

ATTACHMENT I: COVER LETTER

(to be filled out jointly in case of joint applications, signed and stamped)

<Letterhead of Applicant >

Proposal

I/we, the undersigned,.....(name), being the legal representative of (name of the lead Applicant) or acting in the name of (specify if consortium, temporary association, etc., with the names of all partners), hereby submit the attached Proposal for evaluation by the Selection Commission established by the Steering Committee.

By doing so I/we apply for the provision of technical assistance to the DNA for the evaluation of potential CDM projects and specifically for the assessment of the PDDs submitted by the project proponents.

The present Proposal contains the following documents:

Number	Item	Included (yes/no)
<i>Required material</i>		
1.	General information	
2.	Proof of legal existence	
3.	Declaration on exclusion criteria	
4.	Financial statements and financial information summary	
5.	Reference list	
6.	Project team members	
7.	Technical Proposal	
<i>Additional material (please specify)</i>		

I/we hereby certify that the information and the documents provided are true and completely accurate.

(In case of joint application without a formal consortium)

In case of a successful application, the Partners bind themselves to establish the proposed consortium or to grant the Lead Applicant full power of legal representation before the signature of the financing contract with the Contract Authority.

Organization (Lead Applicant) :

.....

Name of legal representative

.....

Signature

.....

Date:

Organization (Partner) :

.....

Name of legal representative

.....

Signature and stamp

.....

Date:

ATTACHMENT II: GENERAL INFORMATION

(to be filled out separately by each partner in case of joint application)

Company information:

Name:.....

Postal address, zip code + city, country:

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Website URL (if any):

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Year of establishment:.....

Short description of key expertise / core business:

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Name of key experts from the Company that shall be engaged in the project implementation:

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Contact details:

Contact person: Mr. /Mrs

Position in the company:

.....

Telephone / Fax / Email:

Bank details

Account holder

Account number:

Bank name and postal address:

.....

ATTACHMENT III - PROOF OF LEGAL EXISTENCE

(Please attach a recent extract from Italian professional or trade register, or equivalent document of each partner in case of joint application)

ATTACHMENT IV: DECLARATION ON EXCLUSION CRITERIA

(to be filled out separately by each partner in case of joint application, signed and stamped)

Name of the Company:

The Undersigned(name), being the legal representative of(name of the company) hereby acknowledges that(name of the Company) shall automatically be excluded from participation if :

- a) is bankrupt or is being wound up, whose affairs are being administered by the court, who has entered into an arrangement with creditors, who has suspended business activities or who is in any analogous situation arising from a similar procedure under national laws and regulations;
- b) is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding-up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws or regulations;
- c) has been convicted of an offence concerning his professional conduct by a judgment which has the force of res judicata;
- d) has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;
- e) has not fulfilled obligations relating to the payment of social security contributions in accordance with the Italian legislation or legal provisions of the country in which he is established;
- f) has not fulfilled obligations relating to the payment of taxes in accordance with the Italian legislation or with the legal provisions of the country where he is established;
- g) is guilty of serious misrepresentation in supplying or failing to supply the information that may be required under this Call for Proposal on the criteria for qualitative selection.

The undersigned as legal representative of(name of Company), herewith declares that none of the above exclusion criteria applies to(name of Company).

Upon request of the Selection Commission,(name of Company), will provide documentation proving that none of the above exclusion criteria applies.

Company:.....

Name of legal representative:

Signature

Date:

ATTACHMENT V: FINANCIAL INFORMATION SUMMARY

(to be filled out separately by each partner in case of joint application)

(Please attach year-end complete financial statements (balance sheets and profit and loss accounts) for the past 3 financial years: 2006, 2007 and 2008)

ATTACHMENT VI: REFERENCE LIST**(with specific reference to technical support services to Designated National Authorities and development of CDM projects)***(to be filled out separately by each partner in case of joint application)*

Ref no ---	Project title							
Name of legal entity	Country	Overall project value (EUR)	Proportion carried out by legal entity (%)	No of staff provided	Name of client	Origin of funding	Dates (start/end)	Name of consortium members, if any
Detailed description of project						Type of services provided		

ATTACHMENT VII: RESUME OF THE PROJECT TEAM MEMBER
(to be filled out separately for each project, and jointly in case of joint application)

Project Title:

	Company	Key qualification(s)	Years of relevant experience	Experience in the Balkans (Yes/No)
Project Manager				
Senior Engineer				
Senior Engineer				
Carbon Market and Policies Expert				
Engineer				
Engineer				
Other Experts				
...				

Note: Pls. attach Curriculum Vitae in EC format (see pages below).

CURRICULUM VITAE
(Maximum 3 pages)

1. Surname :
2. Name :
3. Date of birth :
4. Nationality :
5. Civil status :
6. Education :

<i>Institutions :</i>	
<i>Date:</i> <i>from(months/year)</i> <i>to (months/year)</i>	
<i>Degree(s) or diploma(s) :</i>	

7. Language skills : (Mark 1 to 5 for competence, where 5 is the highest)

<i>Language</i>	<i>Passive</i>	<i>Spoken</i>	<i>Written</i>

8. Membership of professional bodies:
9. Other skills (e.g. computer literacy, etc.) :
10. Present position:
11. Years within the company:
12. Key qualifications (relevant to the project) :
13. Specific experience (in non-EU member countries)

<i>Country</i>	<i>Date : from</i> <i>(months/year) to</i> <i>(months/year)</i>	<i>Name and brief description of the project</i>

14. Professional experience:

<i>Date :</i> <i>from (months/year)</i> <i>to (months/year)</i>	
<i>Location</i>	
<i>Company</i>	
<i>Position</i>	
<i>Description</i>	

<i>Date :</i> <i>from (months/year)</i> <i>to (months/year)</i>	
<i>Location</i>	
<i>Company</i>	
<i>Position</i>	
<i>Description</i>	

Etc.

15. Others:

e.g. Publications :

ATTACHMENT VIII: SCOPE OF WORK FOR THE TECHNICAL PROPOSAL

1) General

This project is addressed to the Ministry of Environment and Spatial Planning (MESP) of the Republic of Serbia under the framework of bilateral cooperation between MESP and Ministry of Environment, Land and Sea of the Republic of Italy (IMELS).

The Scope of Work is to provide technical assistance services to the MESP for the revision of the PDDs submitted following the calls for expression of interest for receiving co-financing for the preparation of Project Design Documents (PDDs) for identified CDM projects, published in 2009/2010 in order to enable to the Ministry for Environment and Spatial Planning to fulfill its obligations towards co-financing of preparation of the PDDs.

The Consultant shall perform the following tasks on each incoming PDD:

- technical analysis of the PDD in terms of compliance with sustainable development principles, national strategies, CO₂ reductions and form and content of the PDD;
- preparation of review & comments documents;
- support to the preparation of the official MESP reports.

The Consultant shall also provide MESP with recommendations and future actions aimed at enhancing the technical capacity of the MESP staff involved in PDD evaluation process, once when the PDD will be submitted for evaluation to the MESP.

The Technical Proposal shall be of maximum 6 pages in A4 format. The document shall include the following sections:

1. Understanding of the Context;
2. Methodological Approach;
3. Description of the Services;
4. Expected Results of the Assignment.

All Applicants not respecting the requested restrictions will not enter the selection procedure.

The activities foreseen by this Scope of Work will have duration of 12 months from the signature of the contract.