

Contract notice: OJEU S 115-189227

Invitation to tender No. ENER/C1/436-2010 concerning

"Renewable energy policy database and support"

Time-limit for receipt of tenders: 19/08/2011

FREQUENTLY ASKED QUESTIONS

Updated 08/08/2011

Question 1. According to the tender specifications (page 5), the tasks include gathering of detailed information on all the market or grid access regimes supporting the development of RES. I am not entirely sure how the term market access should be understood in this context. Would it be possible to further specify the task in this regard?

Answer 1. **Article 16 of Directive 2009/28/EC addresses guaranteed transmission and distribution, priority or guaranteed grid access, priority dispatching (market access) and ensuring that grid and market related operational measures minimise curtailment.**

Information gathered under Task 3 should provide information that helps the assessment of Article 16. This includes information on the nature of priority dispatching (which relates to market access) in each Member State and the connection/access charging regime.

Question 2 It is unclear from the material supplied as to whether this is primarily a technical undertaking (provision of a database) or knowledge undertaking (population of a database).

Answer 2 **Both are required, but we would expect the gathering of the data and policy information and provision of the ad hoc reports would require a greater share of the resources.**

Question 3 For us work would be much easier if we could understand the tasks better. Do you have for instance an example for a web-based database which you consider a good example for what you wish for this assignment to be accomplished?

Answer 3 **Two relevant examples are the RESHAPING study and the RES LEGAL database cited in the tender specifications: "the ongoing "RE SHAPING" project of the Intelligent Energy Europe programme (<http://www.reshaping-res-policy.eu/>) and the "RES Legal" website of the German Federal**

Ministry for the environment, Nature Conservation and Nuclear Safety
<http://www.res-legal.de/index.php?id=1&L=1>).

Question 4 Thanks for advising the location of the response, shown as Answer 2.

Answer 4 **Answer 2 is our response: the study is not primarily one or the other, though we would expect more resources to be needed for the data gathering than for the database creation.**

Concerning Tasks 1-3: Gathering of detailed information...(Questions 5 to 8)

Question 5 In which language(s) shall the data be gathered and entered?

Answer 5 **English.**

Question 6 Has the Consultant to secure the relevant national policies or is the EU providing the Consultant with the relevant national policies?

Answer 6 **It is the task of the consultant.**

Question 7 In which detail shall the single measure from the respective tables 5 from the Member States be entered in to the database? Please provide us with an example.

Answer 7 **In sufficient detail to provide all relevant information about the measure. See RES LEGAL database for examples (answer 3 above).**

Question 8 What is the “relevant contents”?

Answer 8 **The relevant contents are that which explains the measures.**

Concerning Task 4: Creating a user-friendly database...(Questions 9 to 22)

Question 9 Is there an idea of which software shall be used for developing the web-based database?

Answer 9 **No**

Question 10 What is/are the information/data of interest, that will be entered into, stored in, manipulated in, or retrieved from the database/application?

Answer 10 **The information is the detail of the various measures, including all details of national support schemes.**

Question 11 What is the form and structure of the information/data to be entered?

Answer 11 **This is to be determined by the tenderer.**

Question 12 Are there any rules (consistency criteria) the data/information in the database must obey?

Answer 12 **This is to be determined by the tenderer.**

Question 13 What are the business processes (workflows) the application should support?

Answer 13 **This is to be determined by the tenderer.**

Question 14 Who is going to enter all the information which was gathered in Tasks 1-3?

Answer 14 **The tenderer**

Question 15 Which information is to be seen “publicly” and which information only for restricted user groups?

Answer 15 **All the information is to be public.**

Question 16 Which user groups are planned?

Answer 16 **The website will be public.**

Question 17 Who is going to administer the access rights?

Answer 17 **Not relevant**

Question 18 From the 36 months of project implementation, how much time is planned for set-up and development?

Answer 18 **Point I.3.1 Data report of the tender specifications states *"The database report with a full presentation of the agreed approach, coverage, format and contents of the web-based database will be provided. The report will coincide with the finalising of tasks 1-4 and shall be submitted to the Commission at the latest six months after the date of signature of the contract unless another date is agreed with the Commission."***

Question 19 Shall old/outdated data be stored / historization of data?

Answer 19 **This could be a useful feature in the tender.**

Question 20 Outcome of the database: which kind of data aggregation or data transformation shall be done by the database?

Answer 20 **Data aggregation was not envisaged but if this appears a useful feature to the tenderer they should explain it.**

Question 21 Who is going to produce those reports as indicated on page 4 of the Tender Specifications?

Answer 21 **The tenderer, drawing on experts.**

Question 22 Please specify the level of detail for EFTA and accession country reporting requirements.

Answer 22 **No further detail than necessary for an overview and comparison with Member States.**

Concerning Task 5: Continuous updating of the database...(Questions 23 to 25)

Question 23 What is the time frame for the update?

