

FREQUENTLY ASKED QUESTIONS
INVITATION TO TENDER NO. ENER C3/2010-578

"Energy performance certificates in buildings and their impact on transaction prices"

Contract notice: OJEU S 97-158338 of 20/05/2011

Last update: 22/06/2011

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

Answer: This information is included in the tender specifications 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 76-123686.

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. Any extension of the bidding deadline is published via a corrigendum to the contract notice and 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: All countries having ratified the "WTO Agreement on Government Procurement (GPA)" are eligible. Tenderers coming from non-GPA countries may also take part in this tender, but only as part of a consortium. The coordinator – however – must be coming from a GPA country.

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/profitng-from-eu-market/benefiting-from-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: Is the cost of obtaining access to databases on property transactions prices and rents included in the estimated total value of the contract of 275 equivalent man days?

The 275 man-days correspond to the estimation of the amount of work necessary to carry out this contract. It is up to the tenderer to offer the price for this work. According to section III.2.3 of the tender specifications this price shall be fixed and include all expenses.

Question 9: Is the list of countries indicated in the specifications binding or could it be adapted slightly if it turns out that e.g. data on property is not available for one of them?

Answer: The countries were chosen as they have legislation in place that ensures that the information given on the certificate feeds into the purchase or renting decision making process at an early stage - which is a precondition for testing the hypothesis of a link between certificate and transaction price.

Hence the tenderers should aim at covering a maximum of the seven listed countries. If the tenderers nevertheless encounter difficulties with accessing data on property, they shall signal this in their offers and propose alternative solutions, if possible. It shall also be noted that under the section I.2.1 it is mentioned that "The residential and the office building sector, the new built and the existing building stock as well as the rental and the sales market shall be looked at. It is up to the consultant to determine for which country which segment shall be studied and this should inter alia be based on the availability of data."

Question 10: Has the EC anticipated any potential challenges associated with data protection, and how we might be able to overcome these?

Answer: The EC is aware that some of the data in some countries might not be accessible in publicly available databases, but private ones and that there might be limitations in data accessibility. Therefore the tenderers should signal in their proposal any difficulties with accessing data on property in certain countries or segments, and propose if possible solutions/alternatives.

Question 11: In the UK there are separate statutory instruments for the implementation of EPCs in England and Wales, Scotland and Northern Ireland. Would the study of the UK market be expected to cover each of these different regions?

Answer: One region for the UK would be enough.

Question 12: In the UK the land registry charges a cost (around £10,000 or more to access the last two years' data). There may be costs associated with obtaining information from national realtor organisations in other countries. Would these costs be reimbursed by the Commission (would they be covered by Article II.7 in the General Conditions of the contract)?

Answer: The tenderer has to offer a fixed price covering all tasks to be executed. According to section III.2.3 of the tender specifications this price shall be fixed and include all expenses.

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.

Bids involving more than one service provider (consortium) must specify the amounts indicated above for each provider.

Above mentioned expenses for using private data would fall under the category of other costs and should be listed under this item by the tenderer.

It should however be noted that the costs listed under these categories will have to be covered by the overall budget for the execution of this tender and cannot be reimbursed separately on production of original supporting documents.

Question 13: Would the EC have any objection to us using private databases on property transactions (as well as those managed by national realtor associations)? (This would be more relevant with respect to commercial property transactions)

Answer: No objection.

Question 14: Can the EC provide any indication of the sample size of property transactions that it would like to cover in each country/region?

Answer: The sample has to be significant and big enough to allow for conclusions on what happens on the market in a certain country.

Question 15: We understand that the acknowledgement of receipt of offers shall be the same date as the deadline for submission of offers (27/06/2011).

Answer: Not necessarily. The tenders need to be dispatched before the deadline if they are sent by registered mail or private courier (point 2 a) of the Invitation to tender). If they are delivered by hand (point 2 b) of the Invitation to tender), they need to be delivered before the deadline. If the tender is sent, the postmark or the receipt issued by the private courier serves as a proof of complying with the deadline. If the tender is delivered by hand, it is the receipt of the Central Mail service of the European Commission that serves as a proof of complying with the deadline.

Question 16: The tender specifications specify that the offer shall include 3 sections (an administrative, a technical, and a financial). Shall the 3 sections be presented in a single document or shall the financial offer represent a separate document ?

Answer: No specification is given on that issue. It is up to the tenderer to decide of the presentation while the 3 sections are respected.

Question 17: In the framework of section IV.2.2. of the tender specifications could you provide more detail regarding the required "Experience with policy analysis".

Answer: Experience with policy analysis typically comprises analysis of legislation and its implementation at national level and its impact. Such experience could be demonstrated by previous studies carried out e.g. on impact assessments, ex post policy analysis etc.

Question 18: As for subcontracting, no maximum percentage is indicated in the tender specifications.

Answer: No maximum percentage is fixed for subcontracting. Nevertheless, tenderers must ensure that Article II.17 of the draft contract (Annex 5) can be applied to subcontractors. Once the contract has been signed, subcontracting will be governed by article II.13 of the above-mentioned contract.

Question 19: How many copies of the original offer have to be submitted.

Answer: According to the invitation to tender (point 2) the tender shall be submitted in triplicate.

Question 20: Do the Annexes have to be printed on tenderer's official headed paper?

Answer: No, they do not.

Question 21: Is the contract number to be included in the Draft Contract (annex 5).

Answer: The draft contract shall not be completed by the tenderers.

Question 22: Shall the tenderers both mention and describe the specific data bases to be implemented for each country?

Answer: The tenderers are asked to provide clear information on what data sources they intend to use for the exercise plus some reflections on how the econometric model will have to be designed, but they do not yet need to display the full econometric model.

Question 23: When the tender specifications refer to the creation of a common certification system, does it cover all the countries in the EU? or only to those countries mentioned in the tender specifications ?

Answer: Task 2 shall only cover the countries that are the subject of the study. Also, "the differences in national certification schemes in the countries concerned shall be described".

Question 24: Due to the nature of the cross national work involved in this, is it acceptable that there are two partners in this submission, or would it be better for one to sub-contract to the other? As there is a need to understand the markets in at least two countries, we deem it best if there are experts from these countries involved.

Answer: Groupings, irrespective of their legal form, may submit bids (point II.4 of the Tender Specifications). A joint bid may be submitted by two partners but only one partner shall head the project and will be the only contracting party responsible for the performance of this contract vis à vis the Commission. The role, qualifications and experience of each partner shall be specified in the offer. Each member must provide all the necessary documents for assessing the bid as a whole with regard to the exclusion criteria, selection criteria and award criteria.