

QUESTIONS and ANSWERS

Invitation to Tender ENER/A3/2012/90-1

1. Shall the scope of the study encompass the global oil & gas industry or are you looking to address the European Union region only?
[The scope is European+ OPEC region + other main regions \(as representative of global as possible\)](#)
2. Will bidders be allowed to send their tenders by Courier or should they present their tenders in person (or through an accredited representative)?
[Tender documentation sent by Courier is fine.](#)
3. On page 6, pt. 3.2 it is mentioned that the report is expected 4 months after signature of the contract. However, point 4 on the next page mentions a limit of 5.5 months, a period also mentioned in the special conditions. How do we interpret this?
Another related issue is the fact that the period covers the X-mas/New Year period with people already having made commitments. May we assume that the Commission will show (some) flexibility regarding the above timing?
[The European Commission will show some flexibility in re-timing due to Christmas holidays, etc. The max delay is 5.5 months.](#)
4. Is there already a target date for the workshop or will it coincide with the next EU-OPEC Energy Dialogue? In that case I assume it will be early summer (late June/early July) which could explain the 5.5 months limit.
[Workshop should be ahead of EU-OPEC Ministerial, ideally in May, which would be at worst the preliminary report.](#)
5. If my company participates in partnership with another company as a subcontractor or consortium, does the other company representative need to provide and sign all documents on Annex 1 to 4 (pages 13-18)?
[The sole contactor or leader of consortium should fill in annexes 1 to 4. Partners in a consortium should fill in Annex 1, 2 and 4 and sub-contractors whose share of the work under the contract represents more than 20% should fill in Annexes 1 and 4.](#)
6. The tender document says that for the Financial Identification (Annex 2): *“The bank identification form must be filled in and signed by an authorised representative of the tenderer and his/her banker”*. However the form downloaded from the EU website says that *“it is preferable to attach a copy of recent bank statement... In this case, the stamp of the bank and the signature of the bank’s representative are not required”*. Shall I interpret then that if I provide a bank statement containing the Account Name and Bank I do not need to ask my bank representative to fill the form?
[Yes.](#)
7. Legal identity (Annex 3)
 - a. Is it acceptable that I provide a simple copy of the Certification of a Private Limited Company?
[Yes, a copy of an official document is sufficient.](#)
 - b. Or do you require a certified copy?
[No.](#)
 - c. If the copy needs to be certified, in the UK we normally certify copies by a bank representative or police officer. Are any of these forms acceptable for the bid?
[Not applicable in this case.](#)

8. Annex 1 contains a field asking for *“Description of statutory social security cover (at the level of the Member State of origin) and non-statutory cover (supplementary professional indemnity insurance) with a bottom note 6 saying that “for natural persons”.*
Can you confirm that legal entities are not required to provide the above mentioned information?

Yes we confirm it is not required to be filled in for legal entities.

9. Can we introduce some reservation regarding the contract provisions on liability?
The invitation to tender states "Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the specification, in the draft contract and, where applicable, waiver of the tenderer's own general or specific terms and conditions. The terms and conditions are binding on the tenderer to whom the contract is awarded during the performance of the contract".

The general conditions cannot be modified.

10. Clarification question 3 on the difference between 4 months and 5.5. months.
Section 3.2. of the terms of reference specifies "The contractor will submit a final report to the Commission at the latest 4 months after the signature of the contract.
The Commission shall have 20 days from receipt to approve or reject the final report, and the Contractor shall have 20 days in which to submit additional information or a new final report".

4 months + 20 days + 20 days + a few days flexibility makes 5.5 months for the total period of the execution of the tasks.