## Annex

### Form 1 - Commitment Letter

To: Lebanese Center for Energy Conservation

Beirut

Corniche du Fleuve

I, the undersigned, submit this proposal and declare that:

I have examined, have no reservations and commit to the most recent version of the “Request for Proposals (RFP) For the Supply and Installation of Energy Monitoring Equipment - Energy Smart Mediterranean Schools Networks Project”

Signed *[insert signature of an authorized representative of the Applicant]*

Name  *[insert full name of person signing the Application]*

In the capacity of *[insert capacity of person signing the Application]*

Duly authorized to sign the Application for and on behalf of: *Applicant’s Name [insert full name of Applicant]*

Address *[insert street number/town or city/country address]*

Dated on *[insert day number]* day of *[insert month],* *[insert year]*

### Form 2 - Letter of Application

Date: *[day, month, and year]*

To: Lebanese Center for Energy Conservation (LCEC)

Ministry of Energy and Water

Corniche du Fleuve, First Floor, Room 303

Beirut, Republic of Lebanon

From: *[Name of the Bidder and Full Address]*

Name of the Project: “Request for Proposals (RFP) For the Supply and Installation of Energy Monitoring Equipment - Energy Smart Mediterranean Schools Networks Project”

We, the undersigned, submit this proposal and declare that:

(a) We have examined and have no reservations to the most recent version of the RFP document and all its addendums*;*

(b) We hereby confirm that we will comply with the policy in regard to Corrupt and Fraudulent Practices, and we have no conflict of interest in accordance with the section mentioned on this issue in the RFP;

(c) We hereby confirm that if our proposal is selected, we shall sign the agreement as per the proposal;

(d) We plan to subcontract the following key activities and/or parts of the works:

*[Insert any of the key activities, subcontractors, details of the sub-contractors, their qualification and experience]*

(e) We understand that you may, without incurring any liability to the applicants, a) cancel the RFP at any time and b) accept no proposal or invite no applicant to sign the installation agreement. We also understand and accept that we shall bear all costs associated with its preparation and submission and that LCEC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process;

(f) All information, statements and description contained in the application are in all respect true, correct and complete to the best of our knowledge and belief;

(g) We understand that LCEC and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application. This letter of application will also serve as an authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by LCEC to verify statements and information provided in this application, or with regards to the resources, experiences, and competence of the bidder.

Signed *[insert signature(s) of an authorized representative(s) of the Applicant]*

Name *[insert full name of person signing the Application]*

In the capacity of *[insert capacity of person signing the Application]*

Duly authorized to sign the Application for and on behalf of:

Main Applicant’s Name *[insert full name of Applicant]*

Address *[insert street number/town or city/country address]*

Dated on *[day, month, and year]*

### Form 3 - Applicant Information Form

*[Name of Applicant]*

|  |  |
| --- | --- |
| Applicant's name: | *[insert full name]* |
| Applicant's actual or intended country of registration: | *[indicate country of Constitution]* |
| Applicant's actual or intended year of incorporation: | *[indicate year of Constitution]* |
| Applicant's legal address [in country of registration]: | *[insert street/ number/ town or city/ country]* |
| Applicant's authorized representative information  Name:  Address:  Telephone/Fax numbers:  E-mail address: | *[insert full name]*  *[insert street/ number/town or city/country]*  *[insert telephone/fax numbers, including country and city codes]*  *[indicate e-mail address]* |

Attached are copies of original documents of articles of incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above.

### Form 4 - Experience in Energy Monitoring Equipment

*[Name of Applicant]*

*[The following table shall be filled in for the applicant]*

*[Identify contracts that demonstrate continuous Energy Monitoring Equipment work starting January 2015. List contracts chronologically, according to their commencement (starting) dates.]*

|  |  |  |
| --- | --- | --- |
| Starting  Year | Ending  Year | Contract Identification |
| *[indicate year]* | *[indicate year]* | Contract name: *[insert full name]*  Project Description:  Overall Contract amount (US$):  Brief Description of the Works performed by the Applicant:  Applicant Amount of contract: *[insert amount in US$]*  Award date:  Completion date:  Name of Employer: *[indicate full name]*  Address: *[indicate street/number/town or city/country]*  Contact Person Name & Details: *[name, phone, email]* |
| *[indicate year]* | *[indicate year]* | Contract name: *[insert full name]*  Project Description:  Overall Contract amount (US$):  Brief Description of the Works performed by the Applicant:  Applicant Amount of contract: *[insert amount in US$]*  Award date:  Completion date:  Name of Employer: *[indicate full name]*  Address: *[indicate street/number/town or city/country]*  Contact Person Name & Details: *[name, phone, email]* |

