**Application**

**for REC CAUCASUS service contract**

**Publication Reference Number: 024RECC/G/UNEP-2023-SRV-52-BL110419/110421**

|  |  |
| --- | --- |
| **Contract Title:** | **Estimating HFCs and PFCs consumption from target products/equipment, developing modalities and procedures for data collection and reporting on emissions of HFCs and PFCs, developing a GHG estimation software tool through filling in the pre-shared Excel files, developing training materials and conducting trainings for the technicians working with fluorinated gases, developing a certification scheme and study materials (guidebook) targeting the HFCs consumption source-categories** |
| **Contract Type:**  | Global Price Based |
| **Contracting Organisation:** | The Regional Environmental Centre for the Caucasus (RECC) |
| **Programme/Project Number:** | **“Georgia’s Integrated Transparency Framework for Implementation of the Paris Agreement”****(GEF Project ID: 10028)** |

**SUBMITTED by:**

<Full name of the applicant>

<Full address>

<E-mail / Phone>

**Date**: dd/mm/yyyy

Dear Madam/Sir,

This cover letter and its attachments constitute the Technical Part and Financial Part of the application by me, which I am submittingin response to the invitation with Reference Number **024RECC/G/UNEP-2023-SRV-52-BL110419/110421** for procurement of the service contract ***Estimating HFCs and PFCs consumption from target products/equipment, developing modalities and procedures for data collection and reporting on emissions of HFCs and PFCs, developing a GHG estimation software tool through filling in the pre-shared Excel files, developing training materials and conducting trainings for the technicians working with fluorinated gases, developing a certification scheme and study materials (guidebook) targeting the HFCs consumption source-categories*** within the framework of the above-mentioned Project. This letter also serves as our company’s **Application Submission Form** and I hereby make the following declarations:

1. ................... is available and willing to work during the period required by the assignment which is the subject of the Terms of Reference;
2. I declare that ................... is not in a situation of conflict of interest or unavailability;
3. I will inform the REC Caucasus immediately if there is any change in the above circumstances at any stage during the selection procedure or during the implementation of the tasks;
4. I fully recognise and acknowledge that, should I have made false declarations, committed substantial errors, irregularities or fraud, I shall be subject to exclusion from selection procedure and contract;
5. I am aware that, for the purposes of safeguarding the financial interests of the REC Caucasus, ................... and my personal data may be transferred to REC Caucasus internal and/or external audit services.

Sincerely,

|  |  |
| --- | --- |
| **Name** | ………… ………………………… |
| **Signature** |  |

TECHNICAL PART

*Technical Offer*

PUBLICATION REFERENCE

024RECC/G/UNEP-2023-SRV-52-BL110419/110421

A. Professional Experience of Service Provider Entity

List of same or similar contracts successfully completed in the past 3 years and evidences of successful completion.

ბოლო 3 წლის განმავლობაში წარმატებით დასრულებული იგივე ან მსგავსი კონტრაქტების ჩამონათვალი და წარმატებით დასრულების მტკიცებულებები.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  **Description of the Contract** კონტრაქტის დასახელება |  **Date (year)** თარიღი (წელი) |  **Place of completion** განხორციელების ადგილის |  **Total Cost** **In GEL**სრული ღირებულება ლარში  | **Evidences of successful** **completion** **(e.g., Acts of Acceptance-****Receipts and/or the Contracts).** **Documents shall be submitted as Annex 5**წარმატებით დასრულების მტკიცებულებები(მაგ., მიღება-ჩაბარების აქტები ან/და ხელშეკრულებები). დოკუმენტები წარმოდგენილ უნდა იქნეს მე-5 დანართის სახით |
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…….……………………….