Answer 23 **The timing is indicated in the tender specifications under point I.3.3 Data maintenance.**

Question 24 Has the Consultant to approach national governments in order to obtain the actualizations or how does the Consultant receive notice and content for performing the update?

Answer 24 **This is the consultant's responsibility.**

Question 25 What shall happen with the outdated information?

Answer 25 **It could be stored (as proposed above) if considered useful.**

Question 26 Concerning Task 6: Provision of six short ad-hoc analytical notes or reports per year...For 36 months this will add up to 18 reports: what is the desired volume (in number of pages) and content of those reports?

Answer 26 **This is indicated in the tender specifications under point I.3.2 "ad hoc reports".**

Question 27 Point I.3, Page 5 of the Tender Specifications states that "Other meetings to discuss topics on ad hoc reports will take place in Brussels upon the request of the Commission": is there a maximum number of meetings which shall be attended by the Consultant under this title, respectively are those "other meetings" charged separately?

Answer 27 **This is not specified. The meetings would be only as necessary. The tenderers should plan for the meetings in their budget.**

Question 28 Where should be the web-based database (web application) hosted (e.g. EU Commission dedicated site or Contractor's site or other web hosting provider)?

Answer 28 **Provision should be made for both.**

Question 29 What are the hardware components (frequency and number of processors, amount of RAM, hard disk space) and infrastructure (server layout, network structure) which would be hosting the web-based database?

Answer 29 **To be advised by the tenderer.**

Question 30 Are there any requirements limiting software architecture or web technology used for developing web-based database (operating system, web server software, licensing policies, special configuration parameters)?

Answer 30 No, the tenderer should ensure they face no such constraints regarding licensing.

Question 31 Are there any requirements about level of internet security (e.g. SSL, single sign on, image captcha for downloading files, wrong password delay policy)?

Answer 31 No, the database is to be public.

Question 32 Are there any special requirements for technical assistance, maintenance and site operation (24/7 support, error logging, notifications, site backup)?

Answer 32 No

Question 33 We had found information regarding terms, deliverables and progression in section *I.3.1. Database report* and put them together to this table:

	who	what	when
1	Contractor	submit the database report with a full presentation of the agreed approach. coverage, format and contents	at the latest six month after the date of signature of the contract unless another date is agreed
2	Commission	approve or reject the report	forty-five days from receipt
3	Contractor	submit additional information or report	within twenty days of receiving the Commission's observation
4	Commission	approval of the report	???
5	Contractor	upload of the database onto the web	one month following the approval

Steps 3 and 4 apply, if the report was rejected in step 2

Our question is, if we should presume or interpret this information (table) as dead-lines for deliverables?

Answer 33 Yes

Question 34 We have another question regarding paragraph from page 5 of the Invitation to Tender:

"A **kick-off meeting** will take place in Brussels, at the latest 15 days following the signature of the contract, in order to settle all the details of the study to be undertaken and the other deliverables. Within one week of the meeting, an **outline** of the approach, coverage, format and contents of the database will be provided, together with a preliminary and indicative list of topics for ad hoc

reports. The timetable and steps necessary to deliver each of the tasks will also be provided."

Does the sentence beginning with "Within one week ..." indicate, that the information designated as "outline of the approach, coverage, format and contents of the database" will be provided by the EC? What is (or will be) the relation between the mentioned information (the EC's expectations towards the Database/Application) and the tenderer's respective suggestions formulated in its tender proposal?

Answer 34 No, the outline will be provided by the consultant following the discussion and agreement with the commission (which will be on the basis of the tender specifications and the tenderer's proposal).

Question 35 Are there differences in the value of the man/days mentioned in I.6 with respect to the professional capacity mentioned in IV.2.2 of the SPECIFICATION?

Answer 35 The 1000 man days mentioned in I.6 is an average value reflecting the overall resources deemed necessary to undertake the work. IV.2.2. indicates the skills expected in the team and are not necessarily required by every team member.

Question 36 Are there minimum and maximum amount of costs?

Answer 36 There is no minimum cost; the estimated maximum cost is equivalent to 1000 man days.

Question 37 Is there a co-financing for the tenderers?

Answer 37 The Commission would not expect there to be co-financing of this tender. The Commission would expect to be the sole financier of the project.

Question 38 The financing is 100% of the costs?

Answer 38 The Commission would expect to cover 100% of costs; payment is made in accordance with section II.1 of the tender specifications and Articles I.3 and I.4 of the draft service contract.

Question 39 What is the table 5 of Member State National Renewable Energy Action Plan mentioned in I.2 - Task 1 of the SPECIFICATION?

Answer 39 The table contains the list of measures Member States apply to promote the growth of renewable energy. The Member States' national renewable energy action plans can be found on the Commission's website:
http://ec.europa.eu/energy/renewables/transparency_platform/action_plan_en.htm

Question 40 Which is the Annex 1 mentioned in II.4.2 of the GENERAL CONDITIONS? I have Annex 1 with only the Identification of the Tender.

