



Call for Expression of Interest
for receiving co-financing for preparation of PDDs
for identified CDM projects under the bilateral cooperation
between the Italian Ministry for the Environment, Land and Sea and
the Serbian Ministry of Environment and Spatial Planning

CALL FOR EXPRESSION OF INTEREST

Roma – Belgrade, 2011

TABLE OF CONTENT

1.	BACKGROUND	3
2.	GOAL OF THE CALL FOR EXPRESSION OF INTEREST	3
3.	PROCEDURE	4
4.	DOCUMENTS REQUIRED FOR THE EXPRESSION OF INTEREST	5
5.	SUBMISSION OF THE EXPRESSION OF INTEREST - TIME SCHEDULE AND DEADLINES	6
6.	SELECTION CRITERIA	6
6.1.	Exclusion criterion.....	6
6.2.	Qualitative criteria.....	7
7.	COMMUNICATION AND INFORMATION SESSION	8
	ATTACHMENT I: COVER LETTER	10
	ATTACHMENT II: GENERAL INFORMATION	12
	ATTACHMENT III: DECLARATION ON EXCLUSION CRITERIA	14
	ATTACHMENT IV: FINANCIAL INFORMATION SUMMARY	15
	ATTACHMENT V: LETTER OF INTENTION TO INVEST	16
	ATTACHMENT VI: REFERENCE LIST	17
	ATTACHMENT VII: RESUME OF THE PROJECT TEAM MEMBER	18
	ATTACHMENT VIII: EVALUATION CRITERIA	19

1. BACKGROUND

Under the Kyoto protocol and based on the “EU Burden- Sharing” Agreement, Italy has committed itself to reduce the emissions of greenhouse gases by 6% during the commitment period 2008-2012 against the base year level.

The Clean Development Mechanism (CDM) is a project-based mechanism under the Kyoto protocol (Article 12). The purpose of the Clean Development Mechanism is to assist Parties not included in Annex I to the UNFCCC in achieving sustainable development and in contributing to the ultimate objective of the UNFCCC, as well as to assist Parties included in Annex I in achieving compliance with their quantified emission limitation and reduction commitments under Article 3 of the Kyoto Protocol.

Republic of Serbia is a Party to the United Nations Framework Convention on Climate Change and has ratified the Kyoto Protocol which came into force on 17 January 2008. The Republic of Serbia has been making a significant effort to implement the Kyoto Protocol and at the same time to use the Clean Development Mechanism (CDM).

Considering that implementation of the CDM, under Article 12 of the Kyoto Protocol, has as results an efficient contribution to the sustainable development and the reduction of greenhouse gases emissions, the Ministry for the Environment, Land and Sea of the Republic of Italy and the Ministry for Environment and Spatial Planning of the Republic of Serbia signed a Memorandum of Understanding (MoU) in order to, among else, maintain and enhance bilateral co-operation in the field of the CDM on the basis of equality, reciprocity and mutual benefit.

Therefore, in order to implement the Annex VII to the mentioned Memorandum of Understanding Serbian Ministry of Environment and Spatial Planning issues a Call for expression of interest for receiving co-financing for preparation of PDDs for the identified CDM projects in the Republic of Serbia.

2. GOAL OF THE CALL FOR EXPRESSION OF INTEREST

The aim of the Call for Expression of Interest is to assist companies interested to invest or raise investments for implementation of identified CDM project activities through receiving co-financing for preparation of Project Design Document (PDD).

Within the Call and in accordance to the Agreement on Donation between the Government of the Republic of Serbia and the Government of the Republic of Italy, precedence shall be given to Italian companies.

The companies shall have technical and other (listed in chapter 6) capacities to develop PDD for the following identified projects in the Republic of Serbia:

- LFG COLLECTION AND UTILIZATION AT THE LANDFILL “JOVANOVAČ”

3. PROCEDURE

The Call for Expression of Interest will be conducted pursuant to the procedure and the criteria set by the Steering Committee established according to the Annex III and SS. to the Memorandum of Understanding between the Italian Ministry for the Environment, Land and Sea and the Serbian Ministry of Environment and Spatial Planning.

The Call for Expression of Interest is issued by the Serbian Ministry of Environment and Spatial Planning, in accordance with the Annex VII to the MoU and the Agreement on Donation signed on 5 May 2009 in Roma, Italy.

Applicants interested **to invest into implementation** of identified CDM project activities are invited to express their interest for receiving co-financing for preparation of PDD for identified project/s and to respectively justify their administrative, technical and financial capacity.

Steering Committee will review the documentation received from the Applicants and select the companies that best fulfill conditions listed below in this document to receive co-financing for the preparation of PDDs for the potential CDM projects in the Republic of Serbia.

After finishing the evaluation procedure, the Ministry of Environment and Spatial Planning of the Republic of Serbia (hereinafter the Ministry) shall sign a contract with the successful Applicant in order to allocate the assigned co-financing for the preparation of the PDD.

The first lot of the money assigned for co-financing will be disbursed to the Applicant after the signature of the financing contract. The balance shall be disbursed after submission of the PDD by the Applicant to the DOE for validation. Prior to submission of the PDD to the DOE, the PDD has to be positively evaluated by the Ministry as a co-financier. Positive evaluation obtained from the Ministry does not imply official approval by the DNA.

