procurement of IT equipment where technical and financial evaluations will be carried out according to IWMI rules and regulations for RFQ/RFPs.

2. Summary of requirement:

IWMI intends to prequalify potential **IT Equipment** companies for the purpose of floating a bid and interested companies are required to submit their expression of interest along with required documentation as indicated below

3. Cost of Submission

The Applicants shall bear all costs associated with the preparation and submission of their application.

IWMI HQ will in no case be responsible or liable for those costs, regardless of the outcome of the prequalification process.

4. Language

All correspondence and documents relating to the EOI exchanged by the Applicant and the IWMI procuring entity shall be written in the English language only.

Supporting documents (certificates, financial statements, etc.) and any printed literature that are part of the application may be written in other languages, so long as accompanied by an English translation of its pertinent passages in which case, for purpose of interpretation of the EOI, the English translation shall govern.

5. Documents Comprising EOI

The Applicant shall prepare the EOI and shall structure the EOI as follows:

- A. *Submission Form (Form1);*
- B. *Applicant's Vendor Registration Form Sheet (Form 2);*
Any other documents deemed necessary:
 - Company Profile, which should not exceed fifteen (10) pages, including printed brochures;
 - Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any;
 - Describe the formalised programs or initiatives that the organisation has in place that are directed towards meeting social and ethical responsibilities and objectives. List down any Sustainability/EHS related awards/certifications given to your organisation.
 - All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.

6.1. Firm(s) Profile

The applicants shall provide a brief description of their firm(s) profiles with legal mandates/authorized business activities, year and country of incorporation, core area of specialization, expertise and types of activities undertaken, structure and organization diagram, total employees, type of staff and total professionals in each major category, capability and approximate annual budget and resources to adequately handle the implementation orders.

Company Profile should not exceed fifteen (10) pages, including printed brochures

6.2. Relevant Specific Experience

Applicants shall have at least **5 years of relevant experience** of manufacturing/ supplying IT equipment **Globally** . Applicants shall provide references from at least three of its top clients **which** demonstrate their specific experience over the past three (3) years.

6. Request for Clarifications

Any request for clarifications shall be submitted in writing by e-mail to the IWMI HQ procurement unit at the following email addresses:

N.Sangapalaarachchige@cgiar.org or s.liyanaarachchi@cgiar.org

7. Submission of EOI

EOI submission should be clearly marked "**Expression of Interest- Supply of IT Equipment**" on the envelopes/ Emails.

Applications shall be received by IWMI HQ not later than 12.00 Midnight (SL Time) on 15th August 2022.

Information relating to the evaluation of EOI, and recommendation for qualification, shall not be disclosed to Applicants or any other persons not officially concerned with such process.

IWMI HQ reserves the right to accept or reject any application, and to annul the prequalification process and reject all applications at any time, without thereby incurring any liability to Applicants.