

**German and Swiss Financial Cooperation with Serbia**

BMZ-Id 2011 97 888/ 2011 97 896

***Promotion of Renewable Energies –  
Developing the Biomass Market in Serbia (“Program”)***

**Invitation for Expression of Interest**

**for**

**Consulting Services**

**to Deploy Renewable Energy in DHCs in Serbia**

***The Republic of Serbia  
represented by the  
Ministry of Mining and Energy***

***(December 2016)***

## INVITATION FOR EXPRESSION OF INTEREST

1. The Project-Executing Agency (*PEA*, §2) hereby invites qualified independent consultants to submit prequalification documents for consulting services required (see §3 - §5.). Funds have been earmarked for this project under the German Bilateral Financial Cooperation (*here: the German Climate Technology Initiative / Deutsche Klima und Technologie Initiative (DKTI)*), provided through KfW Development Bank and also by the Swiss Government.
2. The PEA: The Ministry of Mining and Energy of the Republic of Serbia (MoME) with its address in Nemanjina 22-26 , 11000 Belgrade, Serbia
3. Brief Description and Intended Measures: The Serbian energy sector is subject to crucial reforms and transformation with particular priority given to renewable energy. The National Renewable Energy Action Plan (NREAP) was adopted in June 2013 and provides for significant increase of the share of renewable energies in the electricity, heating and cooling sector.  
Germany has been providing financial support to the district heating sector since 2001. Its latest "Promotion of Renewable Energies: Developing the Biomass Market in Serbia" (Program) was launched to facilitate a switch from fossil fuel to more environment friendly solutions. In the course of the Program and foreseeable future, up to 15 DHCs may join the Program. The planned project measures comprise main investments (boilers, heat pumps, secondary equipment, civil works), complementary investment measures, training and overall consulting services. The Program is co-financed by the Swiss Secretariat for Economic Cooperation (SECO).
4. Requested Consultant Services: The selected Consultant – ideally an engineering company - is expected to assist the PEA and DHCs with the preparation and monitoring of the investments. Additionally, the Consultant is expected to perform comprehensive institutional measures to the DHCs (such as management support, business policies and corporate planning, financial planning and monitoring, customer relations management etc.) and provide technical assistance and trainings. The implementation phase is estimated to be 5 years.
5. Services are to be provided by a team comprising of international and local staff (long-term and short-term) verifiably qualified for implementing the above mentioned measures. Particularly, professional experience in FIDIC engineering (especially Red/Pink Book and Yellow Book) and district heating systems, preferably in the same environment, are required. The international staff must have Project related experience gained by successfully completing relevant tasks of similar magnitude. The Project Manager shall have at least 15 (fifteen) years of professional experience in similar projects. Project expertise in the region must be substantiated adequately. Efficient management, administrative and backstopping services shall be made available.
6. Consultants are free to associate themselves with other firms to ensure that all required know-how and experience are available to them. The association with local consultant companies is appreciated.
7. The prequalification document in English language shall have the following structure and content and shall be presented in the same sequence as shown below:
  - (i) **Covering Letter**, comprising the firm's name, address, contact person, telephone, fax and email if applicable mention the association for this project.
  - (ii) **Presentations of firms** (maximum 10 pages), inclusive clear statements of type, property and key task of the association, if applicable.
  - (iii) **Statements and Declarations**:
    - a) Declaration of submitting a proposal in case of being short-listed;

b) Statement on **affiliations** of any kind with other firms which may present a conflict of interest in providing the envisaged services (to be submitted by each consortium partners, if applicable).

c) In case of an **association** – the intended contractual arrangement with international and local firms, nominating the lead consultant and including letters of intent of participating firms (in case of local partners a fax copy of such letter of intent is sufficient) (to be submitted by each consortium partners, if applicable).

d) Declaration to observe the highest standard of ethics during execution of the contract. Applicants should be aware that any fraudulent or corrupt activities disqualify them immediately from participation in the selection process and will be subject to further legal investigation. The said declaration shall be submitted and duly signed according to the following form (to be submitted by each consortium partners, if applicable):

### **Declaration of Undertaking**

We underscore the importance of a free, fair and competitive procurement process that precludes abusive practices. In this respect we have neither offered nor granted directly or indirectly any inadmissible advantages to any public servant or other person nor accepted such advantages in connection with our bid, nor will we offer or grant or accept any such incentives or conditions in the present procurement process or, in the event that we are awarded the contract, in the subsequent execution of the contract. We also declare that no conflict of interest exists in the meaning of the kind described in the pertinent Guidelines<sup>1</sup>.

We also underscore the importance of adhering to environmental and social standards in the implementation of the project. We undertake to comply with applicable labour laws and the Core Labour Standards of the International Labour Organization (ILO) as well as national and applicable international standards of environmental protection and health and safety standards.

We will inform our staff about their respective obligations and about their obligation to fulfil this declaration of undertaking and to obey the laws of the country of Serbia.

We also declare that our company/all members of the consortium has/have not been included in the list of sanctions of the United Nations, nor of the EU, nor of the German Government, nor in any other list of sanctions and affirm that our company/all members of the consortium will immediately inform the client and KfW if this situation should occur at a later stage.

We acknowledge that, in the event that our company (or a member of the consortium) is added to a list of sanctions that is legally binding upon the client and/or KfW, the client is entitled to exclude our company/the consortium from the procurement procedure and, if the contract is awarded to our company/the consortium, to terminate the contract immediately if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion occurs after the Declaration of Undertaking has been issued.

