

Expression of Interest (EOI) - Information Form

1. Project Data & Consulting Firm

Assignment Name	Creation of Virtual Cities for Tourism Promotions (Kandy as pilot)
Assignment No.	T/FIN/PROC/9/12/2025
Name of the Consultancy Firm	

2. Eligibility

2.1 Declaration

We hereby declare that:

- i. We have read the advertisement, and the Terms of Reference (TOR), for this assignment;
- ii. We have not been engaged to prepare such TOR as a firm, sub consultancy, or joint venture; and
- iii. No full-time or part-time or contracted expert employed by our firm, sub consultancy, or joint venture has been engaged to prepare such TOR
- iv. Business registration of the firm, JV party or sub consultancy;

We further confirm that, if any of one or more of our experts is engaged to prepare TOR for any resulting assignment as part of our work product under the assignment to which this advertisement relates, our firm and any such expert(s) will be disqualified from short-listing and/or participation in such follow-on assignment.

Lead Firm	
Signed by:	
Position:	
Associate /Partner1	
Signed by:	
Position:	
Associate /Partner2	
Signed by:	
Position:	

2.2 Criteria :

- 2.2.1. Proven expertise in VR/AI and 3D modeling, immersive content creation, in related fields
- 2.2.2. Minimum of Five (05) years of experience in digital production,
- 2.2.3. Technical and financial capacity to deliver within the project timeline
- 2.2.4. Minimum two projects in similar nature shall be completed in last five (05) years.

3. The following information should be provided with the EOI.

3.1 Select appropriate response (please select one of the following)

- a) EOI as single Firm ☐
- b) EOI as joint venture ☐

(If so, please list the parties)

Joint Venture Name	Parties involved and their Responsibilities

3.2 Years in business as a Provider of services in Annexure- 02

- 1 - 3 years ☐
- 3 - 5 years ☐
- More than 5 years ☐

3.3 Number of similar projects undertaken during the last five (05) years as projects. (Similarity is based on the description provided under “Terms of Reference” nature and complexity of the project)

- No similar projects ☐
- 1 - 2 projects ☐
- More than 2 projects ☐

Similarity:

Features	Yes/No	Project Name	Project Duration
a. Web based application			
b. Workflow management			
c. Use of Digital certificates for authenticating the users and servers			
d. Mobile Application Development			
e. Cloud Configurations and Management			
f. AI- enabled Smart Tourism Features (Chatbots, AI Assistant, Avatars.			
g. Service Oriented Architecture (SOA) and Web Services			
h. VR Production for similar in nature.			

3.4 Number of Government projects successfully completed in the last 05 years? (Use the Project Information Template – Annexure 1 for submitting necessary information)

1 Projects ☐

2 Projects ☐

More than 2 projects ☐

4. **Management Competence** (Please answer each question in one paragraph of 5-7 sentences)

- a) If you are proposing an association such as a sub-consultancy or a joint venture (J/V), outline the rationale for and benefits of the “association.” Outline proposed management coordination of the “association,” including the role of each firm.

- b) Does your firm/sub-consultancy/joint-venture (J/V) have (1) standard policies, procedures and (2) industry - certified practices in place that promote quality in: the workplace, your interaction with clients, and the outputs you produce? If yes, describe briefly.

In case of a joint venture, please submit relevant information (Part (1) and (2)) for each party.

- c) (1). Does your firm/sub-consultancy/joint venture parties have a dedicated unit or staff solely responsible for software quality assurance, software development environment creativity, 3D modelling, and AI animations, video and Audio productions. (2) Describe mentioned policies, procedures and processes briefly.

In case of a joint-venture, please submit relevant information for each party.

- d) What (1) Communication protocols, (2) Escalation Management and (3) complaint resolution processes are in place in your firm/sub-consultancy/joint venture for dealing with any complaints concerning the performance of the staff or the quality of the software solution developed for this consulting assignment?

In case of a joint venture, please submit relevant information for each party.

Based on the attached project reference sheets (Annex 1) and the firm's performance, highlight the technical and general qualifications including experience of your firm/sub consultancy/joint venture (maximum of 4 pages). When the firm submitting the information, special attention should be given to the following areas and the project specific references should be included in front of each question.

5. Core business of the firm

01	Software Applications, Web development and mobile applications, Development	
02	3D Modeling and animations	
03	Image, video and Audio Productions	
04	Capturing 360 degrees Videos and images	
05	Cloud Servers Configurations and Management.	
06	Other	

6. Certified copy of the Business Registration
7. Financial and administrative (Organizational Structure) strength certified by the audited financial reports for last three years.
8. Firm's history-number of years in business under the Software Development, VR Productions, including conducting spatial data acquisition, including LiDAR scanning and drone - based photogrammetry.
9. Technical and managerial organization of the firm, staff strengths and capabilities and appropriate skills of firm's staff.
10. Any other relevant information

Annex (1)

Project Sheets

Important: Indicate up to 5 reference projects that the firm/ sub-consultancy/ joint venture experiences are relevant.

Project 1 of.....

1.	Project Name		
2.	Name of Client & Address		
3.	Client Reference (Contact Name & Contact Number)		
4.	Country		
5.	Participation	Individual Firm <input type="checkbox"/> (Experience related to the project lifecycle)	J / V Participated as, As lead firm <input type="checkbox"/> As associate firm <input type="checkbox"/> (Experience related to the project lifecycle)
6.	Cost of the Software project	LKR	
7.	Source of Financing		
8.	Consultancy Services (should specifically indicate associate firm's staff allocations)		
	8.1 No. of staff		
	8.2 No. of person months		
9.	Length of Consultancy Assignment		
10.	Start Date (dd/mm/yyyy)		
11.	Completion Date (dd/mm/yyyy)		
12.	Name of Associate Firms (if any)		
13.	No. of Person-Months of Professional Staff Provided by Associated Firm(s)		
14.	Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed (Should specifically indicate associate firm's staff involvement)		
15.	Detailed Description of the Project		
	15.1 Explain the project domain. Example: HR, Asset Valuation, Etc 15.2 Size of the project. Example: Number of concurrent users, Number of transactions per second/ minute/ hour 15.3 Other information		
16.	Detailed Description of the Actual Services Provided by your Firm. (Please fill the applicable sections given below). A reference letters should be provided for each project.		
	16.1 Explain the past projects related exposure of mentioned in Annexure 02.		

Annexure 02

1. Software Applications, Web development and mobile applications.
2. 3D / AI Modeling and animations
3. Image, video and Audio Productions
4. Capturing 360 degrees Videos and images
5. Virtual Reality creative production.
6. Cloud Servers Configurations and Management.