The selected Company/ies shall submit the completed PDD within 3 months from the signing of the financing contract. Based on existing agreements between the Ministry of Environment and Spatial Planning of the Republic of Serbia and the site owners (in terms of CDM) for each identified CDM project, company/ies producing the PDD are granted a pre-emptive right to negotiate with the site owner (in terms of CDM) towards the implementation of the project within six months from the positive evaluation of the PDD by the Ministry.

4. DOCUMENTS REQUIRED FOR THE EXPRESSION OF INTEREST

Applicants are required to submit the complete documentation listed below. In case an incomplete documentation is submitted, the Steering Committee reserves the right to reject the Expression of Interest.

If the Applicants are applying jointly, the Lead Applicant needs to be clearly identified.

In case of participation as a temporary association of companies or as a not yet formally established consortium, the legal representative of each company shall undertake, in case of selection, respectively to grant full power of legal representation to the Lead Applicant to sign the financing contract on behalf of the temporary association, or to establish the consortium.

The Applicants need to submit the listed items with the Expression of Interest:

- a) Cover letter (Attachment I)
- b) General information (Attachment II)
- c) Proof of legal existence - recent extract from a Professional or Trade Register, or equivalent documentation
- d) Declaration on exclusion criteria (Attachment III)
- e) Proof of financial capacity (year-end balance sheets and profit and loss accounts for the past 3 financial years), with summary table for selected indicators over the past 3 years (Attachment IV)
- f) Letter of Intention to Invest (Attachment V)
- g) Reference list of key projects carried out by the Applicant (Attachment VI)
- h) Resumes (EC format) of the project team members, with summary table (Attachment VII)

If applying for more than one project, the Applicant can provide a single copy of items c, d, e, f, g.

In case of joint Applications (e.g. consortium), Applicants are required to submit - for each project, in case of application for more than one project - a single Attachment I (cover letter) and a single Attachment VII (Project team members) while supplying separate information under items b, c, d, e, f, g.

In the case of joint Applications, the proposed project team should be the expression of the joint effort of the Applicants.

The Steering Committee may request the submission of additional information concerning the submitted documentation for clarification purposes.

5. SUBMISSION OF THE EXPRESSION OF INTEREST - TIME SCHEDULE AND DEADLINES

The Call for Expression of Interest is opened from February 20, 2011 till April 19, 2011.

Expression of Interest shall have to be submitted as hard copy and as electronic version (CD). All documents will have to be submitted in English language (with the exception of official documents, such as certifications and financial statements, which can be enclosed in the language of origin) and received at the address below:

Ministry of Environment and Spatial Planning
Omladinskih brigada 1 Str, 11000 Belgrade
Republic of Serbia
Ref.: CDM - Expression of interest
To the attention of Ms. Danijela Bozanic

Any Expression of Interest received after the deadline will not be considered.

Each Applicant shall be informed in writing of the outcome of the selection process within 6 weeks from the expiration of the deadline for submission.

The Ministry will not reimburse any cost for the Expression of Interest or any expenses in relation to the submission of the Expression of Interest.

6. SELECTION CRITERIA

Applicants will be assessed on the following criteria:

6.1. Exclusion criterion

Ineligibility

Any Applicant will be excluded from participation if he:

- 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 Ministry 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 Expression of Interest on the criteria for qualitative selection.

6.2. Qualitative criteria

Registration

In order to participate in the Call, Italian companies must prove enrolment in a professional or trade register. Relevant professional and trade registers or declarations or certificates in the Republic of Italy are the “Registro della Camera di commercio, industria, agricoltura e artigianato”, the “Registro delle commissioni provinciali per l’artigianato” or the “Consiglio nazionale degli ordini professionali”. Recent extract from such a register should therefore be submitted.

Technical and professional capacity

The Applicant should possess proven technical and professional capacity in designing and developing CDM projects.

The technical capacity of the Applicant will be assessed by using indicators such as:

- Key expertise/core business of the Applicant/s, years of operations, permanent technical staff;
- Previous experience of the Applicant/s in similar projects;
- Professional experience of the Applicant/s in the Balkan countries;
- Strength of proposed project team (training, professional qualifications, regional experience, years in the business).

Financial and economic standing

The financial and economic standing of the Applicant will be assessed based on, amongst others, the following indicators:

- Net equity,
- Net assets,
- Total sales,
- EBIT.

Intention to invest

A proven intention to invest or to raise investment in the implementation of the CDM project activity of interest within this Call shall be positively evaluated. Such interest should be expressed through the Letter of Intention to Invest (given in Attachment V).

