

CRNI VRH POWER DOO

Request for Quotation for Documentation Preparation and Submission Services for Participation in the Auction Awarding the Right to the Market Premium

CRNI VRH POWER DOO

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Context and Objectives

❖ Auction Objectives

- CRNI VRH POWER DOO is issuing this **Request for Quotation (RFQ)** to select an experienced service provider capable of managing the preparation and submission of all necessary documentation for participation in the Contract for Difference (CFD) auction for wind energy projects. The goal is to identify a partner who can effectively navigate regulatory requirements and align with the Ministry of Mining and Energy's standards, ensuring that the application process is handled with precision and full compliance. The chosen provider will play a crucial role in delivering a complete and accurate application package, facilitating the company's participation in the auction process.

❖ Overview of the Auction Process

- The Ministry of Mining and Energy of Serbia is conducting an auction to award market premiums for renewable energy projects. This auction is part of the country's broader strategy to enhance its renewable energy infrastructure and energy stability.
- The selected service provider will be responsible for ensuring that all legal and procedural requirements necessary for participation in the auction are fully met. This includes preparing the necessary documentation, submitting the application, and coordinating with relevant authorities to maintain compliance with auction rules.
- All bids must be submitted within **10 days** from the RFQ issuance date. The final deadline for submission is November 15, 2024, at 12:00 PM. Submissions should be delivered in person or mailed to Balkanska 16, Belgrade.

Submission Guidelines

All bids must be submitted in a sealed envelope to the specified address, with late submissions not being accepted. Each bid must include:

- ❖ An extract from the Business Registers Agency (APR)
- ❖ A comprehensive company introduction
- ❖ References showcasing experience in the renewable energy sector, particularly in sustainable energy projects such as wind farm auctions
- ❖ A clear pricing proposal for the services offered
- ❖ A detailed outline of the scope of services proposed

Evaluation Method

While the evaluation will primarily consider the "lowest price" approach, substantial weight will also be given to the bidder's proven experience and track record within the sustainable energy industry.

Eligibility Requirements

❖ Experience in the Renewable Energy Industry

The company must demonstrate prior experience in the renewable energy sector, preferably having represented a client in similar auctions or projects related to sustainable energy, such as wind or solar power initiatives.

❖ **Qualified Legal Team**

The company must have a legal professional or attorney as part of their team who is capable of managing and overseeing legal aspects related to the preparation and submission of documentation for regulatory compliance.

❖ **Capability to Prepare Necessary Documentation**

The company must have proven expertise and capacity to prepare all required documentation for the auction process, ensuring full compliance with the standards and regulations set by the Ministry of Mining and Energy.

❖ **Local Presence**

Preference will be given to companies that have an office or a representative in Serbia, demonstrating their commitment and ability to engage directly and effectively with relevant local authorities and stakeholders.

❖ **Proof of Registration and Compliance**

The company must provide an extract from the Business Registers Agency (APR) as proof of legal registration and operation in accordance with Serbian law. They must also be in good standing with no legal or financial issues that could impede their participation.

Scope of Work

The scope of work for the selected service provider includes the following:

- ❖ Preparing, reviewing, and finalizing all necessary legal and administrative documents required for participation in the CFD auction, ensuring they comply with the standards set by the Ministry of Mining and Energy.
- ❖ Ensuring full compliance with Serbian laws, regulations, and guidelines specific to renewable energy auctions, including any updates or amendments that may impact the documentation process.
- ❖ Coordinating and maintaining communication with the Ministry of Mining and Energy and other relevant regulatory bodies to obtain necessary approvals and clarify requirements.
- ❖ Uploading the complete application package onto the platform provided by the Ministry of Mining and Energy, within the specified timeframe, ensuring that all components are accurate, comprehensive, and aligned with regulatory standards.
- ❖ Providing ongoing updates and reports to CRNI VRH POWER DOO throughout the process to ensure transparency and alignment with project objectives.

Responsibilities of the Service Provider

- ❖ Accurately manage the entire documentation process, ensuring that all aspects of the application strictly comply with the standards and requirements set forth by the Ministry of Mining and Energy.
- ❖ Upload all required documentation precisely and within the specified deadlines onto the Ministry's platform, ensuring that every submission is both accurate and timely.
- ❖ Develop and provide a detailed project plan, including a clear timeframe for each stage of the documentation process, to CRNI VRH POWER DOO. This plan should outline all key milestones and deadlines.

- ❖ Coordinate effectively with relevant governmental authorities to obtain necessary approvals and ensure that all processes align with regulatory requirements.
- ❖ Maintain proactive and transparent communication with CRNI VRH POWER DOO, providing regular updates and immediately reporting any issues or potential delays, along with proposed solutions to resolve them efficiently.

Responsibilities of CRNI VRH POWER DOO

- ❖ Provide the service provider with all necessary background information and access to relevant project data, ensuring that the information is accurate and up-to-date.
- ❖ Ensure prompt payment according to the terms outlined in the contract, based on the agreed milestones and delivery of services.
- ❖ Facilitate communication and access to any additional resources or contacts that may be required during the application process.