**Question 1. Where can I find the Tender Documents?**

**Answer 1.** All the relevant documents and information in relation to the Call for Tenders "Study on the completion of an EU framework on LNG-fuelled ships and its relevant fuel provision infrastructure" are available on [http://ec.europa.eu/transport/facts-fundings/tenders/index_en.htm](http://ec.europa.eu/transport/facts-fundings/tenders/index_en.htm)

**Question 2. Does the term "International Organizations" mean to include American companies?**

**Answer 2.** The term "International Organizations" includes all the relevant international fora that are engaged in developing guidelines, regulations or procedures towards regulating the deployment of LNG as marine fuel or/and its relevant infrastructure such as the International Standardisation Organisation (ISO) or the International Maritime Organisation (IMO).

**Question 3. Can we propose any changes to the Contract Conditions in relation to Cap of Liability?**

**Answer 3.** No. These are standard provisions of the European Commission which have to be observed by all applicants.

**Question 4. Can we propose any changes to the Contract Conditions in relation to liquidated damages?**

**Answer 4.** No. These are standard provisions of the European Commission which have to be observed by all applicants.

**Question 5. Could you please clarify the following statement from the specification objectives under Lot 2 on page 16: The contractor shall carry out all or at least the 75% of the campaign in terms of overall effort required (including its main central parts) within the overall budget of this lot.**

**Answer 5.** Under this lot, the contractor is expected to develop two tailor-measured awareness campaign concepts in order to effectively address the identified issues. The applicants shall therefore be in a position to prove that at least 75% of their overall effort - also in terms of the proposed budget - will be spent on the execution of the campaign.

**Corrigendum**

*Within the budget of Lot 2, the applicants shall therefore be in a position to complete all respective objectives (as listed under L.2.2) including execution of at least 75% of the actual campaign.*

**Question 6. For Lot II “creating awareness on LNG risks and opportunities”; What are the expected deliverables? Is the contractor expected to perform the full campaign, including hosting seminars, commissioning of advertising campaigns and printing of promotional leaflets/flyers, or is the expected deliverable merely to prepare material for the mentioned purposes?**

**Answer 6.** In addition to the two tailor-measured awareness campaign concepts to be proposed and developed by the Contractor, he/she is expected to implement the concepts i.e. to execute at least 75% of the campaign.
Q7. When supplying CVs, is there a particular format you wish them to be in?

A7. The CV format can be of any format. You could also use the Europass CV available in the following address: [http://europass.cedefop.europa.eu/en/home](http://europass.cedefop.europa.eu/en/home)

Q8. For any statements of annual turnover and profit and loss account statements, would these have to be in an official language of the EU as well?

A8. Yes

Q9. It is written, that: "The contractor shall carry out all or at least 75% of the campaign ... within the overall budget of this lot". The campaign itself is part of lot 2; but not the only one; could be assumed as only 50% of the whole workload for lot 2 (the figure “50%” is just an example!!). There are also other objectives that have no direct relations to the campaign; i.e. the risk & danger overview.

Is the figure of 75% of the overall budget based on the amount of 450000 Euro; the whole lot 2 budget? OR Is the figure of 75% of the based on the “campaign budget”; e.g. campaign budget = 50% of 450000 = 225000 Euros?

A9. Please see the answer – Corrigendum - to Question 5

Q10. The TORs specify that 'the tenderer must prove experience in the field of the respective lot(s) with at least one project delivered in the field of that lot the tender relates to in the last three years with a minimum value of €50.000’. Can you please clarify whether studies on LNG meet the criteria for lot 1, 3 and 4?

A10. A final decision on whether a project carried out by a tenderer meets the selection criteria will be done in the course of evaluation, and not preliminarily via Questions and Answers. Studies on LNG may meet the criteria as long as the tenderer is able to prove that he/she delivered a project, of at least 50000 euros in the last three years, which sufficiently pertains to the objectives of a specific lot. A study or project on LNG with a minor coverage or small reference to parts of the objectives of a specific lot would not conform to the specific criterion.

