

Template Expression of Interest Form  
  
Overview (to be deleted on completion)

This Expression of Interest (EOI) form is designed as an example/template to be used in mini competitions under Framework Agreements and procurements below the public procurement legislation incorporating EU procurement threshold   
  
It provides suppliers with a summary of essential information so that they can choose whether or not to respond. If used correctly, it can reduce the administrative burden on both customers and suppliers whilst ensuring compliance with public procurement legislation.  
  
The EOI form should be used to provide the framework suppliers with a concise but accurate summary of the outcomes required. An Output Specification document / Statement of Requirement will be included or be attached.   
  
The more information provided at this stage, the better the supplier will understand the requirement without the need for clarification. If clarification is sought by any participating supplier, the question and answer **must** be provided, without identifying the questioner, to all other participating suppliers to ensure fairness and equal treatment throughout the process.  
  
Under no circumstances can the subsequent Invitation to Tender differ significantly in the information provided from that in the EOI: suppliers that have declined to participate on the basis of the information given in the EOI may be able to mount a successful challenge to the process where the requirement significantly changes between the two stages. Examples of a ‘significant’ change could be a delayed time frame or an increase or decrease in requirements. Small changes, such as a few days’ delay or a proportionately small change to the requirements, should not pose problems.  
  
You should give a date by which a response is required; this should take account of the complexity of the requirement to enable suppliers to prepare their response appropriately.

Unrealistically short response times are likely to compromise fair and open competition, may result in poor value for money, and, again, may bring a challenge from a dissatisfied supplier.  
  
Please complete the details below and forward to all suppliers in the specific Framework, or Lot of the Framework or to suppliers responding to an advert

Expression of Interest Form

**Contact details:**

Name:

Address:

Email:

Organisation: type:

Framework /Advert

**Framework /Provider:**

**Framework Name/Number**

**(if applicable):**

**Lot No (if applicable):**

Please enter a brief description of the requirements. Include essential information such as the scale of the project (e.g. number of establishments or seats), legacy equipment, etc, and / or attach a summary of your Specification / Statement of Requirements (SoR).

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This form is an expression of interest only; the full details of the project and the desired outcomes will be provided in an Invitation to Tender to the supplier(s) identified from this expression of interest. Please remember that any changes following this stage must be insignificant. Any change of scope or requirements will need a further Expression of Interest form.

**Response details:**

Please enter the details of how you want suppliers to respond to this Expression of Interest.

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| Please respond by (Time and Date):  Format of Response: (electronic/paper/both)  Name, address and/or email for response: |

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