

## **REQUEST FOR EXPRESSIONS OF INTEREST**

**Republic of Turkey  
Istanbul Project Coordination Unit (IPCU)**

**Istanbul Seismic Risk Mitigation and Emergency Preparedness (ISMEP) Project**

**Consultancy Services  
for  
Implementation of Enterprise Risk Management and Project Risk Management System  
for  
ISTANBUL SEISMIC RISK MITIGATION AND EMERGENCY PREPAREDNESS PROJECT  
(ISMEP)  
(AF-EIB-CD4)**

The Republic of Turkey has received an additional loan from the European Investment Bank (EIB) and intends to apply part of the proceeds of this loan to payments under the contracts for Procurement of “Consultancy Services for Implementation of Enterprise Risk Management and Project Risk Management System for Istanbul Seismic Risk Mitigation and Emergency Preparedness Project (ISMEP) (AF-EIB-CD4)”, which will be implemented by Istanbul Governorship, Istanbul Project Coordination Unit.

### **1. Name, address, telephone and fax number, email address of the contracting authority.**

Istanbul Project Coordination Unit (IPCU)  
M. Kemalettin Mah. Tiyatro Cad. No:8  
34126 Beyazıt, Istanbul, Turkey

Contact Person: K. Gökhan ELGİN (Director)  
Tel : +90 212 518 55 00  
Fax : +90 212 518 55 05  
E-mail : info@ipkb.gov.tr

### **2. The award procedure : Selection Based on Consultants Qualifications ( CQS)**

### **3. Form of the contract:** World Bank standard contract form for small assignments

### **4. Place of execution/performance of the works, for delivery of products or of the provision of services:**

The Consultancy Services will be carried out in Istanbul.

### **5. Category and Description of Services:**

IPCU feels the necessity to manage internal and external risks in a holistic manner in order to maintain its services to community at highest standards uninterruptedly and meet the expectations of

the stakeholders. In this respect, the implementation of Enterprise Risk Management (ERM) and Project Risk Management (PRM) throughout the organization will help IPCU in defining the range of activities that it needs to undertake both proactively and intentionally to understand and reduce the effects of these uncertainties on its objectives.

Consequently, the Consultant will be responsible for establishing the system of Enterprise Risk Management (ERM) and Project Risk Management (PRM) to get more effective and high level managing of risks at the corporate and project level.

**6. If the contracts are subdivided into lots, indication of the possibility of tendering for one, for several or for all the lots:**

Consultancy service for “Implementation of Enterprise Risk Management and Project Risk Management System for Istanbul Seismic Risk Mitigation and Emergency Preparedness Project (ISMEP) (AF-EIB-CD4)” is expected to be tendered under one lot.

**7. Number of short-list:**

The Contracting Authority will establish a list through evaluation ranking of the firms which expressed interest according to their qualifications and references from highest score to lowest score.

**8. Completion date or duration of the service contracts:**

The estimated timetable for completion of the services is approximately 6 (six) months.

**9. Admission or prohibition of variants:** Submission of alternative proposals is not accepted.

**10. Special conditions for fulfilling the contract:** Not Applicable.

**11. (a) Deadline for receiving expression of interest:**

Expressions of interest must be delivered to the address below by **April 10<sup>th</sup> 2015, 16:00** (local time) by surface mail, courier or hand delivery. Applications by e-mail shall not be accepted. IPCU reserves the right to reject the applications received after the above-referenced date.

**(b) Adress for submitting expressions of interest:**

Istanbul Project Coordination Unit (IPCU)  
M. Kemalettin Mah. Tiyatro Cad. No:8  
34126 Beyazıt, Istanbul, Turkey

Tel : +90 212 518 55 00  
Fax : +90 212 518 55 05  
E-mail : info@ipkb.gov.tr

Interested consultants may obtain further information at the address above, from 10:00 a.m. to 16:00 p.m. local time.

