

**FREQUENTLY ASKED QUESTIONS**  
**INVITATION TO TENDER NO. ENER C3/2012-436**  
**Contract notice: OJEU S 344830 of 31/10/2012**

**"Market study for a voluntary common European Union certification scheme for the energy performance of non-residential buildings"**

**Last update: 5/12/2012**

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

**Question n°1:**

Article I.2.2: "The contractor shall support the Commission during two expert meetings during the project period with the aim to obtain input from different stakeholders into the development of the scheme." Are these meetings in addition to the meetings mentioned in article I.3? In our budget, do we need to make provisions for the two experts' travel costs and for the logistics involved in organising these meetings (e.. catering, room hire) ? If so, what is the expected number of participants at this meeting, will translation and interpretation be required ?

**Answer n°1**

The two stakeholder meetings must be added to the meetings mentioned in Article I.3. For the participants reimbursement of travel costs is not foreseen. Logistics and organisation cost (catering/room hire/personnel cost of contractor etc.) should be taken into account and be included in the budget of the bid. The expected number of participants depends on Task 1 (Identification of market players). To keep the meetings practical and useful, the number of participants is estimated between 30-40 persons. The meetings are usually held in English; therefore it can be assumed that translation/interpretation service can be omitted.

**Question n°2:**

"Execution of the tasks shall start from date of entry into force of the Contract". As the tenders will be opened on 18 December 2012, we safely assume that the entry into force of the contract will take place in January 2013 and that the start of the project activities will take place in February 2013? This question is important to secure the availability of the expert involved.

**Answer n°2:**

The entry into force of the contract and the start of the project activities are currently foreseen in February 2012.

**Question n°3:**

"Prices must be fixed amounts and include all expenses, such as travel expenses and daily allowances"; "For each category of staff involved in the project, the tenderer must specify:

- The total labour costs

- The daily rates and total number of days (man/days) each member of staff will contribute to the project;
- Other categories of costs, indicating the nature of the cost, the total amount, the unit price and the quantity.

What do the labour costs include? Other EU-funded projects request an "all inclusive" daily rate including fees, overheads and margin. These days are verified against timesheets. Does this project request timesheets? What is the cost verification process for labour costs and for daily rates? If we are to indicate a budget with fixed amounts including expenses and also specify the breakdown, which price will be applied during the implementation of the project? For example, would a train ticket for Brussels be reimbursed according to article II.18 or would it be included in our global price regardless of the value of the ticket? Is there a template we should follow when submitting our financial proposal?

**Answer n°3:**

No specific template should be followed when submitting the financial proposal. The Financial offer shall indicate a fixed price covering all tasks executed which will represent the total amount to be paid by the Commission under the Contract. The tenderer shall indicate how this fixed price has been calculated and therefore the following breakdown of costs is requested:

- The total labour costs (total costs for all staff involved in the project)
- The total labour costs broken down in daily rates and total number of days for each member of staff contributing to the project.
- Other categories of costs (other than labour costs), indicating the nature of the cost, the total amount, the unit price and quantity (eg. travel expenses and daily allowances, translations, etc.)

No reimbursement of expenses is foreseen under the service contract related to this call for tender, it will be fixed price contract.

The contract will be awarded to the tender who offers the best ratio quality/price according to the formula indicated under point IV.3 of the tender specification.

**Question n°4**

Would the undertaking of the “Market Study for a Voluntary Common EU Certification Scheme for Energy Performance of Non- Residential Buildings” preclude the same firm from doing the downstream technical development of the scheme mentioned in the project specification?

**Answer n°4:**

No.

**Question n°5**

With regard to call for tender ENER/C3/2012-436, Annex 1 asks for a “Description of statutory social security cover (at the level of the Member State of origin)”. Could you please provide more information with regard to what this should entail?

**Answer n°5**

For natural persons only, the tenderer is requested to provide a description of the statutory and non-statutory social security arrangements he/she has (eg: social security registration N°; supplementary professional indemnity insurance).

**Question n°6**

Is a pre-financing possible, or at least two interim payments connected with each approval of a progress report?

**Answer n°6**

No, a pre-financing is not possible. Only one interim payment is foreseen subject to the approval of the 2<sup>nd</sup> progress report. These terms are set by the tender specifications, including the draft contract, and therefore cannot be modified.

**Question n°7**

In the draft Service Contract II.18.4 it is stipulated that for journeys of less than 200 km (return trip) no subsistence allowance shall be payable. Does this mean: 200 km for the outward journey and 200 km for the return journey (so 400 km in total) ?

**Answer n°7**

The propose contract is a fixed price contract, no reimbursable expenses are foreseen. Art II.18. is not applicable as not provided by the Special Conditions or by Annex II of the draft contract.

**Question n°8**

P.4 of the Tender Specs under Task 1: “information about the relation of building’s certification and the policy on energy efficiency in buildings in the specific Member state?”

What do you mean with ‘policy’? The policy from national authorities in relation with regulation? Or the policy of big building owners in a certain country?

**Answer n°8**

Policy in this context should be understood as the measures (both of a regulatory and non-regulatory nature) to ensure a successful system for building certification and how this relates to the acceptance and uptake of energy certificates by the public of the specific Member State.

**Question n°9**

Is it required for the market survey to cover 27 EU member states?

**Answer n°9**

We would expect the contractor before the start of the market survey to do a rough check of EU Member State's situations without producing an in-depth-study for each Member State (e.g. by using existing contacts/data) and in consultation with the Commission identify a significant/meaningful number of Member States where the Market survey would lead to the necessary and relevant results.

**Question n°10**

Who will attend the two Progress meetings and the Final meeting, beside the tenderer and Commission's services? Will there also be a kind of Working Group with external stakeholders?

**Answer n°10**

The two interim meetings and the final meeting are meant for the tenderer to report to the Commission about the progress of the study.

External stakeholders should be consulted in the foreseen two expert meetings. In addition to this the tenderer is free to suggest his way of consulting experts or installing working groups with external stakeholders.

**Question n°11**

In section I.2.2 of the Tender Specifications it is said that the contractor shall support the Commission during two expert meetings. Does 'support' also mean that the contractor has to invite the participants, or is the contractor only asked to give ideas on the stakeholders/experts to be invited?

**Answer n°11**

'Support' means providing support for planning and organisation of the meetings, sending the invitations to the identified participants, developing questionnaires, taking minutes, doing presentations, chair the meeting, etc. In addition see also the answer to FAQ Question No.1.