

FREQUENTLY ASKED QUESTIONS

INVITATION TO TENDER NO. ENER/C3/2012-418

Contract notice: 2012/S 163-270653 published on 25/08/2012

Last update: 23/10/2012

In order to be as transparent as possible, the questions and replies will subsequently be assembled and published via this FAQ document.

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

Answer 1: This information is included in tender specification 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/index_en.htm as mentioned in Contract notice: JO S 88-143625.

Question 2: Soft Copy of the Tender Document through email.

Answer 2: 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 individually tender documents.

Question 3: Names of countries that will be eligible to participate in this tender.

Answer 3: Participation in the present call for tender is in principle open to all natural and legal persons coming within the scope of the EU Treaties and to all natural and legal persons in a third country which has with the EU an appropriate international agreement in the field of public procurement.

Question 4: Information about the Tendering Procedure and Guidelines

Answer 4: You can find official information about the tender procedures and Guidelines on the following website http://ec.europa.eu/contracts_grants/index_en.htm. Specific information regarding this particular tender can be found in the tender specifications.

Question 5: Estimated Budget for this Purchase

Answer 5: 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 6: Any Extension of Bidding Deadline?

Answer 6: The bidding deadline is indicated in the invitation to tender and in the contract notice. In case of extension of the bidding deadline a corrigendum to the invitation to tender is on the website http://ec.europa.eu/dgs/energy/tenders/index_en.htm.

Question 7: Any Addendum or Pre Bid meeting Minutes?

Answer 7: 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.

Question 8: Most product groups mentioned in the description of services for Lot 1 (par. I.3.1) are already mentioned in the study preparing for the 2nd Ecodesign Working Plan. However, the product group "power generating equipment" is not explicitly mentioned, although there is a category "mobile power generation sets". Is this the category that is referred to in the tender? If not, is there a (preliminary) scope of what is included in "power generation equipment"?

Answer 8: The category "power generating equipment" has a general scope, including for example solar panels, wind power plants, or diesel generators, which might be narrowed down at a later stage.

Question 9: In the tender specifications, IV.2.2, it says "1) The tenderer shall have successfully completed, as contractor, at least 3 studies in the field(s) related to the lot(s) concerned, in the past 3 years, representing together a total budget of at least 200.000 €." Further down in IV.2.2 it says that documentary proof is requested to check that a number of criteria have been fulfilled. For criterion 1) it is requested to submit "A proof that the studies meeting the above criterion 1) have been carried out successfully". Do we understand it correctly that the EC requests proof for 3 important references? Or would the EC welcome proof of more references?

Answer 9: The tenderer needs to submit proof of at least three successfully completed studies, which need to fulfil the criteria outlined in the tender specifications.

Question 10: In the Tender Specifications IV.2.2., regarding the proof to be submitted to show the tenderer has completed at least three studies ... (etc.), in the first bullet-point of page 21, it is said that "A reference cannot be used for several Lots". Supposing a tenderer wants to apply for more than one Lot, does the above mean that a reference to a successfully completed contract with relation to Ecodesign, energy labelling and technical assistance - which thus constitutes a useful reference for all three Lots - can only be mentioned once, in a proposal for just one of the multiple Lots the tenderer wants to apply for?

Answer 10: This is correct. A reference can only be used for one of the three Lots, and at least three references, fulfilling the in the tender outlined criteria, need to be provided for each Lot. Hence, a tenderer who wants to compete in all three Lots needs to provide at least nine references (at least three per Lot). If a reference could be used in multiple Lots, the tenderer has to decide which Lot would be the most appropriate one to use it for.

Question 11: Could you provide the formula for calculating scores for the proposals?

Answer 11: The formula is presented in IV.3.3, with the technical evaluation criteria shown in IV.3.1. The technical evaluation to derive the quality score of each tender is done on four different criteria with different weighting factors for each criterion (see IV.3.1 for more details on the quality score). This quality score, in conjunction with the price of the tender, yields the score of the tender according to the following formula (see also IV.3.3):

$$\text{score for tender X} = (\text{price of lowest tender} / \text{price of tender X}) * 0.3 + (\text{quality score of tender X} / 100) * 0.7$$

Question 12: How can the work in Lot 3 be characterised more precisely? What is the balance between impact assessment work and drafting technical documentation?

Answer 12: Lot 3 covers technical assistance and support for the Commission in carrying out its tasks. Therefore, it consists of work such as, but not limited to, running economic or technical analyses as supplement to an impact assessment, which itself falls under Lot 1 or 2. The scope of Lot 3 is to cover all technical assistance for the Commission's regulatory and implementing tasks under the EU energy efficiency policy. Specific assignments will then be subject to separate contracts, as specified in the invitation to tender.