QUESTIONS and ANSWERS
Invitation to Tender ENER/A3/2012/562-1

Update: 21/11/2012

Question 1: Can you extend the deadline?

Answer 1: At present, the Commission does not envisage any extension of the deadline for the submission of offers.

Question 2: We are an intergovernmental and international institution. We do not have the statutory registration number, but only the above mentioned ratified establishment act by the member states. I would kindly ask you to provide us information on how to proceed with submitting of the tender in question, taking into account the specific status and available legal documents?

Answer 2: In order to prove your legal capacity and your status, you must provide a signed Legal Entity Form with its supporting evidence. A form for public entities is also available on: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm (link mentioned in the technical specifications of our call).

The form should be completed, signed, stamped and returned together with
- **a copy of the resolution, law, decree or decision establishing the entity in question or failing that,**
- **any other official document attesting to the establishment of the entity by the national authorities**

If you do not have a registration number you leave the section empty.
Regardless of the status of the entity, all other documents required under the call should also be provided.

Question 3: Does the EUR 55 000 lump sum price include cost of workshop logistics (hall rental, catering, A/V equipment)?

Answer 3: Yes, this lump sum price includes everything.

Question 4: How many participants are expected to attend the workshops?

Answer 4: The number of participants should be approximately 40 people

Question 5: How long are the workshops expected to be (ex. 1-day, 2-days, etc.)?

Answer 5: The workshops should last 1.5 to 2 days