.....  
(Place)

.....  
(Date)

.....  
(Name of company)

.....  
(Signature(s))

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<sup>1</sup> See "Guidelines for the Assignment of Consultants in German Financial Cooperation" and "Guidelines for the Award of Contracts for Supplies and Services in German Financial Cooperation"

e) **Certified statement of financial capacity** of the lead consultant showing the necessary annual turnover of at least EUR 1.500.000 over the last three years (to be shown by independently and professionally audited balance sheets and profit and loss accounts or statement of turnover / annual tax statements). The same documents shall be provided by all associated partners, with the exception that each of the other consortium members shall present evidence of an annual turn-over of at least EUR 100.000 (not relevant for sub-contractors).

- (iv) **List of project references** carried out as in Annex (EU-Format) covering the last 5 years and strictly related to the envisaged services (*maximum 15 references*).
- (v) **Brief CVs** on key personnel proposed for backstopping and home office support.
- (vi) **List of available personnel structure** for the envisaged services with information about education, professional experience, regional experience, years with firm, specific project-related experience and experience in similar posts. This list shall allow a profound judgement on the consultants' general ability to provide the required personnel having the specific experience for the project in case of an offer. Personal belongs to the firm or have a long cooperation gets more points.

Interested consultants are requested to submit concise and clear, but substantial documents and to adhere to the above structure. **Non-compliance with this invitation or faulty information shall lead to non-qualification.** Any surplus of information not specific to the material requested will be penalized.

#### 8. **Submission:**

The prequalification proposal shall be submitted in 4 copies as follows:

- (I) One original, one copy and one soft copy (CD or USB stick) to:

Mr Bodo Schmülling  
Senior Project Manager  
Energy and Transport (LEa3)  
Southeast Europe, Turkey  
KfW Entwicklungsbank  
Palmengartenstr. 5-9  
60325 Frankfurt a.M. - Germany

- (ii) One copy to:

Ministry of Mining and Energy  
Sector for energy efficiency and renewable energy sources  
Prof Dr Milos Banjac, Assistant Minister  
Nemanjina 22-26  
11000 Belgrade - Serbia  
Phone: +381 11 33 46 755

In cases of deviations between the original and the copies, the original shall prevail. For timely submission the submission of the original at KfW / Frankfurt **on 26 January 2017 at 03:00 p.m.** shall be decisive.

9. All costs for a site visit, obtaining information/data and preparation/submission of the prequalification documents, meetings, negotiations, etc. in relation with the prequalification or the subsequent proposal shall be borne by the bidders.
10. At any time, the PEA either at its own initiative or in response to clarifications requested by an interested bidder may provide additional information to this Invitation. Such information shall be sent in writing by e-mail to all parties, who received the Invitation. All requests for clarifications shall be addressed to:  
  
Tender Agent / Mr. Rauf Khalaf: rkhalaf@web.de  
with copies to KfW: bodo.schmuelling@kfw.de; sven.hartmann@kfw.de  
  
The deadline for submission of requests for clarifications is 10 calendar days before the final submission date indicated in the Prequalification Notice.
11. It is planned to establish a short-list of not more than five prequalified bidders approximately four weeks after the submission deadline.
12. The evaluation procedure for the prequalification process will follow the latest version of the „Guidelines for Assignment of Consultants in Financial Co-operation Projects“ (refer to homepage of KfW Development Bank [www.kfw-entwicklungsbank.de](http://www.kfw-entwicklungsbank.de)). Only financially capable firms which have submitted the necessary statements (see § 7 iii) and satisfying the set conditions will be evaluated. Specific evaluation criteria and their individual weight are presented in the following table:

Criteria	Maximum Score
<b>1. Evidence of relevant experience gained by consultants during the past five years</b> ( <i>experience of the firm</i> )	<b>45</b>
1.1 Experience in handling similar projects <i>in the renewable energy sector</i> , in particular biomass.	25
1.2 Experience with working-conditions in the region preferably in the same sector.	20
<b>2. Suitability for this specific project</b> ( <i>experience of the available experts</i> )	<b>55</b>
2.1 Assessment of available technical expertise specific to this project (refer to the listed key personnel)	20
2.2 Assessment of the personnel structure in regard to the tasks expected (additional personnel)	15
2.3 Assessment of the key personnel in permanent employment and always available to monitor the team and provide back-up services from the home office.	10
2.4 Form of the application documents: Are they complete, concise and related to the project?	10

13. After having completed the evaluation of the prequalification documents, a short-list consisting of the five highest ranked Consultants, or less, scoring a minimum of 70 points will be established. Short-listed firms will be invited to submit a technical and financial proposal; firms not pre-qualified will be informed accordingly.
14. PEA is not bound to select any consultant.
15. The preparation and the submission of the prequalification document is the responsibility of the applicant and no relief or consideration can be given for errors and omissions.
16. After opening the prequalification documents until preparation of the short-list of the qualified consultants no communication of any type shall be entertained unless called for by the PEA.

**EXPERIENCE**

Please complete a table using the format below to summarize the **major relevant projects related to this project** carried out in the course of the past **5** years by the legal entity or entities making this application. The number of references to be provided must not exceed **15** for the entire application.

Ref (maximum 15)	Project title		...					
Name of legal entity	Countr y	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 partners if any
...	...	...	...	...	...	...	...	...
Description of project						Type of services provided		
...						...		