|  |  |  |
| --- | --- | --- |
| **A logo of a country  Description automatically generated**  **Ministry of Environment** | **Project RWA 028 Sustainable Forestry and Efficient Renewable Energy (SFERE) Project** | **Une image contenant capture d’écran, Police, texte, Graphique  Description générée automatiquement** |
| **REQUEST FOR EXPRESSIONS OF INTEREST**  **Title: Capacity building for rural farmer group leaders in and around PFMU on group dynamics, leadership, financial literacy and cooperative management.**  Performance period of 24 months | | | |

This application form must be submitted in electronic copy to the address indicated in the R-EOI. **All data included in this application form must concern only the economic operator making the application.**

Any additional documentation not expressly requested (letter, etc.) attached to the application form will not be taken into consideration.

# IDENTITY OF THE CANDIDATE

|  |  |  |
| --- | --- | --- |
|  | **Name of the economic operator(s)/agency   making this expression of interest** | **Country** |
| **Candidate or grouping leader 1** |  |  |
| **Member n°1** |  |  |
| **Etc.2** |  |  |

**1** According to the joint commitment.

**2** Add/delete lines for grouping members as appropriate. Note that a subcontractor is not considered to be a grouping member for the purpose of this expression of interest. As such, the data of the subcontractor must not appear in the data related to the economic and financial and staff capacities.

# CONTACT PERSON (for this expression of interest)

|  |  |
| --- | --- |
| **Name** |  |
| **Entity** |  |
| **Address** |  |
| **Telephone** |  |
| **Fax** |  |
| **Email** |  |

# LEGAL STATUS (SELECTION CRITERION I)

Please complete the following table. The awarding authority reserves the right, at a later stage, to request evidence as to the truth of the elements provided.

***Criterion: legally established economic operator***

***Please provide a copy of your valid company registration and tax clearance certificates.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Name of the economic operator** | **Status of the economic operator**  **Company governed by private law or NGO or NPO or public operator or natural person** | **Year of registration** |
| **Candidate or grouping leader[[1]](#footnote-1)** |  |  |  |
| **Member n°1** |  |  |  |
| **Etc.** |  |  |  |

# ECONOMIC and FINANCIAL CAPACITY (selection criterion II) if applicable

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

***Criterion: average annual budget (turnover) over the last 3 years of at least EUR/RWF (amount = estimated budgetx1.5) supported by the latest certified financial statements, which must be enclosed.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Financial data** | **Year 2022** | **Year 2023** | **Year 2024** | **Average annual turnover** |
| Annual /budget turnover(EUR/RWF) |  |  |  |  |

# Technical capacity (selection criteria III)

Please provide your contract references by using the presentation model below. Provided references must be relevant to this assignment. Candidates are invited to provide a maximum of 3 contract references for the entire expression of interest.

***Criterion:*** at least 3 contracts references successfully implemented since 2020 (up to the deadline of submission of expression of interest), of comparable nature and complexity (precise here the key aspect of the contract) and of a total combined amount of at least EUR/RWF 100,000

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref. n° 01** | **Contract title** | | … | | | |
| **Name of the contractor** | **Country of performance of the contract** | **Total contract amount (and currency)** | **Financial part carried out by the candidate (%)** | **Number of staff provided by the candidate** | **Name of the client** | **Names of grouping members (if any) for the contract reference** |
| … | … | … | … | … | … | … |
| **Dates (start - end)** | **Description of the contract** | | | | **Nature of the services provided by the candidate** | |
| … | … | | | | … | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref. n° 01** | **Contract title** | | … | | | |
| **Name of the contractor** | **Country of performance of the contract** | **Total contract amount (and currency)** | **Financial part carried out by the candidate (%)** | **Number of staff provided by the candidate** | **Name of the client** | **Names of grouping members (if any) for the contract reference** |
| … | … | … | … | … | … | … |
| **Dates (start - end)** | **Description of the contract** | | | | **Nature of the services provided by the candidate** | |
| … | … | | | | … | |

***Copy this model as often as needed*...**

# Grouping / consortium INSTRUCTIONs

There is no grouping obligation. However, candidates wishing to form a group are required to follow the rules below:

* A grouping may be a permanent, legally established grouping or a grouping that has been temporarily constituted for a specific tender. All members of a grouping (i.e., the grouping leader and all other members) are jointly and severally liable to the contracting authority.
* A joint commitment signed by all members of the grouping shall be submitted with the application form of the expression of interest.
* Participation of an ineligible natural or legal person shall result in the automatic exclusion of the concerned candidate (or of the grouping as a whole should the ineligible person be part of a grouping).

Note: Should a grouping be retained on the shortlist, its composition may not be modified for the tender procedure (no addition or withdrawing of members, no modification of the grouping leader).

# JOINT COMMITMENT (model for grouping)

For the attention of:   
Project RWA/028

**Subject: Expression of interest n° RWA/028   
Title: Capacity building for rural farmer group leaders in and around PFMU on group dynamics, leadership, financial literacy and cooperative management.**

The economic operators listed below jointly and severally commit themselves as candidate for the above-mentioned expression of interest. In case of inclusion on the shortlist, those entities declare to intend to submit a collective tender that will jointly and severally commit the signatories of the offer.

|  |  |
| --- | --- |
| **Name and address of the economic operator:** | **Signature :** |
|  |  |
|  |
|  |  |
|  |
| Etc. |  |

The grouping leader is :………………………………………………………………..

Done in ………………..……. on …………………… 2025

**Signature of the grouping leader**

**N.B.**: all members of a grouping must co-sign this joint statement

1. In case of a consortium, please read the instructions in Section 6 below. [↑](#footnote-ref-1)