# K. Forms

**Form 1 – Letter of Application**

|  |  |
| --- | --- |
| Date of Application | Day/Month/Year |
|  |  |
| To: | The Lebanese Center for Energy Conservation (LCEC)Ministry of Energy and WaterCorniche du Fleuve, First Floor, Room 303Beirut, Lebanon  |
|  |  |
| From:  | [Insert company name] |
|  | [Insert full legal address] |
|  | [Insert full applicant's authorized representative name] |
|  | [Insert applicant's authorized representative telephone/Fax][Insert applicant's authorized representative mobile phone][Insert applicant's authorized representative email] |
|  |  |
| Name of the Project: | “The Implementation of Eco-friendly and Environmental Measures in Fourteen (14) Public Schools in Lebanon” |

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 subcontractors, 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 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.

|  |
| --- |
| [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 full name of Applicant] |
| Signature and Stamp |

**Form 2 – Applicant Information Form**

|  |  |
| --- | --- |
| Applicant's name:  | [insert full name] |
| Applicant's actual country of registration:  | Lebanon |
| Applicant's actual year of incorporation: | [indicate year of Constitution] |
| Applicant's legal address in Lebanon: | [insert street/ number/ town or city/ Lebanon] |
| Applicant's authorized representative informationName: 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] |

*Attach 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 3 – Bid Bond**

*The Bid Bond submitted by the Bidder shall be in conformance with the below sample form. Any alternate form/text would result in the rejection of the Bid.*

|  |  |
| --- | --- |
| To: | The Lebanese Center for Energy Conservation (LCEC)Ministry of Energy and WaterCorniche du Fleuve, First Floor, Room 303Beirut, Lebanon  |

|  |  |
| --- | --- |
| Name of the Project: | “The Implementation of Eco-friendly and Environmental Measures in Fourteen (14) Public Schools in Lebanon”) |

By this guarantee we confirm that we, the undersigned, are bound unto LCEC in the sum of 10,000 USD (hereinafter called “Bid Deposit”) for which a cash deposit has been well and truly made to LCEC.

The conditions of the obligation under this Bid Bond are:

1. If the Bidder withdraws the Bid during the period of bid validity specified in the project RFP; or
2. If the Bidder having been notified of the acceptance of its Bid by LCEC during the period of Bid validity:
* Fails or refuses to execute the Contract,

 or

* Refuses to accept the correction of the errors in the Bid.

The Bidder hereby constitutes and appoints LCEC as its attorney to assign, appropriate, transfer and apply the said Bid Deposit as a result of the occurrence of one or both of the two conditions, without notice.

This Bid Bond 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) is hereby waived.

The conditions under which the obligation under this Bid Bond will be null and void and the Bid Deposit will be released and returned to the Bidder are:

* If the Bidder is notified of the rejection of its Bid by LCEC,

or

* If the Bidder having been notified of the acceptance of its Bid by LCEC executes the Contract.

|  |
| --- |
| [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 full name of Applicant] |
| [Insert full legal address] |
| [Insert applicant's authorized representative telephone/Fax][Insert applicant's authorized representative mobile phone][Insert applicant's authorized representative email]Signature and Stamp |

**Form 4 – Financial Situation and Performance**

[Name of Applicant]

* *The Applicant shall complete the below table.*
* *The Applicant shall provide copies of financial statements for 2020, 2021, and 2022. 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*

|  |  |
| --- | --- |
| **Type of Financial information**  | **Historic information for (USD)** |
|  | 2022 | 2021 | 2020 |
| 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 |  |  |  |

**Form 5 – Team Composition and Tasks Assignment**

[Name of Applicant]

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

|  |  |  |  |
| --- | --- | --- | --- |
| Team Member Name | Position in this Project | Assigned Tasks | Experience in the design, supply, and installation of related components/measures |
|  |  |  |  |
|  |  |  |  |
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**Form 6 – Cash Retention**

* *At the bid submission stage, this form has only to be signed and stamped, no need to be completed.*
* *Once the contract is awarded, the Contractor will complete the form and submit it, prior to the contract signature.*

|  |  |
| --- | --- |
| To: | The Lebanese Center for Energy Conservation (LCEC)Ministry of Energy and WaterCorniche du Fleuve, First Floor, Room 303Beirut, Lebanon  |

|  |  |
| --- | --- |
| Name of the Project: | “The Implementation of Eco-friendly and Environmental Measures in Fourteen (14) Public Schools in Lebanon”) |

WHEREAS, [Applicant’s Name], duly represented by [Insert full name of person signing the application] [Insert full legal address], hereinafter called “the Contractor” has undertaken in pursuance of the Contract dated [Date of contract signature] between the Contractor to execute the Implementation of Eco-friendly and Environmental Measures in Fourteen (14) Public Schools in Lebanon, hereinafter called “the Contract” for the Lebanese Center for Energy Conservation having its address at the Ministry of Energy and Water Building, Corniche du Fleuve, 1st Floor, Room 303, Beirut, Lebanon hereinafter called “the LCEC”;

