

FREQUENTLY ASKED QUESTIONS
INVITATION TO TENDER NO. ENER C3/2012-442
"Support for the implementation of the cost optimal methodology"
(negotiated procedure)
Time-limit for receipt of tenders: 21/05/2012

FAQ Last update: 11/05/2012

Question 1: To what extent will the contractor clarify in an independent manner requests from Member States, or to what extent will prior approval of draft answers by the Commission be needed? May I assume that it will depend on the degree of interpretation and extension of the existing texts for a given question? Does the Commission already have any views (and maybe rules) in this respect? How will in general the operational working relation between the contractor and the Commission be?

Answer 1: **The Commission will need to give prior approval to all draft answer, independent of the degree of interpretation.**

Question 2: Does the Commission a priori expect an indicative number of questions? (e.g. on the basis of contacts with the MS until now)

Answer 2: **No.**

Question 3: Are the questions expected to be more of an economical or a technical nature, i.e. rather cost calculation issues or energy performance calculation issues?

Answer 3: **The Commission expects that the questions will be more related to cost calculations, although other related questions cannot be excluded.**

Question 4: Will the questions only be asked by MS public servants or will also contractors executing such calculations be able to submit questions directly?

Answer 4: **Anyone who, on behalf of a Member State, is engaged in undertaking the cost optimal calculations for that Member State should be able to submit questions.**

Question 5: What is expected with respect to the content of the training course? To what extent is it expected to go beyond the content of the existing documents (which most experts will probably be able to process themselves)? Are examples, past national experiences, etc. envisaged? Will the Commission provide some information, e.g. past national reports? Will the Commission review the course material beforehand?

Answer 5: **The contractor is encouraged to propose its own ideas for the content of the training course. The Commission can provide support materials if available and will review the materials beforehand.**

Question 6: Will the presentation on the application of the methodology imply that the national reports are analysed? Or will the "application" aspect solely be based on the questions posed by the MS? Or how else does the Commission see this?

Answer 6: **The Commission will analyse the national reports, but these are expected to be communicated to the Commission only in March 2013. Hence the presentations have to be based on existing experiences, available documentation and questions raised by Member States.**

Question 7: What are the expected audiences and the expected content of the presentations of task 3? Is it already possible to provide examples?

Answer 7: **The expected content is the cost optimal methodology and the guidelines as adopted by the Commission, including existing experiences in the Member States with cost optimal calculations. Expected audiences are Member State representatives and other relevant stakeholders, including industry.**

Question 8: Will there be any background information available about how the present cost-optimal methodology and guidelines came about, that can constitute an extra base for updating the guidelines? (to avoid replication of past discussions, that have been closed) Or will there be the possibility for discussion with the original authors of the texts?

Answer 8: **Background information can be made available.**

Question 9: As of 1 June 2012 I will be self-employed. Can you confirm that it is possible to submit a tender as an individual?

Answer 19: **Yes (see also section 9.1 of the tender specifications).**

Question 10: What is the number and extent of questions that is expected? Will the questions only be submitted by writing, or should also a telephone service be provided? Will a maximum number be imposed? Or can the number be limited according to the time that it takes to answer them and a maximum total time that is foreseen in the tender for this task? (Otherwise it is difficult to draw up a tender; it would be an open-ended commitment.)

Answer 10: **It is not possible to foresee the number or extent of the questions. While questions should be submitted in writing, telephone conversations to clarify questions and/or answers should be foreseen. The contractor is encouraged to propose its own methodology for dealing with the question of the number of questions.**

Question 11: What is the expected timing of the training course? Probably not during the months of July or August? If so, is it still expected to be in June, or only in September?

Answer 11: This partly depends on the time it takes to put the final contract in place, but the Commission would prefer the training to take place as soon as possible after signature of the contract.

Question 12: Will all the practical, logistical organisation (invitations, room with projector/screen, catering, handouts, etc.) be taken care of by the Commission? So, the contractant will only be responsible for the course content (ppt, actual presentation and Q&A, etc)?

Answer 14: The Commission will cover the logistical elements of the organisation.

Question 13: Is there already an idea where (in which cities) the task 3 presentations will need to be given?

Answer 13: No.

Question 14: It is my understanding that travel costs will be reimbursed in a variable manner, depending on the number and place of travels, according to the rules stipulated in II.18.2. Similarly, can the time spent on answering questions (task 1) be invoiced in a flexible manner, depending on the number of questions that have actually been submitted and the time it has taken to treat them? (with a maximum amount of time budgeted for it; if the maximum is not achieved, the invoice will be based on the fraction of the maximum time that has effectively been spent on this task 1)

Answer 14: The tenderer is requested to submit a financial offer where price is a fixed amount and includes all expenses, such as the estimated amount for travel expenses and daily allowances. The draft service contract related to this call for tender is a lump sum contract, the application of article II.18. of the General Conditions is not foreseen in its Special Conditions of (see article I.3.).

Question 15: Is it possible to hand-deliver the tender?

Answer 15: Delivery by hand can be made to the following address:

**European Commission
Directorate-General Energy - DM 24 - 04/008
Att. : Unit C3 – 2012/442
Avenue du Bourget, 1
B-1140 Brussels (Evere)
Belgium**

not later than 16.00 on 21/05/2012. In this case, a receipt must be obtained as proof of submission, signed and dated by the official in the Commission's central mail department who took delivery. The department is open from 08.00 to 17.00 Monday to Thursday, and from 8.00 to 16.00 on Fridays. It is closed on Saturdays, Sundays and Commission holidays.