



(Հայերեն տարբերակը կշրջանառվի առանձին)
ENERGY SAVING FOUNDATION

REQUEST FOR EXPRESSION OF INTEREST

Installation of Solar PV System in Aparan (Contract Ref: NCS-1/2018)

SECTION A - EOI REQUEST

Project Overview

Project Title:	<u>European Union for Armenia Sustainable Energy Program (EU4ASEP)</u>
Project Governed by:	<u>Foundation to Save Energy (ESF)</u>
Main Beneficiary:	<u>Municipality of Aparan</u>
Source of Funding:	<u>Grant provided by European Union (EU4Energy)</u>

As a core component of its economic growth and climate resilience strategy, the Municipality of Aparan is committed to adoption of sustainable energy practices and development of renewable energy sources locally.

With this regard, The Energy Saving Foundation (ESF), within the framework of the European Union for Armenia Sustainable Energy Program (EU4ASEP), funded by the European Union, hereby invites qualified solar technology and service vendors legally registered on the territory of Armenia to submit an Expression of Interest for delivering the design and construction works/non-consulting services (EPC contracting) for *Installation of solar photovoltaic (PV) power system(s) in two locations in Aparan town, namely;*

- a) **20 kWp solar PV power system at the City Hall;**
- b) **10 kWp solar PV power system at the Cultural Center** (hereafter end-users)

Both systems shall be grid-connected and operated on the basis of net-metering.

The proposed scope of works for the service vendors is to include (but not limited to) the following:

- i) detailed engineering design;*
- ii) procurement and transportation of the solar PV system and mounting components;*
- iii) installation of the solar power system;*
- iv) testing and commissioning of the system;*

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v) support with operation during one year after commissioning.

All the necessary Technical Specifications are detailed in Bidding Documents that will be provided to the shortlisted companies.

Qualification Criteria

The following criteria (in no specific order) will be used to evaluate the EOI submissions and for preparation of short list. Shortlisted companies will be invited to submit technical-financial proposal.

- a) General experience of the company (number of years);
- b) Annual turnover of the company;
- c) Specific experience of the company in provision of similar services (number of contracts, installed capacity, contract size in AMD;
- d) Staff qualification (staff envisaged for the proposed contract with specific assignments)

Pre-bid conference and site visit

In order to assist the potential bidders with preparation of EOIs and bids, the pre-bid conference and site visit is organised to Aparan. The conference will start at 11:00 on October 24, 2018, in the Aparan City Hall. All interested companies are invited to participate.

SECTION B - EOI RESPONSE

Please complete the following 5 forms/tables (**Section C – Format for Submission of EOI**), and attach any additional supporting information (with a total limit of **20 pages** for all attachments, not including financial statements):

1. Cover Letter for EOI
2. Description of the Lead Applicant
3. Details of Representative from Applicant/Lead Member of Consortium
4. Technical Credentials of the Applicant and/or consortium
5. Financial Credentials of the Applicant and/or consortium (Account statement, Balance Statement, Cash Flow, and Income Statement)
6. CVs of the key professional staff.

The EOI Response must be submitted **by 5pm on 29 October 2018** in either soft or 2 hard copies (1 original signed and stamped + 1 copy) to:

To:

Mrs. Astghine Pasoyan,
Director
Foundation to Save Energy (ESF)
Email: apasoyan@esfarmeria.org; astghine@gmail.com

At the following address:

Yerevan 0010, Armenia
26/1 Vazgen Sargsyan Str., Office #414
Erebuni Plaza business center
Front Desk: +374 10 510451
Mobile: +374 93 611619

Electronic submission of EOI, as well as request for clarifications on the EOI process or content should be submitted in writing only, copied to both of the following contact persons:

- 1) Mrs. Astghine Pasoyan,
Director
Foundation to Save Energy (ESF)
Email: apasoyan@esfarmeria.org;
Mobile: +374 93 611619
- 2) Mrs. Tamara Babayan,
EU4ASEP Project Manager
Email: tbabayan@esfarmeria.org
Mobile: +374 95 930030

SECTION C - FORMAT FOR SUBMISSION OF EXPRESSION OF INTEREST (EOI)