**(c) Language of proposals:** English

**(d) Submitting Expression of Interest:**

- Expression of interest shall be accompanied by a Statement of intention to participate in the selection process;
- Expression of interest must be signed on each page by the authorized person. In case of a JV or consortium all members should sign or delegate the leading firm to sign the EOI;
- Expression of interest shall be submitted in 1 (one) original and 1 (one) copy;
- Consultants are required to include the name and reference number of the task **AF-EIB-CD4** in their Expression of Interests.

**12. Where appropriate any deposit and guarantees required:** Not Applicable

**13. Main financing:** European Investment Bank (EIB)

**14. Where applicable, the legal form to be taken by the grouping of Consultants to whom the contract is to be awarded:**

Consultants may associate to enhance their qualifications. The “association” may take the form of a Joint Venture or a sub consultancy. In case of a Joint Venture (JV), all members of the JV will be evaluated jointly for the purpose of short listing and shall be jointly and severally liable for the assignment and shall sign the contract in case of award is made to that JV group. Interested consultants should clearly indicate the structure of their “association” and the duties of the partners and sub consultants in their application. Unclear expression of interests in terms of “in association with” and/or “in affiliation with” and etc. may not be considered for short listing.

Joint Venture agreement to be authenticated incase of Contract Award.

**15. Qualification and Selection Criteria:**

- Company information: name, status, address, telephone number, facsimile number, year of establishment, contact person for the project, turnover for the previous 3 (three) years. number of permanent staff and part-timers, fields of expertise;
- Details of experience in similar assignments undertaken in the last five years, including value of consulting services and value of works, location, number of staff involved in the contract, name of the Client, name of partners for contract execution and share of services, source of financing, type of services provided, contract commencement and completion dates, brief description of the contract
- Completion certificates from previous Beneficiaries/clients/ contracting authorities.
- Curricula Vitae (short version, specifying experience in similar assignments, max 3 CV of experts of related professions requested under such services) of staff who may be available to work on the assignment;

- Form of association (sub-contractor/joint venture) for the execution of the contract/s, if the case may be, and identification of the leading company. Same information shall be submitted for the leading company and the associate companies.
- A list of ongoing assignments including the start and end dates and the personnel involved.

**16. Framework agreement:** Not Applicable

**17. Number of selected candidates to be invited to submit tender:** max. 1 (one) tenderer.

**18. Criterion for awarding the service contract:**

Consultants will be ranked and the top-ranking firm with the best qualifications and references shall be selected and Request for Proposal shall be sent to the selected firm to submit technical and financial proposals for the assignment, in accordance with the terms of reference.

The contract will be awarded in accordance with the “Consultants ‘Qualifications’” (CQS) procedure set out in the World Bank’s Guidelines: Selection and Employment of Consultants by World Bank Borrowers (January 2011 edition).

The selection criteria for the short-listing are:

• <b>Overall experience of the firm in the field of assignment</b>	<b>10 points</b>
• <b>Number of assignment related contracts completed during last five years</b>	<b>10 points</b>
• <b>General experience and qualification of the key personal</b>	<b>20 points</b>
• <b>Assignment relevant experience and qualification of key personnel</b>	<b>40 points</b>
• <b>Number of years of the key personnel in the firm</b>	<b>10 points</b>
• <b><u>Knowledge of language of the client’s country</u></b>	<b><u>10 points</u></b>
<b>Total</b>	<b>100 points</b>

Minimum number of points necessary to be retained: 70 Points

The selection criteria for the contract award will be decided later in the Request for Proposal documents to be sent to the best qualified and experienced firm selected in accordance with the CQS procedure.

**19. Time frame for the tenderer to maintain their EOI application valid:** 90 days from the date of submission.

**20. Names and addresses of economic operators already selected:** Not Applicable

**21. Name and address of the body responsible for appeal:** Istanbul Project Coordination Unit

**22. Date of publication of the prior information notice:** Published in the Official Journal N° OJS 114-201803 dated 17.06.2014

**24. Indicate whether the contract is covered by the Agreement:** The contract shall be financed by EIB funds