



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR ENERGY

Directorate A - Energy policy
A.4 - Economic analysis and Financial instruments

Invitation to tender ENER/A1/463-2014 (Open procedure)

Concerning

**A SERVICE CONTRACT FOR
A STUDY ON ENERGY COSTS AND SUBSIDIES IN THE E.U**

Call for tenders published on OJ S 2013/S 249-433934

FAQ Latest update: 06/02/14

Time-limit for receipt of tenders: 29/01/2014

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

Is there a budget indication available for this tender/project?

Answer 1

In order to have more details concerning the budget indication tenderers are invited to refer to the specifications of our tender documents (page 8-9 point 2.6) as to find information related to budget indication.

Question 2

An Inception report and a final report should be sent; will the Unit A1 of DG ENER give the format for this reports or it should be done for the person carrying out the study?

Answer 2

No such a format is not available.

Be informed however, that structure and content concerning the presentation of reports are detailed on page 17 of our specifications. Further details will be provided by the project officer in due time in the course of the study mandate.

Question 3

What about some additional information concerning specific modalities of selection and execution.

Answer 3

Please be informed that :

Selection criteria are mainly detailed under point 2.3, 2.4, 2.5, 2.6 on page 5, 6,7, 8 of the specifications. For each point, tenderers have to provide the relevant evidences in order to satisfy requirements of the mandate.

Question 4

What about a direct telephonic contact?

Answer 4

Please be informed that no direct contact is permitted between the Commission and potential tenderer during the tendering process. All the questions and related answers are published on line in order to respect the principle of equal treatment. The address is: http://ec.europa.eu/dgs/energy/tenders/index_en.htm

Question 5

Is there a special template to be used for the tender proposal?

Answer 6

The answer is no.

Question 6

If the tender is submitted via courier, should the documents receive to EC by 29 January, or it is the deadline for the date of dispatch?

Answer 6

The answer to this question is well described on the first page point 2 §a) of the invitation to tender. In other terms, the offers are to be posted (at the latest) on the 29th of January 2014. The postmark or the date of the deposit slip shall constitute the evidence of the date of dispatch.

Question 7

Is there a CV format to be used for the EC project title?

Answer 7

The answer is no. However, you are free to use the EU CV accessible on the web: the address is:

https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/index.cfm?fuseaction=account&langue=FR

Question 8

Could you provide me with the following information and items: List of Items, Schedule of Requirements, Scope of Work, Terms of Reference, Bill of Materials required; Soft Copy of the Tender Document through e-mail; Names of countries that will be eligible to participate in this tender; Information about the Tendering Procedure and Guidelines; Estimated Budget for this Purchase; Any extension of bidding deadline: Any addendum or Pre Bid Minutes?

Answer 8

An extension of the current deadline for the submission of tenders – 29/01/2014 – is not planned. The answers to the rest of your questions can be found in the tender documents published at: http://ec.europa.eu/dgs/energy/tenders/index_en.htm

Question 9

Should Annex 3 of the tender specifications document be filled in and signed by the subcontractors which have a share of above 20%.

Answer 9

The Annex 3 – Power of attorney – has to be signed each consortium member, with the exception of the leading partner, not by a sub-contractor.

Question 10

Is there another document (such as letter of intent) in addition to Annexes of the tender specifications document, which should be signed by the subcontractors?

Answer 10

There is no such compulsory document.

Question 11

Should the signed copies be the original document, or the copies will be fine? More specifically, is there any other document other than Annex 1 (which is stated in paragraph 5 of Invitation to Tender document) which need to be original. Can the "Financial Identification" and "Legal Identification" forms be a copy rather than the

original?

Answer 11:

The requirements of the Invitation to Tender (paragraph 5), i.e. requiring original signature of the authorized representative of the tenderer, have to be followed. These forms should be provided in original.

Question 12 (submitted after the deadline for the submission of the offers): Shortly after submitting the tender, we realised that there was a clerical error in the calculation of the total amounts of the financial offer. This error in the arithmetic should be obvious to you upon opening the tender. We have prepared a corrected version of the financial offer, as well as a letter detailing the changes.

Given that the financial offer is assessed separately from the technical and administrative offer, we would like to ask how you would prefer us to submit this correction. Should we send it immediately, in a double envelope, marking on the interior envelope that it is a corrected financial offer, so that you may consider it at the time of the opening? Or would you prefer to open the tenders as planned, and then request the correction from us?

Answer 12:

Until the start of the evaluation of the tenders, no further clarification is needed. Until the opening of the tenders, the confidentiality of the tenders has to be kept.