

INVITATION TO TENDER No. TREN/D3/467 - 2008
Sustainable Energy Europe Campaign 2009 - 2011

FREQUENTLY ASKED QUESTIONS, 1/9/2008

1. Is it possible that you provide us guest login data for the non-public sections of the website <http://www.sustenergy.org>?

- Non-public section of the website serves as internal database of information about Campaign partners and associates. There is nothing extra additional to the public sections. Therefore we do not provide the access to non-public section of www.sustenergy.org.

2. Are we supposed to include costs for the EUSEW 2009 into our budget although the EUSEW 2009 has been the subject of a previous tender?

- no, costs of EUSEW 2009 shall be excluded from the bid. Tenderers shall however include the costs for EUSEW 2010 and EUSEW 2011.

3. The total value of the contract has been estimated at no less than 4800 equivalent person-days. Are all external costs to be added to that?

- yes, external costs shall be added to personal costs (base 4800 person days),

- tenderers shall present the **fixed final price of the bid**, in EUROS, The price breakdown shall be as follows:

1. personal costs (presented through daily rate and number of days – all personnel-connected costs included), for each staff member and in total

2. travel and subsistence costs

3. other costs, indicating the nature of the cost, the total amount, the unit price and the quantity

4. subcontracting – definition of foreseen subcontractors and subcontracted amounts, including justification, is compulsory.

4. Is it possible to receive the Tender specifications in other EU languages except of English?

- no, the Tender specifications are to be downloaded from the site:

http://ec.europa.eu/dgs/energy_transport/tenders/index_en.htm in English. However, your tenders may be produced in one of the official languages of the EU.

5. After reading the Tender specifications, we have noticed that there is no indication of the budget allocated to the Campaign. Will this information be published on a later stage, or should we consider that 4800 working days is the basis to calculate our budget proposal?

- Unfortunately we are not able to reply to your request. The total financial allocation, as well as the person-day rate for the Campaign is not disclosed for the purpose of ensuring the competition between tenderers. You should consider 4800 working days as a basis for your bid.

6. On page 7 of the tender specifications, you refer to the mid-term evaluation of the current Sustainable Energy Europe Campaign, finalised in November 2007. To submit a concept that is as qualified as possible and includes as much learnings from the past as possible, is it possible that you provide us with that evaluation?

- yes, the report is uploaded to the website, under FAQs section.

7. We have a question concerning the DG Tren Logo, should we either use the DG Tren Logo designed by Mostra (the Logo of the Human in the form of a star) or one of the traditional logos with the EU flag either in high size format or landscape format.

- you shall use the official EU logo (flag with stars and wording European Commission)