

APPLICATION FORM – LEGAL ENTITIES

Roster of short-term experts to support the activities of the Energy Community Secretariat

INTRODUCTION

Energy Community Roster of Experts is a database of qualified service providers for delivering ad-hoc, short-term assistance to the Energy Community and its institutions, i.e. Secretariat in the framework of its work program, including in the framework of EU funded grant contracts concluded between the Energy Community and/or 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

SUBMISSIONS

Submissions may be done at any time from the date of publication of the Contract Notice on the Energy Community website (see contract notice). The Roster of Experts will be valid until formal revocation.

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

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 _____

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

Before being included on the Roster of Experts, 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;

CALL FOR EXPRESSION 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 past 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 for the past 3 years.

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
n-2		
n-1		
n (current year)		

II. Turnover development

Attestation by the bidder (or all members of the bidder consortium together) of the total turnover for the past 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	n-2	n-1	n (current year) ²
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		
	n-2	n-1	n (current year) ³
..... (Member 1 – Company / name)			
..... (Member 2 – Company / name)			
..... (Member 3 – Company / name)			
..... (Member 4 – Company / name)			
..... (Member 5 – Company / name)			

² If annual accounts are not yet available for the current year or past year, please provide your latest estimates.

³ Idem

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 list 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 Europass⁴
- 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
 - REMIT and financial market regulation
 - Market development, including (cross-border) balancing, realizing market coupling, power and gas exchanges and hubs (cross-border) balancing, ancillary and flexibility services (e.g. aggregation, electromobility, storages, demand response), consumer empowerment (e.g. active consumers, energy communities) and protection
 - Restructuring companies, including unbundling and certification of system operators
 - Ensuring system adequacy security of supply
 - Ensuring cybersecurity
- 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

⁴ <https://europass.cedefop.europa.eu/documents/curriculum-vitae/templates-instructions>

CALL FOR EXPRESSION OF INTEREST

- efficiency in energy supply etc.)
 - energy performance of buildings
 - energy labelling and eco-design
- Infrastructure planning (Electricity, Gas and Oil, Smart Grids, Hydrogen supply chain and related technologies), which may include (but is not limited to):
- Mid/long term system development planning (Scenario development, network modelling and simulations, system resilience analysis, market modelling 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 environmental assessment 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
 - Cross-border cooperation mechanisms
 - Renewable self-consumers and energy communities
 - Heating and cooling
- Climate Change, which may include (but is not limited to):
- Greenhouse gas emission monitoring
 - Emission trading schemes
 - Climate change adaptation
 - Agriculture, Forestry, Land Use (AFOLU)
 - Transport
 - Waste
 - Industrial Processes and Product Use (IPPU)
 - Gender
- National Energy and Climate Plans (NECPs), which may include (but is not limited to):
- Research & Innovation, Competitiveness
 - Just Transition
- Statistics, which may include (but is not limited to):
- Data modelling
 - Computing and analysis of data

CALL FOR EXPRESSION OF INTEREST

- IT Services and Solutions related to one or more of the above sub-categories, which may include (but is not limited to):
 - REMIT online systems
 - ETS / NECP – putting in place national registries of emissions
 - General NRA related development – systems to track quality of service, tariff calculation, RAB, infrastructure projects

b) Legal Services

- Energy and Climate law
- European law
- Tax law
- Financial Market Regulation
- 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) of the Contract Notice

Declaration of acceptance

The undersigned declares that all information given are accurate, true and complete

- by ticking this box, the undersigned agrees that his/her personal data is stored and processed by the Secretariat in line with and for the period required by the purpose of the application and to have his/her 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 on a professional or trade register
 - ┆ Attachments: Proof of enrolment on a professional or trade register
- Part C: Declaration of 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: CVs
 - ┆ Attachments: Project Factsheets