AND WHEREAS it has been stipulated in the said Contract that the Contractor shall be responsible of a one (1) year of O&M following the issuance of the Provisional Acceptance Certificate by the LCEC;

NOW THEREFORE the Contractor hereby affirms that LCEC will be withholding a total of [10% of the Contract Value in USD. from its first payment to the Contractor, such sum being payable in the types and proportions of currencies in which the Contract Price is payable, hereinafter called “the Cash Retention”, and LCEC shall have recourse to the Cash Retention without cavil or argument, within the limits of [10% of the Contract Value in USD] as aforesaid without needing to prove or to show grounds or reasons for such recourse for the sum specified therein.

The Contractor hereby waives the necessity of LCEC demanding the said debt from the Contractor before having recourse to the Cash Retention.

The Contractor and LCEC, hereinafter jointly called “the Parties”, 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 the Parties shall in any way release any Party from any liability under this guarantee.

This guarantee shall be valid for at least one (1) year from the date of issuance of the Provisional Acceptance Certificate by LCEC.

|  |
| --- |
| [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 full name of Applicant] |
| [Insert full legal address] |
| [Insert applicant's authorized representative telephone/Fax][Insert applicant's authorized representative mobile phone][Insert applicant's authorized representative email]Signature and Stamp |

**Form 7 – CV of Team Leader**

*[Use this standard format for specifying the name and relevant experience of the team leader. The CV of the team leader must be attached separately.]*

|  |  |
| --- | --- |
| Person name: |  |
| Title in the project: |  |
| Affiliation: |  |
| Experience |
| Date range: |  |
| Project name: |  |
| Role: |  |
| Date range: |  |
| Project name: |  |
| Role: |  |
| Date range: |  |
| Project name: |  |
| Role: |  |

*[Add tables as needed]*

**Form 8 – CVs of Team Members**

*[Use this standard format for specifying names and relevant experience of key people that constitute the team. CV’s of the team members must be attached separately.]*

*[If the bidder intends to subcontract any of the key activities, then the subcontractor name shall be clearly identified in the Affiliation, and attach a letter of support from the subcontractor stating the name of the project and personnel provided. Add more rows if necessary.]*

|  |  |
| --- | --- |
| Person name: |  |
| Title in the project: |  |
| Affiliation: |  |
| Experience |
| Date range: |  |
| Project name: |  |
| Role: |  |
| Date range: |  |
| Project name: |  |
| Role: |  |
| Date range: |  |
| Project name: |  |
| Role: |  |

*[Add tables as needed]*

**Form 9 – Warranty Form**

[Name of Applicant] *Please specify the full warranty period on each component, starting from the issuing of the Provisional Acceptance Certificate.*

|  |  |
| --- | --- |
| Products of Divisions as per Annex 4 | Full Warranty Period (Years) |
| Division 03 | [5 to 10 years staring from the issuing of the Provisional Acceptance Certificate] |
| Division 04 | [5 to 10 years starting from the issuing of the Provisional Acceptance Certificate] |
| Division 05 | [10 to 20 years for canopies starting from the issuing of the Provisional Acceptance Certificate][3 to 5 years for normal metal works starting from the issuing of the Provisional Acceptance Certificate] |
| Division 06 | [1 to 3 years starting from the issuing of the Provisional Acceptance Certificate] |
| Division 07 | [5 to 10 years starting from the issuing of the Provisional Acceptance Certificate] |
| Division 09 | [3 to 5 years for paint starting from the issuing of the Provisional Acceptance Certificate][5 to 10 years for wood and tiling starting from the issuing of the Provisional Acceptance Certificate] |
| Division 10 | [At least 3 years starting from the issuing of the Provisional Acceptance Certificate] |
| Division 22 | [1 to 3 years starting from the issuing of the Provisional Acceptance Certificate] |
| Division 26 | [At least 2 years starting from the issuing of the Provisional Acceptance Certificate] |
| Division 27 | [2 to 5 years starting from the issuing of the Provisional Acceptance Certificate] |
| Division 31 | [3 to 10 years starting from the issuing of the Provisional Acceptance Certificate] |
| Division 32 | [At least 4 years starting from the issuing of the Provisional Acceptance Certificate] |

|  |
| --- |
| [Insert full name of person signing the application] |
| Signature and Stamp |

**Form 10 – Reference Projects- Past Experience**

[Name of Applicant]

* *Please list the most recent projects (starting from 2023 and 2022)*
* *Please only list the projects that were completed and commissioned*
* *Assignments completed by the bidder’s individual experts working privately or through other firms, partners, or sub-contractors cannot be claimed as the relevant experience of the bidder*

Please list aminimum of projects similar to the activities required in this RFP.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Ref. | Description of activities | Project Location | Completion Date | Client Contact Details |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| *[add rows as necessary]* |  |  |  |  |