Director

Company Name

Date : ……………… 2023

B. Reporting Timetable

| **Deliverables** | **Name** | **Start to End** |
| --- | --- | --- |
| ***R1*** | ***Report on identified domestically produced, exported, imported, removed, dismantled, recycled products/equipment containing HFCs and PFCs and on interviewed exporters and manufacturers.*** | ***from: Click or tap to enter a date.*** ***to: Click or tap to enter a date.***  |
| ***R2*** | ***Country-specific methodology for estimating the consumption of HFCs and PFCs for the 1990-2022 period.*** | ***from: Click or tap to enter a date.*** ***to: Click or tap to enter a date.***  |
| ***R3*** | ***Estimations (and presentation) for the HFCs and PFCs consumption (including removed, dismantled, recovered, and recycled HFCs and PFCs) from target products/equipment for the 1990-2022 period.*** | ***from: Click or tap to enter a date.*** ***to: Click or tap to enter a date.***  |
| ***R4*** | ***GHG estimation software tool through filled-in pre-shared (by the project team) Excel files.******Modalities and procedures (and presentation) for data collection and reporting on emissions of HFCs and PFCs.*** | ***from: Click or tap to enter a date.*** ***to: Click or tap to enter a date.***  |
| ***R5*** | ***Training materials, training module/syllabus and presentation for one 5-day training event on methodologies for data collection on HFCs and PFCs for at least 20 participants (technicians).*** | ***from: Click or tap to enter a date.*** ***to: Click or tap to enter a date.***  |
| ***R6*** | ***Report on conducted one 5-day training event on methodologies for data collection on HFCs and PFCs for at least 20 participants (technicians) each.*** | ***from: Click or tap to enter a date.*** ***to: Click or tap to enter a date.***  |
| ***R7*** | ***Study materials (and presentation) for the certification scheme for the technicians handling HFCs and PFCs and developed certification scheme including examination questions.******Materials for accreditation of certification scheme for technicians on HFCs and PFCs.*** | ***from: Click or tap to enter a date.*** ***to: Click or tap to enter a date.***  |
| **Duration of the Whole Assignment** | ***from: Click or tap to enter a date.*** ***to: 2023.09.15*** |

C. assignment implementation approach

*Please provide a description of the approach for the implementation of the assignment in accordance to the tabular format presented below:*