Answer 40 **The Annex 1 referred to in II.4.2 of the general conditions of the draft service contract shall contain the tender specification, as indicated on page 2 of the draft service contract.**

Question 41 In point 1 of the tasks description on gathering of information on policy measures used to aid the development of RES (page 4 of tender invitation) it is stated that *“the relevant contents of table 5 of Member States National Renewable Energy Action Plans will form the minimum number of measures covered in detail by [the] database”*.

The sum of all measures described in table 5 of the NREAP would amount to more than 870 measures. Moreover, some of these measures are either phased out or have little in common with the actual aim of the table. Examples include

- a. Establishment of institutions (Denmark, others)
- b. Scrapping premium for cars (France, others)
- c. Infrastructure process such as construction of railway roads (France, others)
- d. Various outdated projects (Estonia, others)
- e. Tree felling policy (Ireland)
- f. Vehicle tax (Sweden)
- g. Energy Efficiency measures (various countries)

Given the wide range of projects, we would like to understand whether the wording of the invitation should be interpreted in the sense as follows: The database should contain all relevant contents of the NREAPs, and the consortium should propose a methodology to define which content is relevant and should be therefore covered by the research design.

Answer 41 **Yes; briefly outlining a methodology for determining what constitutes relevant measures from table 5, in light of the expected users of the database and their needs, could be a useful element of a tender proposal.**

Question 42 Points 1, 2 and 3 on pages 4 and 5 refer to the *“development of renewable energy in the [...] transport sector”*. Our consortium would appreciate a clarification on whether RES in the transport sector are only intended as biofuels or also electric mobility.

Answer 42 **Also electric mobility.**

Question 43 The FAQ indicate that English will be the only reference language. Is also translation in other languages acceptable/preferred if a budget would be needed to translate the text from English into that language or vice-versa?

Answer 43 **Translations of the database and reports into languages other than English is not specified or required.**

Translation into English of all sources and references necessary for the filling of the database is considered a fundamental element of tasks 1-5.

Question 44 In the tender specifications, the aspect of marketing and dissemination of the final published database is not discussed. Is the interest of the Commission to:

a. Consider marketing within this project and use some of the allocated person-days for this purpose

b. Consider marketing within this project and provide resources (person-days or additional funds) in addition to the person-days already allocated for this tender

c. Exclude marketing from the project?

Answer 44 We are not clear what you mean by "marketing". The project includes the creation of the public database/website, and its maintenance (section I.3.3. of the tender specifications). Other possible elements of "marketing" by the contractor such as promotional leaflets and advertisements are not envisaged as part of the project.

Question 45 I wish to submit a bid to tender for tender No.ENER/C1/436-2010. I wondered if you may have any information on the selection or evaluation criteria used for tenders such as this one.

Answer 45 The tender selection and evaluation criteria are contained in sections IV.2 and IV.3 of the published tender specification.

Question 46 We would like to clarify the answer to question 34:
"The answer "No," to the Question 34 is ambiguous. The complete sentence we were referring to says: "Within one week of the meeting, an outline of the approach, coverage, format and contents of the database will be provided, together with the preliminary and indicative list of topics for ad hoc reports". The answer "No," would mean, that not only the "outline of the approach, coverage, format and contents of the database", but also the "preliminary and indicative list of topics for ad hoc reports" should be provided by the consultant. Is this really true? Is the decision about the topics of the ad hoc reports up to the consultant, or will the topics be prescribed/provided by the EC?"

Answer 46 The consultant will be responsible for all follow up output following from the meeting with the Commission. The meeting with the commission will include a discussion and agreement on the outline etc., the database details, and the ad hoc reports to be prepared. So the list will be discussed and agreed with the Commission, but the consultant is responsible for all follow up output.

Question 47 Must we find the sources to have the information to develop the tasks 1,2,3 or will be given from the European Commission?

Answer 47 The sources will be determined and developed by the consultant.

Question 48 Point I.3.2 of the tender specifications only gives an indication of the number of reports and not of their volume. In order to budget correctly for this task and to ensure that offers are comparable, it would be necessary to have at least an indication in terms of pages or, even better, words expected for each ad hoc report.

Answer 48 **In general, these reports would normally be quite short, of perhaps 10-15 pages. Regarding resources dedicated to the task, the tender specifications (I.6) suggest that up to 270 man days should be allocated to this task.**

Question 49 Point I.6 of the tender specifications states that the contract has been estimated at 1000 man days. If we feel that the project can be completed in less than this, is it acceptable to submit a bid stating less man days, e.g. 950 days?

Answer 49 **Yes. The estimate of man days is meant to be a proxy for estimated resources needed/cost. You have to find the best balance between being competitive on the price and providing a realistic and adequate allocation of resources to carry out the tasks properly.**