Q11. In the evidences to be provided regarding the technical and professional capacity criteria, you require (2.3. letter c, pag 7): “List of relevant services provided in the past three years in the field of the respective lot(s), with sums, dates and recipients, public or private. The record of services the tenderer considers the most important shall be accompanied by certificates of satisfactory execution, specifying that they have been carried out in a professional and timely manner and have been fully completed;” On this regard, we may have some issues in providing the information underlined above, as for much of our engagements we are bound to confidentiality agreements.

Therefore I am kindly asking you whether:

1) It is possible to withdraw the name of the Recipient, substituting it with the description of the firm

2) It is possible to show the payment obtained by the recipient as a way to prove the satisfactory execution of the engagement

Within the timeframe of the tender, we might be able to disclose the names of the Recipients (point 1), but it might be hard to get a certificate of satisfactory execution.
A11. The tenderer shall disclose all the necessary information and documents specified in the Tender Specifications. The certificates of satisfactory execution or any other relevant information will be used from the Commission only for the evaluation of the Tender and not for the public. The opening and evaluation committee members will sign a declaration on the absence of conflicts of interest and of confidentiality, imposing the obligation on the committee members to keep confidentiality of all matters related to the opening or evaluation, including of the content of tenders.

Q12. I would like to request for a clarification regarding the following submission details:

- Point 3 of the invitation to tender specifies that tenderers are to place two envelopes into the inner envelope, one containing the technical proposal, the containing the financial proposal
- Point 1.5 of the terms of reference further specifies that the tender must consist of the six parts A. to F. as mentioned there.

Shall thus parts A,B,C,D,F be placed into the inner envelope containing the technical proposal and only part E (financial offer) in the inner envelope containing the financial proposal? Typically we are used to submit three inner envelopes (administrative proposal, technical proposal, financial proposal) but that does not seem to be the case for the present tender.

A12. The article 1.5 of terms of reference is about the content of the tender – in order to be accepted, the tender must have the parts A,B,C,D,E and F. The article 3 of the invitation foresees that the technical and financial offer have to be separated from other documents the tenderer submits, and from each other.

Q13. Can you please specify if the tender is focusing on sea going vessels or inland water vessels, or both? This has effect on the awareness campaign, the legislation issues and on the focus countries. The tender mentions LNG fuelled ships, short sea ships and inland waterway transport.

A13. The focus of the study is on maritime transport (sea-going vessels, maritime ports/infrastructure). The inland waterway aspect is important as far as there are overlaps (e.g. vessels engaged into both transport modes, LNG provision at ports for both modes; interoperability issues, similar safety or awareness issues). Not included are specific provisions for inland waterway transport without direct links to maritime transport.

Q14. Following on from question 12, can you please confirm which of the following applies as it is not clear from answer A12:

- Parts A, B, C and D in one envelope with Part E in a separate envelope. Both envelopes inside the inner envelope
- Parts A, B and C in one envelope, Part D in a separate envelope and Part E in another separate envelope, all three envelopes contained within the inner envelope.

A14. The invitation to tender states that the inner envelope must also contain at least two sealed envelopes, one containing the technical tender and the other the financial tender. You are therefore requested to place into the:

- "financial envelope" the relevant part (i.e. Part E: Financial Offer),
- "technical envelope" all the other parts (i.e. Parts A, B, C, D and F)

Q15. In Chapter 4, page 28 of the tender specifications it says:
4.1.1. Final study report

The final study report shall include:

- an abstract of no more than 200 words and an executive summary of maximum 6 pages, both in English and French;

- the following standard disclaimer:

  “The information and views set out in this [report/study/article/publication...] are those of the author(s) and do not necessarily reflect the official opinion of the Commission. The Commission does not guarantee the accuracy of the data included in this study. Neither the Commission nor any person acting on the Commission’s behalf may be held responsible for the use which may be made of the information contained therein.”

- specific identifiers which shall be incorporated on the cover page provided by the Contracting Authority.