| **Deliverables** | **Approach** |
| --- | --- |
| ***Report on identified domestically produced, exported, imported, removed, dismantled, recycled products/equipment containing HFCs and PFCs and on interviewed exporters and manufacturers.*** |
| **Tasks:** Identify domestically produced, exported, imported, removed, dismantled, recycled products/equipment containing HFCs and PFCs for the 1990-2022 period ensuring consistency of the time series.This task includes:* Through a market study, identifying domestically produced, exported, imported, removed, dismantled, and recycled (1) fire extinguishers, (2) firefighting equipment, (3) solvents, (4) aerosols (except medical inhalers), (5) containers of fluorinated gases (HFCs and PFCs), (6) open-cell and closed-cell foams, (7) polyurethane prepolymers (phorpolymers), (8) insulating panels (polyurethane, XPS).
* Identifying and estimating other products containing at least 100 t CO2 eq. or 1 t fluorinated GHGs and equipment with no less than 500 t CO2 eq. fluorinated GHGs.
* Interviewing exporters and manufacturers and find out if they and/or their employees are in contact with substances (HFCs, PFCs) and if they pour substances into the devices/equipment. Also, find out when they started this activity.
 |  |
| ***Country-specific methodology for estimating the consumption of HFCs and PFCs for the 1990-2022 period.*** |
| **Tasks:** Develop a country-specific methodology for estimating the consumption of HFCs and PFCs for the 1990-2022 period ensuring consistency of the time series.This task includes:Developing a methodology specific to Georgia for estimating the consumption of HFCs and PFCs from the source-categories of fire extinguishers, firefighting equipment, solvents, aerosols (except medical inhalers), containers of fluorinated gases (HFCs and PFCs), open-cell and closed-cell foams, polyurethane prepolymers (phorpolymers), insulating panels (polyurethane, XPS). |  |
| ***Estimations (and presentation) for the HFCs and PFCs consumption (including removed, dismantled, recovered, and recycled HFCs and PFCs) from target products/equipment for the 1990-2022 period.*** |
| **Tasks:** Estimate HFCs and PFCs consumption (including removed, dismantled, recovered, and recycled HFCs and PFCs) from target products/equipment for the 1990-2022 period ensuring consistency of the time series.This task includes:* Estimating HFCs and PFCs consumption (including removed, dismantled, recovered, and recycled HFCs and PFCs) from the source-categories of fire extinguishers, firefighting equipment, solvents, aerosols (except medical inhalers), containers of fluorinated gases (HFCs and PFCs), open-cell and closed-cell foams, polyurethane prepolymers (phorpolymers), insulating panels (polyurethane, XPS).
 |  |
| ***GHG estimation software tool through filled-in pre-shared (by the project team) Excel files.******Modalities and procedures (and presentation) for data collection and reporting on emissions of HFCs and PFCs.*** |
| **Tasks:** Develop a GHG estimation software tool through filling in the pre-shared (by the project team) Excel files.**Tasks:** Develop modalities and procedures for data collection and reporting on emissions of HFCs and PFCs ensuring consistency of the time series. |  |
| ***Training materials, training module/syllabus and presentation for one 5-day training event on methodologies for data collection on HFCs and PFCs for at least 20 participants (technicians).*** |
| **Task:** Develop training/study materials (no less than 25-30 pp.) for the technicians working with fluorinated gases (HFCs and PFCs)**Task:** Design training module/syllabus, for the data collection on HFCs and PFCs, taking into account the needs of technicians from the Georgian Association of Refrigerating, Cryogenic and Air-conditioning Engineers (GARCAE). The training module should cover topics related to installation, use, maintenance (including leak control), repair and dismantling/removal of products/equipment containing HFCs and PFCs, and recovering, reclaiming and recycling fluorinated GHGs, ensuring environmental protection and safety. |  |
| ***Report on conducted one 5-day training event on methodologies for data collection on HFCs and PFCs for at least 20 participants (technicians) each.*** |
| **Tasks:** Prepare the report on conducted one 5-day training event on methodologies for data collection on HFCs and PFCs for at least 20 participants (technicians) each. |  |
| ***Study materials (and presentation) for the certification scheme for the technicians handling HFCs and PFCs and developed certification scheme including examination questions.******Materials for accreditation of certification scheme for technicians on HFCs and PFCs.*** |
| **Tasks:** Develop study materials (guidebook) for the certification module and elaborate a certification scheme targeting the HFCs consumption source-categories and submit to the project lawyer.This task includes:* Developing a guidebook (no less than 25-30 pp.) as a study material for the certification module;
* Developing certification scheme by defining the outline, plan, means, and subjects of certification;
* Developing approximately 200 examination questions with possible answers; The certification questions should respond to the syllabus covered during the training and should be based on study materials (guidebook). The questions and answers should also comply with the web-based exam platform owned by Environmental Information and Education Centre (LEPL of MEPA).
* Submit the certification scheme to the project lawyer (reflecting all possible changes/adjustments if requested, until it is approved).

**Tasks:** Develop materials for accreditation of certification scheme for technicians on HFCs and PFCs and submit to the project lawyer.This task includes:* Developing/collecting all necessary documents that a relevant agency[[1]](#footnote-1) requires for obtaining accreditation.
* Submitting these materials to the project lawyer (reflecting all possible changes/adjustments if requested, until it is approved).
 |  |

Draft deliverables of the assignment are a subject of agreement with PMU, CCD, and stakeholders *(if necessary).*

The assignment will be implemented in close collaboration with National mitigation expert, PMU and CCD, including kick off meeting for introductory discussion and regular meetings on consideration of deliverables including JF meetings.

