**Prequalification of Tenderers**

**Invitation to Participate in Bids for the Implementation of Renewable Energy & Energy Efficiency (REEE) Measures in Lebanon – 3rd Batch**

**Forms**

September 2025

Prepared by the Lebanese Center for Energy Conservation (LCEC)

Beirut, Lebanon

# Forms

**Form 1 - Letter of Application**

|  |  |
| --- | --- |
| **Date of Application** | **Day/Month/Year** |
|  |  |
| To: | The Lebanese Center for Energy Conservation (LCEC)  Ministry of Energy and Water  Corniche du Fleuve, First Floor, Room 303  Beirut, Lebanon |
|  |  |
| From: | [Insert company name] |
|  | [Insert full legal address] |
|  | [Insert full applicant's authorized representative name] |
|  | [Insert applicant's authorized representative telephone/Fax]  [Insert applicant's authorized representative mobile phone]  [Insert applicant's authorized representative email] |
|  |  |
| Name of the Project: | “Invitation to Participate in Bids for the Implementation of Renewable Energy & Energy Efficiency (REEE) Measures in Lebanon – Batch 3” |

We, the undersigned, submit this application and declare that:

(a) We have examined and have no reservations to the most recent version of the Invitation for Prequalification document*;*

(b) We hereby confirm that if our company is qualified, we shall use our best endeavour to participate in the tender for execution;

(c) We plan to subcontract the following key activities and/or parts of the works:

[Insert any of the key activities, subcontractors, details of the sub-contractors, their qualification and experience]

(d) We understand that you may, without incurring any liability to the applicants, a) cancel the launching of the execution RFP.

(f) All information, statements and description contained in the application are in all respect true, correct and complete to the best of our knowledge and belief;

(g) We understand that LCEC and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application. This letter of application will also serve as an authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by LCEC to verify statements and information provided in this application, or with regards to the resources, experiences, and competence of the bidder.

|  |
| --- |
| [Insert full name of person signing the application] |
| In the capacity of: [Insert capacity of person signing the Application] |
| Duly authorized to sign the Application for and on behalf of: [Insert full name of Applicant] |
| Signature and Stamp |

**Form 2 – Applicant Information Form**

|  |  |
| --- | --- |
| Applicant's name: | [insert full name] |
| Applicant's actual country of registration: | Lebanon |
| Applicant's actual year of incorporation: | [indicate year of Constitution] |
| Applicant's legal address in Lebanon: | [insert street/ number/ town or city/ Lebanon] |
| Applicant's authorized representative information  Name:  Address:  Telephone/Fax numbers:  E-mail address: | [insert full name]  [insert street/ number/town or city/country]  [insert telephone/fax numbers, including country and city codes]  [indicate e-mail address] |

*Attach copies of original documents of articles of incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above.*

**Form 3 - Financial Situation and Performance**

[Name of Applicant]

* *The Applicant shall complete the below table.*
* *The Applicant shall provide copies of financial statements for 2022, 2023, and 2024. The financial statements shall: (a) reflect the financial situation of the Applicant, (b) be independently audited or certified in accordance with local legislation, (c) be complete, including all notes to the financial statements, (d) correspond to accounting periods already completed and audited*

|  |  |  |  |
| --- | --- | --- | --- |
| Type of Financial information in  (USD) | Historic information for (USD) | | |
|  | 2022 | 2023 | 2024 |
| Statement of Financial Position (Information from Balance Sheet) | | | |
| Total Assets (TA) |  |  |  |
| Total Liabilities (TL) |  |  |  |
| Total Equity/Net Worth (NW) |  |  |  |
| Current Assets (CA) |  |  |  |
| Current Liabilities (CL) |  |  |  |
| Working Capital (WC) |  |  |  |
| Information from Income Statement | | | |
| Total Revenue (TR) |  |  |  |
| Profits Before Taxes (PBT) |  |  |  |
| Cash Flow Information | | | |
| Cash Flow from Operating Activities |  |  |  |

**Form 4 - CVs of Team Members**

*[Use this standard format for specifying names of key people that constitute the team. CVs of the listed team members must be attached separately.]*

|  |  |
| --- | --- |
| Solar Photovoltaic Plant Development | |
| Person name: |  |
| Title: |  |
| Affiliation: |  |
| Experience | |
| Date range: |  |
| Project name: |  |
| Role: |  |
| Date range: |  |
| Project name: |  |
| Role: |  |
| Date range: |  |
| Project name: |  |
| Role: |  |

*[Add tables as needed]*