7. COMMUNICATION AND INFORMATION SESSION

All communications concerning this Call shall be forwarded in written form and in English to the:

Ministry of Environment and Spatial Planning
Omladinskih brigada 1 Str, 11000 Belgrade
Republic of Serbia
Ref.: CDM - Expression of interest
To the attention of Ms. Danijela Bozanic
Head of Climate Change Unit
Tel: 011 2603736
Fax: 011 3131355
Email: danijela.bozanic@ekoplan.gov.rs

Additional information can be obtained from:

Mr. Daniele Roscino
Program Manager
Republic of Italy - Ministry for the Environment, Land and Sea
Task Force for Central and Eastern Europe
Kneza Milosa 56
11000 Beograd, Serbia
tel/fax +381 11 3629 227
e-mail: Roscino.Daniele@minambiente.it

Details on the CDM projects under this Call are available on the web site of the Ministry of Environment and Spatial Planning of the Republic of Serbia:

<http://www.ekoplan.gov.rs/src/Tenderi-i-konkursi-25-p1-list.htm>

and on the web site of the Ministry for the Environment, Land and Sea of the Republic of Italy:

["http://www.minambiente.it/home_it/menu.html?mp=/menu/menu_attivita/&m=Clima.html|I_Mecanismi_flessibili_del_Protocollo_di_.html|Clean_Development_Mechanism.html|CDM_Portfolio_Balcani_2011.html](http://www.minambiente.it/home_it/menu.html?mp=/menu/menu_attivita/&m=Clima.html|I_Mecanismi_flessibili_del_Protocollo_di_.html|Clean_Development_Mechanism.html|CDM_Portfolio_Balcani_2011.html)

ATTACHMENT I: COVER LETTER

(to be filled out separately for each project, and jointly in case of joint applications)

<Letterhead of Applicant >

Expression of Interest for Preparation of PDD for CDM Projects

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 the partners expressing interest jointly), hereby submit the attached Expression of Interest for evaluation by the Steering Committee.

By doing so I/we apply for receiving co-financing for the preparation of the PDD for the CDM Project(title) in the Republic of Serbia.

The present Expression of Interest 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.	Intention to Invest	
6.	Reference list	
7.	Project team members	
<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 with the Ministry.

Organization (Lead Applicant):

Name of legal representative:

Signature:

Date:

Organization (Partner) :

Name of legal representative:

Signature:

Date:

ATTACHMENT II: GENERAL INFORMATION

Applicant data

Company:

Name:

Visiting address, zip code + city, country :

Postal address, zip code + city, country:

Website URL:

Overall no. of Employees:

Company's core business:

Background of sector in which company has core business:

Market position of company in this sector (market share, etc):

Provide the following information for the staff resources in the project team:

Name:

Function / responsibility within the project team:

Project-specific qualifications and experiences:

.....

Specific experience in the host country:

.....

Registration number Professional or Trade Register + City:

Date of registration:

Bank account number:

Bank name:

Contact person:

Name: Mr. /Mrs.

Title:

Job title:.....

Telephone number:

Fax number:.....

E-mail:

ATTACHMENT III: DECLARATION ON EXCLUSION CRITERIA

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

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 Ministry 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 Expression of Interest 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 Ministry,(name of Company), will provide documentation proving that none of the above exclusion criteria applies.

Company:.....

Name of legal representative:

Signature

Date:

ATTACHMENT IV: FINANCIAL INFORMATION SUMMARY

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

Name of the Company:

Years	2006	2007	2008
Net equity			
Net assets (Next fixed assets + Net working capital)			
Total sales			
EBIT (Earnings before income taxes)			
Average full-time workforce <i>Of which, technical staff</i>			

Are the annual accounts audited? Yes / No

Note: Pls. attach year-end complete financial statements (balance sheets and profit and loss accounts) for the past 3 financial years

ATTACHMENT V: LETTER OF INTENTION TO INVEST

<Letterhead of Applicant >

Place, date

Ministry of Environment and Spatial Planning
Omladinskih brigada 1 Str, 11000 Belgrade
Republic of Serbia
Ref.: CDM - Expression of interest
To the attention of Ms. Danijela Bozanic

I undersigned _____, as a Legal Representative of the _____, hereby confirm the intention to invest or to raise investment for the implementation of CDM project activity/ies for which we are submitting the application.

<signature>

<name>

<company>

ATTACHMENT VI: REFERENCE LIST

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

Project title	Country	Duration (from month/year to month/year)	Funded by	Short description of the project	Role performed (Lead, partner..)	Number of staff involved	Main expertise involved

Name of the Company:

PLEASE START THE LISTING WITH THE PROJECTS IN THE AREA IN WHICH YOU ARE APPLYING.

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 (if applicable)	Key qualification(s)	Years of relevant experience	Experience in the Balkans (Yes/No)
Team Leader				
Expert I				
Expert II				
Expert III				
Expert IV				
Expert V				
....				
...				

Note: PIs. attach Curriculum Vitae in EC format.

http://ec.europa.eu/europeaid/work/procedures/framework_contract/ams451/documents/cv_en.doc

ATTACHMENT VIII: EVALUATION CRITERIA

Total number of points = 100	
Criterion	Max score of points
Registration in a in a professional or trade register in the Republic of Italy	20
Strength of the proposed project team	20
Experience of the Applicant/s in similar projects	20
Economic and financial standing of the Applicant/s	20
Proven intention to invest into implementation of the CDM project	10
Experience of the Applicant/s in the Balkan countries	10