FINANCIAL PART

*Financial Offer*

REFERENCE

024RECC/G/UNEP-2023-SRV-52-BL110419/110421

**BUDGET BREAKDOWN FOR GLOBAL PRICE BASED CONTRACTS**

Reference Number: 024RECC/G/UNEP-2023-SRV-52-BL110419/110421

 Date: dd/mm/yyyy

| **Deliverables** | **Name** | **The cost of the assignment in GEL (GROSS)** |
| --- | --- | --- |
| ***R1*** | ***Report on identified domestically produced, exported, imported, removed, dismantled, recycled products/equipment containing HFCs and PFCs and on interviewed exporters and manufacturers.*** |  |
| * *Through a market study, estimating domestically produced, exported, imported, removed, dismantled, and recycled (1) fire extinguishers, (2) firefighting equipment, (3) solvents, (4) aerosols (except medical inhalers), (5) containers of fluorinated gases (HFCs and PFCs), (6) open-cell and closed-cell foams, (7) polyurethane prepolymers (phorpolymers), (8) insulating panels (polyurethane, XPS).*
* *Identifying and estimating other products containing at least 100 t CO2 eq. or 1 t fluorinated GHGs and equipment with no less than 500 t CO2 eq. fluorinated GHGs.*
* *Interviewing exporters and manufacturers and finding out if they and/or their employees are in contact with substances (HFCs, PFCs) and if they pour substances into the devices/equipment and finding out when they started this activity.*
 |
| ***R2*** | ***Country-specific methodology for estimating the consumption of HFCs and PFCs for the 1990-2022 period.*** |  |
| * *Developing a methodology specific to Georgia for estimating the consumption of HFCs and PFCs from the source-categories of fire extinguishers, firefighting equipment, solvents, aerosols (except medical inhalers), containers of fluorinated gases (HFCs and PFCs), open-cell and closed-cell foams, polyurethane prepolymers (phorpolymers), insulating panels (polyurethane, XPS).*
 |
| ***R3*** | ***Estimations (and presentation) for the HFCs and PFCs consumption (including removed, dismantled, recovered, and recycled HFCs and PFCs) from target products/equipment for the 1990-2022 period.*** |  |
| * *Estimating HFCs and PFCs consumption (including removed, dismantled, recovered, and recycled HFCs and PFCs) from the source-categories of fire extinguishers, firefighting equipment, solvents, aerosols (except medical inhalers), containers of fluorinated gases (HFCs and PFCs), open-cell and closed-cell foams, polyurethane prepolymers (phorpolymers), insulating panels (polyurethane, XPS).*
 |
| ***R4*** | ***GHG estimation software tool through filled-in pre-shared (by the project team) Excel files.*** |  |
| * *Developing a GHG estimation software tool through filling in the pre-shared (by the project team) Excel files.*
 |
| ***Modalities and procedures (and presentation) for data collection and reporting on emissions of HFCs and PFCs.*** |
| ***R5*** | ***Training materials, training module/syllabus and presentation for one 5-day training event on methodologies for data collection on HFCs and PFCs for at least 20 participants (technicians).*** |  |
| * *Developing training/study materials (no less than 25-30 pp.) and submitting to the project team for approval (reflecting all possible changes/adjustments if requested);*
* *Designing training module/syllabus, for the data collection on HFCs and PFCs, taking into account the needs of technicians from the Georgian Association of Refrigerating, Cryogenic and Air-conditioning Engineers (GARCAE). The training module should cover topics related to installation, use, maintenance (including leak control), repair and dismantling/removal of products/equipment containing HFCs and PFCs, and recovering, reclaiming and recycling fluorinated GHGs, ensuring environmental protection and safety.*
 |
| ***R6*** | ***Report on conducted one 5-day training event on methodologies for data collection on HFCs and PFCs for at least 20 participants (technicians) each.*** |  |
| * *Conduct one 5-day training event on methodologies for data collection on HFCs and PFCs for at least 20 participants (technicians) each.*
 |
| ***R7*** | ***Study materials (and presentation) for the certification scheme for the technicians handling HFCs and PFCs and developed certification scheme including examination questions.*** |  |
| * *Developing a guidebook (no less than 25-30 pp.) as a study material for the certification module;*
* *Submitting study materials to the project team for approval (reflecting all possible changes/adjustments if requested, until it is approved).*
* *Developing certification scheme by defining the outline, plan, means, and subjects of certification;*
* *Developing approximately 200 examination questions with possible answers; The certification questions should respond to the syllabus covered during the training and should be based on study materials (guidebook). The questions and answers should also comply with the web-based exam platform owned by Environmental Information and Education Centre (LEPL of MEPA).*
* *Submit the certification scheme to the project lawyer (reflecting all possible changes/adjustments if requested, until it is approved).*
 |
| ***Materials for accreditation of certification scheme for technicians on HFCs and PFCs.*** |
| * *Developing/collecting all necessary documents that a relevant agency[[2]](#footnote-2) requires for obtaining accreditation.*
* *Submitting these materials to the project lawyer (reflecting all possible changes/adjustments if requested, until it is approved).*
 |
| **Total cost of the Assignment**  | **GEL (GROSS)**  |

