***Circulation restricted*** *to the Contracting Authority and to the author of the document to protect the individual and to protect privacy, commercial and industrial secrecy*

Application forM

AA-011969-001

Capacity Development for Financial Intermediaries in Climate Finance

Applications must be submitted in English to the Contracting Authority by email in accordance with the Instructions to Candidates.

Any additional documentation (brochures, letters etc.) sent with your application will not be taken into consideration.Applications submitted by a **consortium** (i.e., either a permanent, legally-established grouping or a grouping set up informally for a specific tender procedure) must follow the instructions applicable to the consortium leader and its members.

**1 SUBMITTED by (i.e. the identity of the Candidate)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name(s) of legal entity** | **Address[[1]](#footnote-2)** | **NUTS 3 code[[2]](#footnote-3)** | **SME[[3]](#footnote-4) (yes/No)** |
| **Leader[[4]](#footnote-5)** |  |  |  |  |
| **Member 1** |  |  |  |  |
| **Member 2** |  |  |  |  |
| **Member 3** |  |  |  |  |
| **Etc …** |  |  |  |  |

Any change in the identity of the Leader and/or any consortium members between the deadline for receipt of applications indicated in the Contract Notice and the award of the contract is not permitted without the prior written consent of the Contracting Authority. Infringement of this rule will lead to the exclusion of the tenderer from this tender procedure.

**2 CONTACT PERSON (for this application)**

|  |  |
| --- | --- |
| **Name** |  |
| **Entity** |  |
| **Address** |  |
| **Telephone** |  |
| **e-mail(s)** |  |

**3 ECONOMIC AND FINANCIAL CAPACITY**

Please complete the following table of financial data based on your annual accounts and your latest projections. If annual accounts are not yet available for the current year or past year, please provide your latest estimates, clearly identifying estimated figures in italics. Figures in all columns must be calculated on the same basis to allow a direct, year-on-year comparison to be made (or, if the basis has changed, please provide an explanation of the change as a footnote to the table). Any other clarification or explanation which is judged necessary may also be provided. If the Candidate is a public body, please provide equivalent information.

If this application is being submitted by a consortium, the data in the table must be the sum of the data in the corresponding tables in the Declarations provided by the consortium members – see point 7 of this application form.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Financial data[[5]](#footnote-6)** | **Year n-2**  <*specify*>  **€** | **Year n-1**  <*specify*> **€** | **Year n[[6]](#footnote-7)**  <*specify*> **€** | ***Year n+1*** <*specify*>  ***€*** |
| Annual turnover[[7]](#footnote-8), excluding this contract |  |  |  |  |

**4 STAFF RESOURCES - PROFESSIONAL CAPACITY**

Please provide the following statistics on staff for the current year and the two previous years. If this application is submitted by a consortium, the data in the table below must be the sum of the data in the corresponding tables in the Declarations provided by the consortium members — see point 7 of this application form.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Annual manpower** | **2 Years before last year**  <*specify*> | | **Year before last year**  <*specify*> | | **Last year**  <*specify*> | | **Current year**  <*specify*> | |
|  | **Overall** | **Total for fields related to this contract** | **Overall** | **Total for fields related to this contract** | **Overall** | **Total for fields related to this contract** | **Overall** | **Total for fields related to this contract** |
| Permanent staff[[8]](#footnote-9) |  |  |  |  |  |  |  |  |
| Other staff[[9]](#footnote-10) |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |
| Permanent staff as a proportion of total staff (%) | % | % | % | % | % | % | % | % |

**5 EXPERIENCE – TECHNICAL CAPACITY**

Please complete the table below for each of the tenderer’s project references compliant with the technical capacity selection criteria defined in section 5.3 of the Instructions to Tenderers. The number of references to be provided for the entire tender must not exceed the maximum number indicated in the Instructions to Candidates.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref no. <..>** | **Project[[10]](#footnote-11) title** | | «… » | | | | | |
| **Name of legal entity who carried out the project[[11]](#footnote-12)** | **Country/ies where the project was carried out** | **Overall project value[[12]](#footnote-13) (EUR)** | **Proportion carried out by legal entity[[13]](#footnote-14) (%)** | **No of staff provided (total)[[14]](#footnote-15)** | **Name of client** | **Origin of funding** | **Dates (start/end)** | **Name of consortium members, if any** |
| … | … | … | … | … | … | … | mm/yyyy to mm/yyyy | … |
| **Detailed description of project** | | | | | | **Type of services provided by the legal entity** | | |
| …<*please include a synthetic, but sufficiently detailed description of the assignment (objectives, scope, results). In case the project/assignment / consultancy services have been provided in relation to an investment, please also indicate the value, objectives and scope of that investment*>  *In case specific technical details / list of deliverables are required: <Please provide, the following details:*   * *List of XYZ deliverables produced* * *Etc.* | | | | | | …<*please include a description of the types of services provided by the legal entity within the framework of the project.* *Where the projects referenced have been implemented by consortia comprising two or more of the members now associated as a consortium for this tender procedure, please indicate here the types of services provided by each of the members*> | | |

**6 DECLARATIONS**

*As part of their application, each legal entity identified under point 1 of this application form, (i.e. every consortium member), must submit a signed declaration as indicated in the instructions to Candidates.*

*Moreover, each legal entity identified under point 1 of this application form, as well as the capacity-providing entities (if any) must submit a signed Declaration of honour on exclusion and selection criteria, as indicated in the instructions to Candidates*

**7 STATEMENT**

I, the undersigned, the authorised signatory of the above Candidate (for a consortium, this includes all consortium members), hereby declare that we have examined the contract notice for the restricted tender procedure referred to above. If our application is short-listed, we fully intend to submit a tender to provide the services requested in the tender dossier.

