Service provider’s application form for the Financial Expert service

FSM-2024-08-26

**Contracting Authority:**

Fundacja Solidarności Międzynarodowej

ul. Mysłowicka 4, 01-612 Warszawa, Polska

NIP: 526-226-42-92 REGON: 012345095 KRS: 0000024453

**APPLICANT:**

…………………………………………………………………………

*(full name/name of company, address, registration number – if applicable)*

Represented by:

…………………………………………………………………………

*(name, surname, basis for representation)*

I, undersigned:

........................................................................

Acting on behalf of the applicant:

..............................................................................................................................................................

*(Registered name of the economic operator / representative of economic operators acting jointly)*

................................................................................................................................................…………..

*(Registered address of the applicant / representative of acting jointly) ................................................................*

*.................................................................................*

*(telephone number, e-mail)*

by joining the public procurement procedure conducted by Solidarity Fund PL for the selection of a Financial Expert service provider submit the following offer and:

1. I declare that I have read the requirements of the Contracting Authority regarding the subject of the order, included in the Request for Service and I do not raise any objections to them.

2. I undertake to perform the subject of the contract on the financial conditions specified in the request for proposal.

3. I declare that I have fulfilled the information obligation provided for in art. 13 or art. 14 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46 / EC (General Data Protection Regulation) personal data), towards natural persons from whom personal data (employees, associates) or indirectly (third parties) have been acquired and made available in order to apply for the award of a public contract in these proceedings.

4. I declare that I consider myself bound by this offer for a period of 30 days from the deadline for submission of tenders.

5. I declare that I am not subject to exclusion from the procurement procedure under Article 108 para. 1 of the Public Procurement Law of Poland.

6. I declare that I am not subject to exclusion due to the fact that in relation to the entity I represent, liquidation has been opened, bankruptcy has been announced, assets are managed by a liquidator or court, an arrangement with creditors has been concluded, business activity is suspended or the entity is in a different situation of this type resulting from a similar the procedure provided for in the provisions of the place of initiation of this procedure, i.e. pursuant to Art. 109 paragraph. 1 point 4 of the Public Procurement Law of Poland,

7. I declare that the information and documents contained in the Offer on pages from ........................ to ......... ............... are business secrets within the meaning of the provisions on combating unfair competition and we reserve that they may not be disclosed. Information and documents contained on the other pages of the Offer are public.

In the event of the offer being secret, the Contractor shall be able to demonstrate that the proprietary information is a trade secret not later than on the submission date, in particular by specifying how the conditions referred to in art. 11 point 4 of the Act of 16 April 1993 on combating unfair competition, according to which a trade secret is specific information if it meets 3 conditions in total:

7a. Is technical, technological, or organizational of the enterprise or is other information of economic value

7b. has not been disclosed to the public,

7c. the necessary measures have been taken in order to maintain confidentiality.

FORM

1. Name and surname of the person designated to perform the contract as an expert

………………………………………

1. Information about the education of the person designated to perform the contract (years of study, name of the university, field of study, academic title obtained)

………………………………………….

1. Do you have experience in preparing financial reports for the donors?

|  |  |
| --- | --- |
| Yes (please provide links or attachments with the specific examples) |  |
| No |  |

1. Do you have experience in developing financial tools and models for calculating and reinvesting energy savings?

|  |  |
| --- | --- |
| Yes (please provide links or attachments with the specific examples) |  |
| No |  |

1. Do you have experience working with or supporting public institutions (preferably Georgian LSG units, ministries, financial institutions) in finance-related issues?

|  |  |
| --- | --- |
| Yes (please provide the information with the specific examples) |  |
| No |  |

1. Description of the experience in preparing financial reports for donor-funded projects  
   *(year, name of the project(s), contractor/donor, role in the project)*

……………………………………………….

Tick a box

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Number of years | 1 | 2 | 3 | 4 | 5 | 6 | more |
|  |  |  |  |  |  |  |  |

1. Description of the experience in developing financial tools and models for calculating and reinvesting energy savings

*(year, name of the tool(s), contractor/donor, role in the project)*

……………………………………………….

Tick a box

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Number of years | 1 | 2 | 3 | 4 | 5 | 6 | more |
|  |  |  |  |  |  |  |  |

1. Do you have experience working with or supporting public institutions (preferably Georgian LSG units, ministries, financial institutions) in finance-related issues?

|  |  |
| --- | --- |
| Yes, with only one institution |  |
| Yes, with two different institutions |  |
| Yes, with three and more different institutions |  |
| No, I have no experience |  |

(If yes, please, provide the *year, name of the project(s), contractor/donor, role in the project)*

*--------------------------------------------------------------------------*

1. Information on the level of professional communication skills in the languages required

Please mark X in the appropriate place on the table

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | No skills | A1 | A2 | B1 | B2 | C1 | C2 |
| English |  |  |  |  |  |  |  |

Justification for language assessment (*e.g. certificates, XYZ experience of years of working in an environment using selected language, language of education received, etc.)*

…………………………………………..

1. Please, provide additional certificates in financial auditing and analysis as an attachment if any.
2. Are you available to hold 10 in-person or online consultations until June 30, 2025?

(1 consultation equals 8 hours of work)

|  |  |
| --- | --- |
| Yes |  |
| No |  |

1. How long does it take you to respond to emails?

|  |  |
| --- | --- |
| Within 24 hours |  |
| Within 48 hours |  |
| Within 72 hours or more |  |

1. Price – as per consultation (in EUR gross)

……………………..

8. Declaration regarding the price offer

I declare that the price offer includes all costs incurred by the Employer as part of the service provided by the Contractor (taxes or compulsory contributions and insurance), as well as accommodation in Georgia, food, insurance, computer equipment, cellular communication and software ( word processor / spreadsheet).

/ *optionally "I declare that the price offer does not include the following costs incurred by the Employer: (list)"*

1. I declare readiness to execute the offer in the place indicated in the Inquiry
2. I declare readiness to carry out the offer from August 20th 2024
3. I declare that all information and statements given in the above offer are up to date is truthful and have been presented with full awareness of the consequences of misleading the ordering party in presenting the information.

12. The attachments to this form, which form an integral part of the offer, are:

1) CV of the person designated to perform the contract (*optional attachment)*

2) References to the person designated to perform the contract, confirming his/her chosen professional experience *(optional attachment)*

3) Photocopies of certificates confirming language skills (*optional attachment)*

|  |  |  |
| --- | --- | --- |
| *(place, date)* |  | *(signature of an authorized representative*  *to represent the applicant)* |