

FREQUENTLY ASKED QUESTIONS

Contract notice: OJEU S 191-313107

Invitation to tender No. ENER/C1/543-2012 concerning

Cooperation between EU Member States under the Renewable Energy Directive and its interaction with support schemes

Time-limit for receipt of tenders: 19/11/2012

Last Update 12/11/2012

Question 1. We were wondering whether in order to fulfill the requirement of financial capacity we could provide a declaration of the turnover of 2012 exceeding the threshold of 500,000 euros or whether in order to satisfy the requirement concerning the financial capacity we need in any case to provide a turnover for the last three years and the relevant balance sheets.

In other words, we were wondering if a newly set company has the possibility to prove that they have the financial capacity to perform the Contract, despite the fact that they cannot submit the balance sheet of the previous three years.

Answer 1. **A tenderer that proves, e.g. by a letter of undertaking, that it has at its disposal the financial resources of another company that fulfils the criteria of financial capacity may not be rejected. If the requested documents cannot be provided because the company had not been established during all reference years the period of reference will be shorter. If no full financial year has elapsed yet it has to provide other means of proof.**

Question 2. In section “I.1. Introduction” of the Tender Specifications, it is commented (page 8) that in the Communication COM(2012)271 the European Commission announced to prepare guidance on two related subjects and it is mentioned that both documents are expected to be published in the first half of 2013.

Are there any publicly available preliminary drafts of these documents that could be made available to tenderers?

Answer 2. **No**

Question 3. In section “I.2. Purpose of the Contract” of the Tender Specifications, task 4 (in page 10) mentions that the consultant shall further set out the details of the implementation of statistical transfer and joint projects between Member States under Directive 2009/28/EC assisting specific, identified projects.

By “specific, identified projects”: Does the Commission mean that the consultant has to identify specific projects itself? Or are these specific, identified projects to be selected by the Commission?

Answer 3. The consultant should be familiar with the likely areas, technologies and partners for such projects and agree the selection with the Commission.

Question 4 In section “I.2. Purpose of the Contract” of the Tender Specifications Attached to the Invitation to Tender, task 7 (in page 11) mentions that the consultant has to provide a platform for Member States and private actors to exchange information on potential cooperation projects and identify cooperation partners, as well as to discuss support scheme arrangements.

Is it anticipated that this platform is to be established as a web platform? If yes, when does the Commission expect this to be set up by the consultant and how long should the consultant maintain the platform operative?

Answer 4. To be proposed by the consultant: the current transparency platform could be used, but also workshops & seminars for discussing proposals.

Question 5. In sections “I.2. Purpose of the contract” and “I.3. Reports and documents to produce – Timetable to observe” (page 11), it is said that five 1 day meetings in Brussels with Member State representatives and/or private stakeholders including project developers will be required. Ideally these could be partly combined in order to maximize synergies in the discussions.

Then, the specifications say that these meetings will be organized by the contractor in Brussels following the study timetable and plan agreed with the Commission. It also says that at least three meetings to discuss progress with the Commission may take place in Brussels in conjunction with the stakeholders meetings (the third meeting will be to discuss the Commission’s comments on the final report). The timing will be specified by the Commission. Up to three other meetings to discuss topics may take place in Brussels upon the request of the Commission.

When the specifications say that these meetings will be organized by the contractor, does it mean that the consultant has to do everything: from contacting attendants, to prepare the agenda and materials, etc.? Does the consultant also bear the costs of these meetings (refreshments, meals, etc.)? If yes, should these costs be reflected in the financial proposal?

Answer 5. For the meetings with Member States and stakeholders, the consultants will be responsible for the costs of organisation. The meetings with the Commission can take place on Commission premises and should not involve any organisational cost for the consultant.

Question 6. As there is no template provided for presenting costs for the financial proposal, we would like to check whether it is expected that the man/days have to be detailed and broken down per individual staff member involved in the delivery of the proposal? When the specifications (in page 16) refer to categories of staff, are these the tenderer's own categorization of staff or other pre-defined categories (i.e. denoting whether individuals have less or more than 3 years' experience in the field of renewable energy policy)?

Answer 6. **Either is acceptable. This information serves to understand on what basis the price is determined.**

Question 7. The call for tenders does not make it explicit whether the contract requires a study of cooperation mechanisms and support schemes for renewable electricity only, or for renewable heat and transport fuel also. Can you please clarify this point.

Answer 7. **All sectors should be covered.**

Question 8. In the tender specifications you ask in Task 7 to provide a platform for Member States and private actors. What activities do you exactly expect from us beyond organizing 5 Member State/Stakeholder meetings?

Answer 8. **Please refer to question 4 above.**

Question 9. We hereby submit an additional clarification question in relation to Question and answer 5 above.

The tender specifications mention a requirement of five 1-day meetings in Brussels with MMSS and stakeholders. Can these meetings also take place in the premises of the Commission? Or does the consultant have to look for a separate venue in Brussels for the meeting, being the consultant responsible for this cost?

Answer 9. **Consultants will be responsible for the cost of venues for meetings in Brussels with Member State representatives and/or private stakeholders including project developers and should calculate offers accordingly. The availability of Commission premises cannot be presumed.**