We understand that our tender may be excluded if we propose key experts who have been involved in preparing this project or employ them as advisers in the preparation of our tender. We also understand that this may mean exclusion from other tender procedures and contracts procured by the EIB.

[*To be included only in case the application is submitted by a consortium*] We are fully aware that, for a consortium, the composition of the consortium cannot be changed in the course of the tender procedure, unless the Contracting Authority has given its prior approval in writing, barring which our application/tender will be rejected. We are also aware that the consortium members have joint and several liability towards the Contracting Authority concerning participation in the above tender procedure and any contract awarded to us as a result of it.

We understand that entities upon whose capacity we rely with regard to economic and financial criteria, become liable for the performance of the contract.

Signed on behalf of the Candidate

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

1. Official address where the entity is registered [↑](#footnote-ref-2)
2. For entities registered in an EU country only. Please see <https://ec.europa.eu/eurostat/web/nuts/background> [↑](#footnote-ref-3)
3. Please indicate by “yes” or “no” whether the entity is an SME according to EU definition (<https://ec.europa.eu/growth/smes/sme-definition_en> [↑](#footnote-ref-4)
4. Add / delete additional lines for consortium members as appropriate. **Note** that a sub-contractor or an entity providing an undertaking are not considered to be a consortium member for the purposes of this application form. If this application is being submitted by an individual legal entity, the name of that legal entity should be entered as 'Leader' and all other lines should be deleted. [↑](#footnote-ref-5)
5. If the accounts of the legal entity(ies) are in a currency other than EUR and EUR equivalents are not included in the entity’s financial statements, the financial data to be provided in the table will be converted into EUR using the average InforEuro exchange rate for the respective financial year. In this case, the tenderer will indicate, in an endnote to the table, the start and end date of the financial year(s) and the exchange rate used for conversion. InforEuro monthly rates are available at the following website: <http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en> [↑](#footnote-ref-6)
6. **Year n** = last year for which accounts have been closed for the tenderer (in case of a consortium, this will be the last year for which accounts have been closed for all members). Please remember to include in the table *the actual year* (*e.g. “*2022”) for which data is provided. [↑](#footnote-ref-7)
7. The gross inflow of economic benefits (cash, receivables, other assets) arising from the ordinary operating activities of the enterprise (such as sales of goods, sales of services, interest, royalties, and dividends) during the year. [↑](#footnote-ref-8)
8. Staff directlyemployed by the tenderer on a permanent basis (i.e. staff member with an employee contract and who is included on the entity’s payroll) [↑](#footnote-ref-9)
9. Other staff not directlyemployed by the tenderer on a permanent basis (i.e., under fixed-term or freelance contracts) [↑](#footnote-ref-10)
10. A project/assignment, for the purposes of this Application Form, refers to **consultancy services** (*e.g.* services contracts). However, if the consultancy services have been provided within the framework of an investment, for instance, and no separate contract / agreement has been signed for these services, such references will only be used if the value and scope of the services provided can be clearly identified and supported by adequate documentary evidence. If this is the case, a mention in this regard should be included in the table under the “Detailed description of the project”. In the case of framework contracts (without contractual value), **only specific contracts** corresponding to assignments implemented under such framework contracts shall be considered, and only one such specific contract shall be included as one reference. [↑](#footnote-ref-11)
11. Where the projects referenced have been implemented by consortia comprising two or more of the members now associated as a consortium for this tender procedure, please indicate here the names of the respective members [↑](#footnote-ref-12)
12. **Value of the consultancy services provided**. This represents the final, certified value of these services (after the final payment has been made). If the contract has been concluded in a currency other than EUR and no EUR equivalent is provided in the contract documents, the value of the project shall be indicated in the respective currency and converted into EUR at the InforEuro exchange rate of the month when the final payment has been made. If this is the case, the tenderer will indicate, in an endnote to the table corresponding to such a reference, the exchange rate used and its value month. InforEuro monthly rates are available at the following website: <https://ec.europa.eu/info/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-inforeuro_en> [↑](#footnote-ref-13)
13. Where the projects referenced have been implemented by consortia comprising two or more of the members now associated as a consortium for this tender procedure, please indicate here the percentages carried out by each of the respective members. [↑](#footnote-ref-14)
14. Please indicate the total number of staff/experts provided for the implementation of the project. Where the projects referenced have been implemented by consortia comprising two or more of the members now associated as a consortium for this tender procedure, include the total number of staff provided by all these members together. [↑](#footnote-ref-15)