4.1.2. Publishable executive summary

The publishable executive summary shall be provided in both in English and French and shall include:

- the following standard disclaimer:

  “The information and views set out in this [report/study/article/publication...] are those of the author(s) and do not necessarily reflect the official opinion of the Commission. The Commission does not guarantee the accuracy of the data included in this study. Neither the Commission nor any person acting on the Commission’s behalf may be held responsible for the use which may be made of the information contained therein.”

- specific identifiers which shall be incorporated on the cover page provided by the Contracting Authority.

Can you confirm that it is only an abstract of no more than 200 words and an executive summary of maximum 6 pages, to be translated into French, and not the entire report?

A15. Yes, only those two documents need to be provided in French as well and not the entire report.

Q16. What is the significance and expected content of the final study report (p. 18 tender document) in the context of lot 2?

A16. The final study report shall include the output and deliverables of the specified objectives under lot 2.

Q17. LOT 2 - The delivery deadline for the final study report stated in the tender document (p. 18) - at the latest 7 months after contract being into force - implies a submission of the final study before the campaigns’ completion. Is this intended?

A17. It is possible (if justified) to carry out certain parts of the awareness campaign still after the submission of the final report.
Q18. LOT 2 - What campaign activities does the DG Mobility and Transport typically consider to be out of the scope of the tender? (On p.16 of the tender document it is stated that the contractor shall carry out 75% of the campaign)

A18. This depends on the individual approach chosen by the tenderer. The evaluation of tenders will be carried out in accordance with the criteria mentioned under 2.4. of the tender specifications.

Q19. Does the information platform asked for in lot 2 need to be within the domain of the DG Mobility & Transport - if so can technical guidelines be provided?

A19. The tenderer should describe his/her respective ideas and possible (dis-)advantages.

Q20. What EU (or departmental) guidelines (technical, design, other) need to be considered in the context of lot 2?

A20. The tenderer should identify applicable guidelines in the tender document.

Q21. LOT 2 - What are rules around communication regarding the campaigns? Does it need to be under EU logo/branding?

A21. The EU and the European Commission should be adequately reflected and represented.

Q22. LOT 2 - Are there any restrictions regarding the server location for the information platform?

A22. The tenderer should describe and justify the proposed solution which should be in line with general safety/security rules.

Q23. Who will have ownership of the data collected in the process of lot 2, including contact data of registered website users?

A23. The European Commission

Q24. LOT 2 - Does the DG Mobility & Transport have any domains reserved for the "LNG in shipping" initiative?

A24. No

Q25. Can lot 2 draw on EU venues or other EU resources (e.g. translators) for the events - if so, which and at what information can be provided on the terms & conditions of use?

A25. The tenderer should foresee coverage of all relevant costs for proposed solutions within the requirements described in the tender specifications.

Q26. LOT 2 - Are there requirements on the language for the information platform, events and information materials?
A26. The information platform, events and information materials shall as a minimum be in English.

Q27. LOT 2 - What studies does the EU refer to that prove / indicate the negative public perception?

A27. No specific study is being referred to.

Q28. LOT 4 - We understand that the scope of the study concerns both inland and coastal shipping. Could you please confirm this?

A28. The focus of the study is on maritime transport (sea-going vessels, maritime ports/infrastructure). The inland waterway aspect is important as far as there are overlaps (e.g. vessels engaged into both transport modes, LNG provision at ports for both modes; interoperability issues, similar financial issues). Not included are specific provisions for inland waterway transport without direct links to maritime transport.

Q29. LOT 4 - The Commission asks to describe the necessary framework conditions for the financial mechanisms. Could we get an indication, which aspects do you expect to be mentioned? Does is also cover legal conditions, for example?

A29. It is up to the tenderer to identify and describe necessary framework conditions.

Q30. LOT 4 - It is mentioned in the tender that public or private financing instruments are to be considered. What is the Commission's definition of the private instrument? Does that for example include partnerships?

A30. The source of the funding (public and/or private) defines the nature of the instrument.