

**APPENDIX 3.20A SAMPLE LETTER FOR SOUNDING OUT EXERCISE**

To: [The Listed Consultants under the targeted Group and Service Category]

Dear Sirs,

Agreement No.  
Agreement Title  
Sounding Out Exercise

This Office is planning to invite submission of expression of interest (EOI) from consultants for undertaking the captioned assignment. The brief scope of the assignment and the tentative invitation date are shown below for reference.

- (a). Brief Scope of the Assignment  
[Input by procuring department]
  
- (b). Tentative EOI Invitation Date  
[Input by procuring department]

Please note that the information above may be subject to change without prior notice. In addition, this letter in no way indicates that consultancy will be invited for the captioned assignment, either at the time stated or at any time and either from the List of Consultants maintained by EACSB or any other initial list of consultants where appropriate, and Government accepts no responsibility whatsoever for any loss or expenses that may be incurred as a result of the issuance of this letter.

You are cordially invited to express your interest under this sounding out exercise on a non-committal basis in bidding for the captioned assignment by completing and returning the reply slip enclosed by [Date].

Yours faithfully,

( )

Encl.

**Reply Slip**

To: [Procuring Departments]

Agreement No.  
Agreement Title  
Sounding Out Exercise

Dear Sirs,

I refer to your letter ref. [Letter reference] dated [Date] inviting the expression of interest in bidding for the captioned assignment.

I / We would like to express our interest in bidding for the captioned assignment. I / We look forward to receiving invitation documents for the captioned assignment.

I / We are not interested in bidding for the captioned assignment.

Signature:	_____
Name:	_____
	(in Block letter)
Company:	_____
Date:	_____
Contact Person:	_____
Tel. No:	_____
Fax. No:	_____
Email:	_____

\*Please put a tick in the appropriate box