პრეტენდენტის მიერ დაფიქსირებულ სატენდერო წინადადების საბოლოო ფასსა და შესყიდვის სავარაუდო ღირებულებას შორის 20%-ით, ან მეტი ოდენობით სხვაობის შემთხვევაში, პრეტენდენტი ვალდებულია საკუთარი ხარჯებით უზრუნველყოს ფასწარმოქმნის ადეკვატურობის, კერძოდ შემოთავაზებულ ფასად ტენდერით გათვალისწინებული სამუშაოების შესრულების შესაძლებლობის დადასტურება.

In the event of a difference of 20% or more between the final price of the bid set by the bidder and the estimated cost of the purchase, the bidder is obliged to ensure at its own expense the adequacy of pricing, in particular, the possibility of performing the works provided for in the bid at the proposed price.

ფასწარმოქმნის ადეკვატურობის დადასტურება უნდა განხორციელდეს სსიპ „ლევან სამხარაულის სახელობის სასამართლო ექსპერტიზის ეროვნული ბიურო“-ს, ან შესაბამის სფეროში სხვა აკრედიტებული პირის მიერ გაცემული დასკვნის საფუძველზე.

Adequacy of pricing should be confirmed on the basis of the conclusion issued by the "Levan Samkharauli National Bureau of Forensic Expertise" or another accredited person in the relevant field.

Sincerely,

|  |  |
| --- | --- |
| **Name** | ……… ………………………… |
| **Signature** |  |

Place and date: …………………………………………………………….…

**Stamp of the firm/company/organization**

 ANNEXES TO TENDER APPLICATION FORM FOR SERVICE CONTRACT

**Annex 1.**

**Updated** Business Registration Extract on entity (*or entities if consortium*) from the *Registry of Entrepreneurs and Non-entrepreneurial (Non-commercial) Legal Entities* issued by the National Agency of Public Registry (NAPR)

***www.napr.gov.ge***

**განახლებული** ამონაწერი მეწარმეთა და არასამეწარმეო (არაკომერციული) იურიდიული პირების რეესტრიდან.

***www.napr.gov.ge***

**Annex 2.**

The details of the bank account issued by a tenderer’s service bank operating in Georgia into

which payments should be made [*Bank Details of Account in National Currency*]

ტენდერში მონაწილე იურიდიული პირის ეროვნულ ვალუტაში ანგარიშის

საბანკო რეკვიზიტები

**Annex 3.**

Same or similar contracts successfully completed in the past 3 years and evidences of successful completion.

მომსახურების მომწოდებელმა სუბიექტმა უნდა წარმოადგინოს მსგავსი სახის სამუშაოების კონტრაქტი, როგორც კონტრაქტორის, მმართველი კონტრაქტორის ან ქვე-კონტრაქტორის სახით.

1. National Center for Educational Quality Enhancement. <https://eqe.ge/ka/blocks/12/show>. [↑](#footnote-ref-1)
2. National Center for Educational Quality Enhancement. <https://eqe.ge/ka/blocks/12/show>. [↑](#footnote-ref-2)