*[Add rows, if necessary]*

### Form 5 - Financial Situation and Performance

*[Name of Applicant]*

*[The following table shall be filled in for the applicant]*

|  |  |  |  |
| --- | --- | --- | --- |
| Type of Financial information in  (LBP) | Historic information for (LBP) | | |
|  | 2019 | 2018 | 2017 |
| Statement of Financial Position (Information from Balance Sheet) | | | |
| Total Assets (TA) |  |  |  |
| Total Liabilities (TL) |  |  |  |
| Total Equity/Net Worth (NW) |  |  |  |
| Current Assets (CA) |  |  |  |
| Current Liabilities (CL) |  |  |  |
| Working Capital (WC) |  |  |  |
| Information from Income Statement | | | |
| Total Revenue (TR) |  |  |  |
| Profits Before Taxes (PBT) |  |  |  |
| Cash Flow Information | | | |
| Cash Flow from Operating Activities |  |  |  |

*[The Applicant shall provide copies of financial statements for the last 3 years. The financial statements shall: (a) reflect the financial situation of the Applicant, (b) be independently audited or certified in accordance with local legislation, (c) be complete, including all notes to the financial statements, (d) correspond to accounting periods already completed and audited]*

### Form 6 - Bid Bond Form

To: The Lebanese Center for Energy Conservation (LCEC)

Ministry of Energy and Water Building, Corniche du Fleuve

1st Floor, Room 303

Beirut, Lebanon

WHEREAS, *[Name of Bidder]* (hereinafter called "The Bidder") has submitted its bid dated

[Date] for the “Request for Proposals (RFP) For the Supply and Installation of Energy Monitoring Equipment - Energy Smart Mediterranean Schools Networks Project” (hereinafter called "the Bid").

BY THIS GUARANTEE we *[Name of Bank]* of *[Name of Country]* having our registered office at ……………………… (hereinafter called "the Bank") are bound unto the Employer’s Name & Address (hereinafter called "the Employer") in the sum of ……………………… (amount in LBP) for which payment well and truly to be made to the said Employer the Bank binds itself, its successors and assigns by these presents.

SEALED with the Common Seal of the said Bank this ……… day of………2020

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws thr Bid during the period of bid validity specified in the Form of Bid; or

2. If the Bidder having been notified of the acceptance of its Bid by, the Employer during the period of bid validity:

- Fails or refuses to execute the Form of Agreement; or

- Fails or refuses to furnish or to increase the Performance Security Bank Guaranty,

or

- Refuses to accept the correction of the errors in the Bid,

We undertake to pay to the Employer up to the above amount upon receipt of its first written demand, without the Employer having to substantiate its demand, provided that in its demand the Employer will note that the amount claimed by it is due to it as a result of the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date 180 days after the deadline for submission of bids and it may be extended automatically after this date, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE SIGNATURE OF THE BANK IN THE CAPACITY OF

WITNESS ……………………………… SEAL ………………………………………………

……………………………………… (Signature, Name, and Address)

***NOTE: The bid bond submitted by the Bidder shall be in conformance with the above sample form. Any alternate form/text would result in the rejection of the bid***

### Form 7 - Performance Security

**PERFORMANCE SECURITY – BANK GUARANTEE FOR GOOD**

**PERFORMANCE OF WORK**

Tenderers are to submit confirmation that a Performance Bank guarantee will be provided in the terms described in the RFP. The actual Bank Guarantee shall be executed at contract award.

Brief description of Contract: the Contract concerns the “Request for Proposals (RFP) For the Supply and Installation of Energy Monitoring Equipment - Energy Smart Mediterranean Schools Networks Project”

**PERFORMANCE BANK GUARANTEE (UNCONDITIONAL)**

To: The Lebanese Center for Energy Conservation (LCEC)

Ministry of Energy and Water Building, Corniche du Fleuve

1st Floor, Room 303

Beirut, Lebanon

Gentlemen,

WHEREAS, ……………………(name and address of Contractor), hereinafter called “the Contractor”) has undertaken in pursuance of Contract No. ……………………...dated ……………to execute ……………………………………………… (name of project) hereinafter called “the Contract”);

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with an unconditional an irrevocable Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee;

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you on behalf of the Contractor up to a total of ……………………….. (in words) such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of ………. …………. (amount of Guarantee in the currency(ies) specified) ………………….. (in words) as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the

Contract or of the Works to be performed hereunder or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the date of issue of the Defects Liability Certificate by the Employer. In any case defect liability period shall not extend beyond four years from the date of taking over.

SIGNATURE AND SEAL OF THE GUARANTOR,

Name of the Bank …………………..

Address ………………………………….

Date ……………………

### Form 8 - Team Composition and Tasks Assignement

|  |  |  |
| --- | --- | --- |
| Team Member Name | Position in this Project | Assigned Task |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

***Please attach the CV of each team member separately.***

### Form 9 - Warranty Form

|  |  |
| --- | --- |
| Component | Full Warranty Period (Years) |
| Basic Meters | *at least 5 years staring from the operation date* |
| Advanced Meters | *at least 5 years staring from the operation date* |
| UPS and Batteries | *at least 3 years staring from the operation date* |
| Thermal Camera | *at least 5 years staring from the operation date* |
| Overall System | *at least 2 years staring from the operation date* |

Beirut on ……………..….

Fiscal Stamps