

# FREQUENTLY ASKED QUESTIONS

## INVITATION TO TENDER NO. ENER/C3/2012-439

for Study on energy efficiency and energy-saving potential in industry and on possible policy mechanisms

**contract notice: OJEU 2013/S 122-208383 of 26/06/2013**

**Last update: 18 July 2013**

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

### **Question 1:**

Could you clarify the scope of the study in terms of sectors included little more precise than described in the technical specifications?

Our understanding of the proposal is a clear focus is on final energy, the transformation sector is therefore excluded from the analysis. This excludes refineries from the analysis as they are allocated in the energy transformation sector. Can you confirm this assumption?

### **Answer 1:**

The study should look at the full spectrum of energy savings in the industrial sectors both primary and final. Energy intensive industries, such as refineries, are in the scope of the study.

### **Question 2:**

The tender specifications under section 2.3.2 "Technical and professional capacity criteria and evidence" in letter a. Criteria relating to tenderers point 2 indicates that: "*The tenderer must prove experience of working in English with at least 10 projects delivered in the last three years showing the necessary language coverage.*"

According to this, could you please clarify whether the 10 projects should refer to energy sector or any project concerning energy efficiency, industrial production, technologies and organisation and modeling, as required by point 1 of the same section, can be compliant with this requirement?

### **Answer 2:**

The 10 projects should refer to any relevant project concerning energy efficiency, industrial production, technologies and organisation and modeling.

### **Question 3:**

The tender specifications under section 2.3.2 "Technical and professional capacity criteria and evidence" in letter a. Criteria relating to tenderers point 2 indicate that: "*The tenderer must prove experience of working in English with at least 10 projects delivered in the last three years showing the necessary language coverage.*"

According to this, could you please clarify whether the 10 projects could be projects carried out by experts included in the project team proposed (experts are not employed in the tenderer company since they are free-lance expert) or should be projects carried out by the tenderer.

**Answer 3:**

The tenderer must have carried out over the past 3 years at least 2 projects covering all of the following fields of energy efficiency, industrial production, technologies and organisation and modelling. The 10 projects could be the result of the combined capacity of the tenderer's team.

**Question 4:**

In page 4 of 6 of the LOI there is the following expression: "2) *The team must be composed of members having at least the following qualifications: — 1 senior staff member with at least 8 years of professional experience, including experience in the fields of industrial energy efficiency, energy management systems and energy system analysis and planning, industrial processes across all major energy-intensive industrial sectors, energy generation, heating and cooling, market analysis (including knowledge of the structure and functioning of the relevant markets and industrial sectors) and financial management relevant for securing financing for energy efficiency investments,*" Does it mean that one member of the tenderer must have and give proven experience of all of the following activities?

**Answer 4:**

The tender specification intends to make sure that the tenderer has the necessary expertise and knowledge to perform the tasks. Therefore, one member of the team must have at least 8 years relevant professional experience covering all the elements mentioned: "industrial energy efficiency, energy management systems, energy system analysis and planning, industrial processes across all major energy-intensive industrial sectors, energy generation, heating and cooling, market analysis (including knowledge of the structure and functioning of the relevant markets and industrial sectors) and financial management relevant for securing financing for energy efficiency investments". The person however does not need to have separate employment or activities in all these fields, but the work he/she has so far performed should have had provided him/her with experience on the mentioned fields.

**Question 5:**

My question is regarding on the tender project length; is there a form that has to be completed? If not, is there a maximum of character for the project?

**Answer 5:**

There is no binding template for the submission of tender offers and the maximum length or the maximum number of character is not pre-defined. Tenderer must provide all the relevant information in a concise, clear understandable way and language to allow the appraisal of the offer.