Q&As

on Call for Tender N°ENER/C2/2013/628

Study on 'Improving the sustainability of fatty acid methyl esters (FAME – Biodiesel)'

1) Could you provide us with the Annexes 1 to 5 as MS-Word files?

The template under MS-Word format are now part of the tender documentation http://ec.europa.eu/dgs/energy/tenders/index_en.htm

2) Is there a form available for the financial offer?

No

3) Can you please specify the following option to improve the GHG balances for FAME (Tender specifications, 3.3 Task, page 10):

Examination of the species of the plants used for vegetable oils that could increase the biomass weight without any detrimental effect on the oil seed.

Do you mean, for example, i) new rape species with more straw yield (higher plant size) and the same oil seed yield as typical rape species? ii) Or totally new species for vegetable oils? iii) Or growing catch crops? iv) Or mixing different species on the same cultivation area (vegetable oil species with grass or clover)?

Point i) of the question should be the primary focus; looking into options ii) to iv) constitutes an added value if addressed in addition to i).

4) Could you please give us information about the administrative document needed, in particular:
- **which of all administrative documents have to be submitted as an original document and**
- **which of them a copy would be enough**

As mentioned in the invitation to tender:

- *You shall submit a tender in one original and three copies in one of the official languages of the European Union. A copy of the offer on a CD/DVD/USB stick has also to be submitted.*
- *Tenders must be signed by a duly authorised representative of the tenderer with the original signature of the single tenderer's or lead partner's authorised representative (preferably in blue ink) on the identification form (Annex 1 of the technical specifications).*

Please follow related instructions as indicated in the invitation to tender.

As mentioned in tender specifications sections 1.3. Joint tenders, 1.5. Content of the tender, 1.6. Identification of the tenderer: legal capacity and status, 2.2. Exclusion criteria, 2.3.1.Economic and financial capacity criteria and evidence and 2.3.2.Technical and professional capacity criteria and evidence:

- *In the case of a joint tender, please submit Annex 3 "Power of attorney", signed by an authorised representative of each partner (except the lead partner), mandating one of the partners in a joint tender as lead partner and lead contractor.*
- *The tenderer's identification form in Annex 1 shall be filled in and signed by:*
    - *The tenderer (including any member of a consortium or grouping)*
    - *Subcontractor(s) whose share of the work represents more than 20% of the contract.*
- *In order to prove their legal capacity and their status, all tenderers (including any member of a consortium of grouping) must provide a signed Legal Entity Form with its supporting evidence.*

- *If it has not been included with the Legal Entity Form, tenderers must provide the following information:*
    - *For legal persons, a legible copy of the notice of appointment of the persons authorised to represent the tenderer in dealings with third parties and in legal proceedings, or a copy of the publication of such appointment if the legislation which applies to the legal entity concerned requires such publication. Any delegation of this authorisation to another representative not indicated in the official appointment must be evidenced.*
    - *For natural persons, where applicable, a proof of registration on a professional or trade register or any other official document showing the registration number.*
- *The tenderer (only the leader in case of joint tender) must provide a Financial Identification Form and supporting documents.*
- *All tenderers shall provide a declaration on their honour (see Annex 2), duly signed and dated by an authorised representative, stating that they are not in one of the situations of exclusion listed in the Annex 2.*
- *The declaration on honour is also required for identified subcontractors whose intended share of the contract is above 20%.*
- *In order to prove their economic and financial capacity, the tenderer (in case of a joint tender the combined capacity of all tenderers and identified subcontractors) must provide:*
    - *Copy of the profit & loss account for the last two years for which accounts have been closed,*
    - *Failing that, appropriate statements from banks,*
    - *If applicable, evidence of professional risk indemnity insurance;*
- *Tenderers (in case of a joint tender the combined capacity of all tenderers and identified subcontractors) must provide the following evidence of their technical and professional capacity:*
    - *List and description of related activities carried during the past three years.*
    - *Publications of minimum 5 related works by the experts identified in section 2.3.2.b) during the past five years.*
    - *Evidence of the capacity shall be provided on the basis of curriculum vitae of each staff member responsible for carrying out the work, including his or her educational background, degrees and diplomas, professional experience, research work, publications and linguistic skills. The CV's shall highlight when it concerns one of the above key experience mentioned here above. The CV's shall be presented, preferably, in accordance to the Commission Recommendation on a common European format for curricula vitae, published in OJ L79 of 22 March 2002.*
    - *The submitted information shall include a table of the above three bullet points in paragraph 2.3.2 b) with the name of the expert(s) whose experience corresponds to the sector described in each bullet point and the page in his or her CV where the evidence can be found.*

Please follow related instructions as indicated in the tender specifications.

One ***original version*** *of the following documents is required:*

- *The tender in one original version;*
- *Legal Entity Form;*
- *Financial Identification Form;*
- *Annex 1 Identification of the tenderer;*
- *Annex 2 Declaration of honour on exclusion criteria and absence of conflict of interest;*
- *Annex 3 Power of attorney.*

5) Some of the documents from national authorities (e.g. balance sheet or registration number) are in national Language, we made our own “non-certified translation”, is this correct or we will need an official translation of these documents? Does the tenderer have to provide an official translation for the requested documents such as balance sheet or registration number?

As this is not a requirement, no official translation is required and the documents can be submitted in any of the official languages. There is a database called e-certis from where one can verify (to some extent), which documents are used in a particular Member State for a particular reason.

6) How exactly to measure the share of the subcontractor “Subcontractor(s) whose share of the work represents more than 20% of the contract.” – more than 20% from the whole project budget (incl. e.g. transport costs, other costs) or project work/amount (personal cost, working days)

Section 1.4) states:
Tenderers are required to identify subcontractors whose share of the contract is above 20%.
Section 1.6 states:
Subcontractor(s) whose share of the work represent more than 20% of the contract.
To be on the safe side we recommend to identify subcontractors which share more than 20% of the contract total cost and/or work (person-month) .

7) Is there any general description of staff categories we should use for the financial offer? Or can each partner use his own description (e.g. CSO, Senior researcher, Junior researcher, Head R&D biofuels, …)?
Tenderers are free to use their own categories.

8) In which of the envelopes belongs the CD/DVD/USB stick with the copy of the offer and should the tender be separated also in two folders ("Administrative and technical parts" and "Financial offer (part E)" or as an one document as a Word or PDF file?
Preferably use 2 CD/DVD/USBs, one with the administrative and technical part, and one with the financial offer inserted in the same envelopes than the corresponding paper files.

9) 'Tenderers shall summit by letter: a) either by post or by courier not later than 12/09/2014, in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to the address indicated below' means a package bearing a postmark not later than “12/09/2014” is sufficient to meet the requirements or does the package has to physically reach the recipient by that date?
The tender must be posted/dispatched/sent at the latest on the 12/09/2014. The tender should be in a position to prove the date of the posting by postmark or other way.