**Annex 3: Expression of Interest Forms**

1. **COVER LETTER FOR THE EXPRESSION OF INTEREST**

**PROCUREMENT REFERENCE NUMBER**: **KCCA-KCRRP/CONS/2021-2022/00052**

INDIVIDUAL CONSULTANCY SERVICES FOR: **…. (TITLE OF POSITION)**

[Location, Date]

To:

The Head Procurement & Disposal Unit

Kampala Capital City Authority

City Hall, Floor/Room number: **B 114**

P.O Box 7010 Kampala

Telephone: +256-204-660015

Electronic mail address: [procurement@kcca.go.ug](mailto:procurement@kcca.go.ug);

Dear Madam,

**RE:** **INDIVIDUAL CONSULTANCY SERVICES FOR SUPPORTING THE KAMPALA CITY ROADS REHABILITATION PROJECT (KCRRP).**

In accordance with your Request for Expression of Interest and Terms of Reference regarding the above subject, I, the undersigned, offer to provide my Individual Consulting services for the position of **………………….**.

I hereby declare that all the information and statements made in my CV are true and accept that any misinterpretation contained in it may lead to my disqualification.

My proposal is binding upon me for the period of the assignment indicated in Terms of Reference.

I undertake, if my Proposal is accepted, to undertake the consulting services related to the assignment not later than 5 days from notification of successful application, and to be available for the entire duration of the contract as specified in the Terms of Reference.

I understand that you are not bound to accept any Proposal you receive.

Yours sincerely,

Signature [In full and initials]:

**Name and Title of Signatory**:

1. **CURRICULUM VITAE (CV)**

**1. Title:**

**2. Full name:**

**3. Date of birth: [Date/Month/Year]**

**4. Nationality:**

**5. Physical address:**

**6. Postal address**

**7. Phone:**

**8. E-mail:**

**9. Education:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SN** | **Institution attended** | **Date from – Date to** | **Award obtained** | **Classification of Award** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
|  |  |  |  |  |

**10. Language skills: (Indicate competence on a scale of 1 to 5) (1 – excellent; 5 – basic)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SN** | **Language** | **Reading** | **Speaking** | **Writing** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

**11.Membership of professional bodies**

|  |  |  |  |
| --- | --- | --- | --- |
| **SN** | **Professional body** | **Date joined** | **Membership Category** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
|  |  |  |  |

**12. Trainings attended**

|  |  |  |  |
| --- | --- | --- | --- |
| **SN** | **Training body** | **Training attended** | **Date from – Date to** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
|  |  |  |  |

**13. Skills/Competencies: (Indicate level of proficiency on a scale of 1 to 5) (1 – excellent; 5 –basic)**

|  |  |  |
| --- | --- | --- |
| **SN** | **Skills/Competencies** | **Level of proficiency** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
|  |  |  |
|  |  |  |

**14. Experience: [from the most recent]**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SN** | **Date from – Date to** | **Employer (Name and Address)** | **Position held** | **Key duties** | **Reference and Contact** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

**18. Other relevant information: [insert the details]**

**19. Statement:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged. I hereby declare that at any point in time, at KCCA’s request, I will provide certified copies of all documents to prove that I have the qualifications and the professional experience indicated above, documents which are attached to this CV as photocopies.

By signing this statement, I also authorize the KCCA to contact my previous or current employers indicated above, to obtain directly reference about my professional conduct and achievements.

Signature [In full and initials]:

**Name and Title of Signatory**:

Date:

**ATTACHMENTS**:

1) Proof of qualifications indicated in CV

2) Proof of working experience indicated in CV

*The proof of stated qualifications shall be in the form of the copies of the degrees and diploma obtained, while for the professional experience the proof shall be either acknowledgement letters from the previous employers or copies of the Purchase Order/Contract signed with them.*