

APPLICATION FORM – LEGAL ENTITIES

Creation of a roster of short term experts to support
the activities of the Energy Community Secretariat

OBJECTIVE

The objective of this call for expressions of interest is to set up a roster of experts for providing assistance to the Energy Community Secretariat in the framework of its activities, including in the framework of grant contracts concluded between the Energy Community Secretariat and the European Commission and other donors.

Candidates who wish to apply are invited to fill in this "application form" and send it together with the supporting documents (see checklist at the end of the form) to the functional mailbox experts-roster@energy-community.org.

DATE OF SUBMISSION

Submissions may start from the date of publication on our web site (see contract notice).

CLOSING DATE FOR SUBMISSION

The roster of experts is valid for four years from the date of dispatch of the contract notice. Any person interested may submit an application at any time during the period of validity of the list.

Please note that it is the responsibility of the candidate to inform the Energy Community Secretariat immediately of any changes to their administrative, technical or financial details which would result in a change to their original application. For further help to fill in the standard application form, please send us an email to experts-roster@energy-community.org. A list of Frequently Asked Questions will be published on the website of the Secretariat.

PART A

ADMINISTRATIVE INFORMATION

Full Legal Name _____

Non profit

Profit

Type of Applicant (Legal Entity Status)

Private company

Public company

University

Consortium

Other (please specify) _____

Address _____

Postcode _____

City _____

Country _____

Email _____

Vat Number _____

Coordinator Information

First name _____

Last name _____

Coordinator position _____

Email _____

Working languages (at least level B2 according to Common European Framework of Reference for Languages¹)

- English
- French
- German
- Albanian
- Armenian
- Azerbaijani
- Belarusian
- Bosnian
- Croatian
- Georgian
- Macedonian
- Moldovan
- Montenegrin
- Romanian
- Russian
- Serbian
- Turkish
- Ukrainian

Other languages, please list

¹ <http://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf>

PART B

GENERAL INFORMATION

1. List countries where candidates have experience in carrying out work

Candidates should present evidence of their country specific experience and competences. For each country listed, please provide a link to one of the reference projects as requested in Part D.

<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
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<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____

2. Proof of enrolment on a professional or trade register

All candidates must prove that they are authorised to perform the contract under national law, as evidenced by inclusion in a trade or professional register, or a declaration or certificate, membership of a specific organisation, express authorisation or entry in the VAT register.

If the candidate is a consortium, evidence must be provided for each member.

PART C

DECLARATION ON HONOUR

Before being included on the list, interested persons shall provide a declaration on their honour stating that they are not in one of the situations of exclusion listed below.

**DECLARATION OF HONOUR WITH RESPECT TO THE EXCLUSION
CRITERIA AND ABSENCE OF CONFLICT OF INTEREST**

The undersigned: _____

Representing:

Legal Entity Status _____

Full Legal Name _____

Official address in full _____

VAT registration Number _____

declares that the legal entity that he/she represents

- a) is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) has not been convicted of an offence concerning professional conduct by a judgement which has the force of res judicata;
- c) has not been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;
- d) has fulfilled all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be carried out;
- e) has not been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity;

In addition, the undersigned declares on his/her honour that:

- f) he/she has no conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties or any other relevant connection or shared interest;

- g) he/she will inform the contracting authority, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;
- h) he/she has not made and will not make any offer of any type whatsoever from which an advantage can be derived under the contract;
- i) he/she has not granted and will not grant, have not sought and will not seek, have not attempted and will not attempt to obtain, and have not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to award of the contract;
- j) the information provided within the context of this call for expression of interest is accurate, sincere and complete;
- k) in case of award of contract, he/she will provide upon request the evidence that he/she is not in any of the situations described in points a, b, d, e above.

For situations described in (a), (b) and (e), production of a recent extract from the judicial record is required or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. Where the Tenderer is a legal person and the national legislation of the country in which the Tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the Tenderer.

For the situation described in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the Tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

For any of the situations (a), (b), (d) or (e), where any document described in two paragraphs above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

Full name

Date

Signature

PART D

SELECTION CRITERIA

PART I. Turnover development and human resources (only for legal entities):

Turnover development and human resources assessment shall guarantee a selection of candidates with sound and sufficient resources allowing them to run their activities over the period of implementation of the contract.

- I. Number of employees in total and number of employees with know-how and specialised experience related to the field applied for; **and**
- II. Declaration concerning the sales turnover related to the field associated with the invitation to tender during the last 3 financial years (or for the time span from the business formation onwards for companies that are younger than 3 years).; for bidder consortia, please fill the tables for each member individually

Please fill in the tables below

I. Number of employees

Attestation by the bidder/bidder consortium of the annual average of employees in general and employees with special know-how and experience regarding the performance considered in the last 3 years (2013 to 2015).

Employees, independent contractors and people who are employed on a service contract basis, with total contract duration of at least 6 months are considered as staff.

