

**Annex 3 – Forms**

**Form 1 - Letter of Application**

**Date of Application 01 July 2022**

To: The Lebanese Center for Energy Conservation (LCEC) Ministry of Energy and Water

Corniche du Fleuve, First Floor, Room 303

Beirut, Lebanon

From: *[Insert company name] [Insert full legal address]*

*[Insert full Bidder's authorized representative name]*

*[Insert Bidder's authorized representative telephone/Fax] [Insert Bidder's authorized representative mobile phone] [Insert Bidder's authorized representative email]*

Name of the Project: “Request for Proposal (RFP) for SELECTING EXTERNAL SERVICES as part of the Med SE(A)CAP integration through uniform adapted assessment and financing methods, mainly targeting buildings in education and health sectors, for sustainable development goals in a smart society”

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

1. 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 understand that you may, without incurring any liability to the Bidders, a) cancel the RFP at any time and b) accept no proposal or invite no Bidder 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;

(e) 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.

*[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: *[Insert capacity of person signing the Application]*

*[Insert full name of main Bidder] [Insert full address]*

*[Insert date of submission]*





**Form 2 - Team Composition and Tasks Assignment**

|  |  |  |  |
| --- | --- | --- | --- |
| Team Member  Name | Position in this  Assignment | Assigned Task | Years of Experience in  Energy Efficiency and  Renewable Energies |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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

**Form 3 – Experience in the field of energy efficiency and sustainability. Participation in**

**the development of plans, international projects or trainings**

|  |  |
| --- | --- |
| Number of approved SEAPS/SEACAPS or plans of equivalent ambition in which the company was involved. |  |
| Roles and responsibilities within the establishment of  the plan |  |
| Number of international projects in which you have participated including the roles and expertise  provided. |  |
| Trainings and other capacity building sessions, considering the amount of hours dedicated and the  target audience addressed |  |
| Number of years of experience in the related fields |  |
| Proven documentation to support the information  given |  |
| Overall coherence and plausibility of the elements. |  |

**Form 4 - Financial Situation and Performance**

*[Name of Bidder]*

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

|  |  |  |  |
| --- | --- | --- | --- |
| Type of Financial information in  (Euro) | Historic information for (Euro) | | |
|  | 2021 | 2019 | 2018 |
| 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 Bidder shall provide copies of financial statements for the last 3 years. The financial statements shall:*

*(a) reflect the financial situation of the Bidder, (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 5 –Financial Offer**

|  |  |  |
| --- | --- | --- |
|  | **Deliverables** | **Price (Euros)**  **Without VAT** |
| **Activities** |  |  |
| **Level 1** |  |  |
|  |  |
|  |  |
| **Level 2** |  |  |
|  |  |
|  |  |
|  |  |  |
|  |  |  |
| **Total** |  |  |