Brief about Expression of Interest

Name of the project	<i>EU4ASEP</i>
Location of the site	Aparan, Armenia
Name of <i>the Client</i>	Energy Saving Foundation (ESF)
Eligibility of the Bidders	All companies officially registered in the Republic of Armenia eligible to provide services under the legal-regulatory framework of Armenia.
Date of Submission of EOI	29 October 2018
Email	apasoyan@esfarmeria.org , astghine@gmail.com and tbabayan@esfarmeria.org
Selection Process	<i>Stage1: Expression of Interest (EOI); Stage 2: Bid proposal submission;</i>
Contents of the EOI	<ol style="list-style-type: none"> 1. <i>Cover Letter</i> 2. <i>Description of the Lead Applicant</i> 3. <i>Details of Representative from Applicant/Lead Member of Consortium</i> 4. <i>Technical Credentials of the Applicant and/or consortium</i> 5. <i>Financial Credentials of the Applicant and/or consortium</i> 6. <i>CVs of the professional staff engaged</i>

Note: all EOI materials must be submitted in Armenian language.

1 Cover letter for Expression of Interest

(To be on the Applicant/Lead Member's Letter Head)

To: Mrs. Astghine Pasoyan,
Director
Foundation to Save Energy (ESF)
Email: apasoyan@esfarmeria.org;
Mobile: +374 93 611619

Address:

Yerevan 0010, Armenia
26/1 Vazgen Sargsyan Str., Office #414
Erebuni Plaza business center
Front desk: +374 10 510451

**Subject: Expression of Interest _Installation of Solar PV System in Aparan
(Contract Ref: NCS-1/2018).**

Dear Madam,

In response to the Invitation for Expressions of Interest published on 17.10.2018 for **Installation of Solar PV System in Aparan (Contract Ref: NCS-1/2018)**, we _____ (hereby referred as Applicant) would like to express our interest to undertake the activities as mentioned in the Request for Expression of Interest. As instructed, we have enclosed all the necessary documents (*XX total number of pages*), as per the guidelines/format provided, for your information and records.

Sincerely,

(Signature)

Name & Designation:

Seal:

Date:

2 Description of the Lead Applicant

1. Name of the Organization:
2. Head Office Address:
3. Name & Designation of the Concerned Officer to be referred for communication:
4. Contact No. :
5. Email ID:
6. Head of the Organization:
 - a. Name:
 - b. Contact No:
 - c. Email ID:
7. Type of Organization:
8. Main Areas of Business:
9. Total no. of Employees:
10. Branch Offices/Headquarters and their Address:
11. Subsidiary and associated companies (*wherever applicable*): (Details in the following format to be provided for all associates) –
 - a. Name of the Company
 - b. Address of the company
 - c. Nature of Business
 - d. Brief description of company (not more than 100 words)
 - e. Website
12. Any other information the bidder would like to include:

Place:

Name & Signature:

Date:

Designation:

Company Seal

3 Details of Representative from Applicant/Lead Member of Consortium

Name of the company/firm	
Name of the employee:	
Date of Birth (DD/MM/YYYY):	
Duration of work experience with the Company/Firm (in years):	
Current designation, with details of responsibilities assigned at the firm:	
Summary of relevant experience:	
Certification: I, the undersigned, certify that the above provided data is correct and confirm my availability to the firm for the proposed work should it be awarded to the firm.	
[Signature of employee]	Date:
Full Name of the employee	
[Signature of authority]	Date:
Full Name of the authority	

4 Technical Credentials of the Applicant

Capability/Experience: Details of the work and services of solar PV power plants undertaken by the applicant (including the on-going projects)

Sl. No.	Name of the Project	Name of the Customer	Scope of work	Duration of Contract			Contract price (\$ USD)/AMD?	Remarks
				Start date	Completion date	Performance test date		
1								
2								
3								
4								
5								
6								
7								
8								
9								

* use additional sheets if required

4.1 Additional questions

4.1.1 Provide a list of the work that would potentially be subcontracted.

4.1.2 Provide examples of working with these subcontractors on past projects.

4.1.3 Outline your organization's experience with Solar EPC contracts, and provide recent examples.

4.1.4 Please provide any further information in support of your submission that demonstrates your ability to execute the scope in a timely and cost efficient manner.

5 Financial Credentials of the Applicant

The bidder is entitled to indicate the annual turnover and net present worth of the company from last 5 years based on the audited balance sheet/financial statement.

Financial Year	Annual Turnover	Net Present Worth
2012-13		
2013-14		
2014-15		
2015-16		
2016-17		