<i>Annual average</i>	Employees in total	Thereof employees with know-how and specialised experience
2013		
2014		
2015		

II. Turnover development

Attestation by the bidder (or all members of the bidder consortium together) of the total turnover for the last three business years (or for the time span from the business formation onwards for companies that are younger than 3 years), excluding VAT.

Total turnover	2013	2014	2015
in EUR total			

The following table only has to be filled in by a bidder consortium; the stated turnovers for every single member have to sum up to the preceding total turnovers.

	(Individual)Turnover		
	2013	2014	2015
..... (Member 1 – Company / name)			
..... (Member 2 – Company / name)			
..... (Member 3 – Company / name)			
..... (Member 4 – Company / name)			
..... (Member 5 – Company / name)			

PART II. Technical and professional capacity

1. List of fields of expertise:

Please tick those fields where you want to propose your services. At least one is compulsory.

2. Technical and professional capacity for each selected field of expertise

- Candidates should present evidence of educational and professional qualifications of the composition of the firm's managerial staff and those of the person/s responsible for carrying out the work, for each field of expertise.
- Curriculum vitae must be provided for each member of the project team. If you need a CV template you could use the Europass²
- Candidates should provide a list of related projects that they carried out over the past three years. For each reference project a factsheet of max two A4 pages is to be provided. Please identify the projects (with numbers or letters) and link them with country experience in Part B.

List of fields of expertise which may be applied for:

a) Consultancy Services

- Project Management and Project Promotion
- Management & Strategy Consulting
- Energy (Electricity, Gas, Oil) Markets and Processes, which may include (but is not limited to):
 - Implementation of energy market reforms
 - Tariff structure designs in the energy sectors
 - Market development, including (cross-border) balancing, realizing market coupling and hubs
 - Restructuring companies, including unbundling and certification of system operators
 - Ensuring security of supply

² <https://europass.cedefop.europa.eu/documents/curriculum-vitae/templates-instructions>

- Advising Institutions, which may include (but is not limited to):
 - Governmental institutions
 - Energy regulatory authorities
 - Competition and State aid authorities
 - Energy and environmental agencies
 - Judicial authorities

- Energy Efficiency, which may include (but is not limited to):
 - Implementation of energy efficiency directive (obligation schemes, energy management, development of energy services market, improvement of efficiency in energy supply etc.)
 - Energy performance of buildings
 - Energy labelling and eco-design

- Infrastructure planning (Electricity, Gas and Oil), which may include (but is not limited to):
 - Mid/long term system development planning (Scenario development, network modeling and simulations, system resilience analysis, market modeling and simulations)
 - Cross border cost allocation methodologies
 - Financial and economic project assessment and project-specific analysis, economic and financial cost-benefit analysis
 - Smart grids
 - Permitting
 - Oil stocks design

- Environment, which may include (but is not limited to):
 - Emissions reduction
 - Strategic and environmental impact assessment
 - Industrial emissions
 - Fuel quality
 - Environmental liability
 - Biodiversity

- Renewable Energy, which may include (but is not limited to):
 - Support scheme design
 - Permitting
 - Grid connections
 - Guarantees of origin system
 - Certification system of sustainability criteria for bioliquids and biofuels

- Climate Change, which may include (but is not limited to):
 - Greenhouse gas emission monitoring
 - Emission trading schemes
 - Climate change adaptation

- IT Services and Solutions related to one or more of the above sub-categories

b) Legal Services

- Energy law
- European law
- Tax law
- Procurement law
- Competition and State aid law
- Corporate law
- Contract law
- Trade law
- Environmental law
- Administrative and infrastructure law
- Dispute Resolution and Arbitration
- Other legal services of relevance for one of the sub-categories listed under point 9.a)

c) Training, communication and other services

- Organization of training courses
- Communication
 - Marketing
 - Graphic design, layouting (brochures, reports,...)
- External evaluation
- Translation and interpretation
- Catering and conference organisation and services
- Travel management services

- General IT services
 - Custom solutions and consultancy
 - Applications development
 - Hardware and software consultancy
 - Programming and maintenance

Declaration of acceptance

The undersigned declares that all information given are accurate and complete

- by ticking this box, the undersigned agrees to have his name published in the roster of experts on the Energy Community's website

Full name

Date

Signature

Check list

Please use the checklist below to confirm that you have completed the form correctly

- Part A: Administrative information completed

- Part B: General information: list of countries and proof of enrolment or written statement
 - Attachments: Proof of enrolment or written statement if not applicable

- Part C: Declaration on honour: completed, printed, signed and dated

- Part D: Selection criteria: list of fields of expertise and technical and professional capacity, signed and dated
 - Number of employees and Annual turnover tables filled in
 - Attachments: CV'S and proof of professional and educational qualifications of members of the project team
 - Attachments: Project Factsheets