

**Questions and answers
on
Invitation to tender n° ENER/C3/410-2010**

Evaluation of the 'Energy star' programme: survey of the market penetration of energy-efficient office equipment and compliance testing

Version 07/06/2011

Before submitting any written question to the Commission, the tenderers should consult this frequently asked questions section relating to the invitation to tender. Questions and answers are published here with full respect to the anonymity of the enquiring tenderers.

Question 1: List of Items, Schedule of Requirements, Scope of Work, Terms of Reference, Bill of Materials required.

Answer: This information is included in tender specification attached to the invitation to tender. The access to all tender documents has been provided on the website http://ec.europa.eu/dgs/energy/tenders/2011_en.htm as mentioned in Contract notice: JO S 80-130832.

Question 2: Soft Copy of the Tender Document through email.

Answer: In accordance with Article 141(1) and (4) of the Implementing rules to the Financial Regulation, the Commission shall not send the tender documents in paper form if unrestricted and full direct access by electronic means to the entire call for tenders and any additional documents has been provided. Having complied with this requirement, the Commission does not intend to distribute paper copies of the tender documents.

Question 3: Any Extension of Bidding Deadline?

Answer: The bidding deadline is indicated in the invitation to tender and in the contract notice. In case of extension of the bidding deadline a corrigendum to the invitation to tender is on the website http://ec.europa.eu/dgs/energy/tenders/2011_en.htm.

Question 4: Names of countries that will be eligible to participate in this tender.

Answer: Participation in the present call for tender is in principle open to all natural and legal persons coming within the scope of the EU treaties and to all natural and legal persons in a third country which has with the EU an appropriate international agreement in the field of public procurement.

Question 5: Information about the Tendering Procedure and Guidelines

Answer: You can find official information about the tender procedures and Guidelines on the following website http://ec.europa.eu/youreurope/business/profitting-from-eu-market/benefitingfrom-public-contracts/index_en.htm. Specific information regarding this particular tender can be found in the tender specifications.

Question 6: Estimated Budget for this Purchase

Answer: The estimated budget for this tender is not provided. Nevertheless, the estimated amount of work involved to carry out this contract is indicated under point I.6. of the tender specifications.

Question 7: Any Addendum or Pre Bid meeting Minutes?

Answer: There is no addendum or pre bid meeting minutes for this call for tender. All questions/requests for additional information concerning the tender have to be addressed to the contact point specified under I.1) of the contract notice.

In order to be as transparent as possible, the questions and replies will subsequently be assembled and published via this FAQ document.

Question 8: What is the exact number of reports for task 1 to be delivered in the course of the whole program : 3 or 4 reports?

Answer: The data for the availability of products on the EU-27 and EEA market has to be collected and reported in intervals of six months, and the first one has to be provided 6 months after the signature of the contract. That makes a total of 4 reports on the availability of products under Task 1. The 2nd report on product availability may be included to the interim report, and the 4th report may be included in the final report.

Question 9: At which frequency is the list of references in each market renewed?

Answer: The list of references is continuously updated. However, for the purposes of the report, it is necessary to assume a fixed on every 6 months, as the reports have to be submitted every 6 months. The exact details will be agreed during the kick-off meeting.

Question 10: How important is it to get totals of sales of office equipment for a given country?

Answer: The modelling has to be based on total sales and stock. These totals will be established according to the available data and the budget foreseen under this call for tender. Such data can be accessed from various sources, including vendors and market research companies. It is not excluded that the consultant will have to make some assumptions about these figures due to missing data or other.

Question 11: How important is it to get sales data from all countries (rather than data from a representative set of countries)?

Answer: See reply to question 10. The reference is the EU, not individual countries.

Question 12: How important is it to get totals of stock of office equipment for each country and for all of Europe?

Answer: See reply to question 10. The reference is the EU, not individual countries.

Question 13: If a laboratory is ISO certified, but not Energy Star certified, does this pose any problem?

Answer: ISO certified is fine, so this does not pose any problem.

Question 14 : Relating to the costs for equipment purchasing (mentioned under Task 2 – compliance testing), are the costs originated for purchasing, logistics, etc... part of the financial proposal or shall the financial proposal exclude the purchasing costs?

Answer : The financial proposal shall include the costs of equipment and logistics.

Question 15 : Is it in the scope of the tenderer to define the contents of the reports in the work description? Example: Shall the first report provide the survey for specified product categories (e.g. scanners and displays); the second report the survey for the other specified product categories (e.g. printers and laptops) ... and the final report a summary of all?

Answer : No, the reports on the modelling shall include all product groups covered by the Programme. However, as regards compliance testing, the sampling method shall be agreed during the kick-off meeting.

Question 16 : Market availability ought to be tested not only in the EU 27 but also in the non-EU EEA countries, therefore including Iceland, Liechtenstein and Norway if we understand correctly. When talking about the data set, the proposal however refers to EU-27 only. Should the data set also include the three non-EU EEA countries?

Answer : The data set has to cover the 3 non-EU EEA countries.

Question 17 : The expression “monitor the office equipment market evolution with respect to energy consumption” is not entirely intelligible to us. What is meant by “evolution” (the tender mostly mentions market penetration) and which is the link between it and the energy consumption?

Answer : The aim of the survey is to show how the market of office equipment evolves in terms of energy efficiency. That is why the reporting will be done in regular intervals of time and this will provide a dynamic picture (e.g. in 1st Q of 2012 20% of office equipment met ENERGY STAR criteria, in 2nd Q 2012- 40%; in 3rd Q 2012- 80% etc)