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**Belgium-Brussels: Service contract ENER/C1/2014-769 — Development and maintenance of an Internet database with certification schemes or equivalent qualification schemes for installers of small-scale RES technologies 2015/S 111-200634**

**Contract notice**

**Services**

Directive 2004/18/EC

**Section I: Contracting authority**

**I.1) Name, addresses and contact point(s)**

European Commission, Directorate-General for Energy  
rue Demot 24–26  
For the attention of: Adina Georgescu  
1049 Brussels  
BELGIUM  
E-mail: [ener-c1-tenders@ec.europa.eu](mailto:ener-c1-tenders@ec.europa.eu)

**Internet address(es):**

General address of the contracting authority: <http://ec.europa.eu/energy/en>  
Electronic access to information: <https://ec.europa.eu/energy/en/funding-and-contracts/calls-tender>

**Further information can be obtained from:** The above mentioned contact point(s)

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:** The above mentioned contact point(s)

**Tenders or requests to participate must be sent to:** The above mentioned contact point(s)

**I.2) Type of the contracting authority**

European institution/agency or international organisation

**I.3) Main activity**

Other: Energy.

**I.4) Contract award on behalf of other contracting authorities**

The contracting authority is purchasing on behalf of other contracting authorities: no

**Section II: Object of the contract**

**II.1) Description**

**II.1.1) Title attributed to the contract by the contracting authority:**

Service contract ENER/C1/2014-769 — Development and maintenance of an Internet database with certification schemes or equivalent qualification schemes for installers of small-scale RES technologies.

**II.1.2) Type of contract and location of works, place of delivery or of performance**

Services

Service category No 8: Research and development services

Main site or location of works, place of delivery or of performance: The tasks will be performed on the contractor's premises. However, meetings between the contractor and the Commission shall be held on Commission premises in Brussels.

NUTS code

**II.1.3) Information about a public contract, a framework agreement or a dynamic purchasing system (DPS)**

The notice involves a public contract

**II.1.4) Information on framework agreement**

**II.1.5) Short description of the contract or purchase(s)**

The objective of this study is to provide and maintain a thorough and regularly updated Web-based database of certification schemes or equivalent qualification schemes for installers of small-scale RES technologies, in particular covering the criteria of Annex IV of the Directive, for each Member State of the EU, EEA, EFTA and Energy Community countries. It will also outline the contact details of national/regional certification bodies and the national rules on mutual recognition.

**II.1.6) Common procurement vocabulary (CPV)**

73200000

**II.1.7) Information about Government Procurement Agreement (GPA)**

The contract is covered by the Government Procurement Agreement (GPA): yes

**II.1.8) Lots**

This contract is divided into lots: no

**II.1.9) Information about variants**

Variants will be accepted: no

**II.2) Quantity or scope of the contract**

**II.2.1) Total quantity or scope:**

Is estimated at around 150 man-days.

**II.2.2) Information about options**

Options: no

**II.2.3) Information about renewals**

This contract is subject to renewal: no

**II.3) Duration of the contract or time limit for completion**

Duration in months: 24 (from the award of the contract)

**Section III: Legal, economic, financial and technical information**

**III.1) Conditions relating to the contract**

**III.1.1) Deposits and guarantees required:**

Please refer to the tender specifications.

**III.1.2) Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them:**

Payments shall be made in accordance with the provisions specified in the draft service contract (Annex 5).

**III.1.3) Legal form to be taken by the group of economic operators to whom the contract is to be awarded:**

See tender specifications.

**III.1.4) Other particular conditions**

The performance of the contract is subject to particular conditions: no

**III.2) Conditions for participation**

**III.2.1) Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers**

Information and formalities necessary for evaluating if the requirements are met: Information must be provided as set out in the standard identification forms attached to the tender specifications:

Annex I — identification of the tenderer;  
Annex II — financial identification;  
Annex III — legal entity form.

III.2.2) **Economic and financial ability**

Information and formalities necessary for evaluating if the requirements are met: In order to prove their economic and financial capacity, the tenderer (i.e. in the case of joint tender, the combined capacity of all members of the consortium) must comply with the following criteria:

— the annual turnover of the last 2 financial years must have been above 200 000 EUR.

The following evidence should be provided:

— copy of the profit & loss account for the last 2 years for which accounts have been closed,  
— failing that, appropriate statements from banks.

III.2.3) **Technical capacity**

Information and formalities necessary for evaluating if the requirements are met:

Tenderers (in the case of a joint tender, the combined capacity of all tenderers and identified subcontractors) must comply with the following criteria:

— the tenderer must prove experience with and in-depth understanding of EU and/or EEA and/or EFTA and/or Energy Community countries' certification schemes, or equivalent qualification schemes for installers of small RES technologies, covering aspects such as legislation, functioning, measures affecting the operation of such schemes in electricity, including heating and cooling, with at least 3 projects delivered (or completed) in the last 3 years, with a minimum value for each project of 70 000 EUR, the projects must, in combination, cover all the aspects mentioned,

— the tenderer must prove experience of working in at least 12 EU and/or EEA and/or EFTA and/or Energy Community official languages with at least 2 projects delivered (completed) in the last 3 years, the projects in combination showing the necessary language coverage,

— the tenderer must prove experience of working on RES policies and related certification schemes, or equivalent qualification schemes for installers of small RES technologies in at least 12 EU Member States (both old and new Member States that joined after 2004) with at least 2 projects delivered (completed) in the last 3 years, the combination of the projects must show the necessary geographical coverage. For these 12 Member States, the tenderer must prove experience in comparative legal and policy analysis on the renewable energy sector, particularly certification schemes or equivalent qualification schemes, and experience in drafting high-quality reports and recommendations.

The team delivering the service should include, as a minimum, the following 4 profiles:

— project manager:

at least 5 years' experience in project management, including overseeing project delivery, quality control of delivered service, client orientation and conflict resolution experience in project of a similar size (at least 100 000 EUR) and coverage (at least 12 Member States), with experience in management of a team of at least 10 people,

— at least 2 experts in certification schemes or equivalent qualification schemes for RES installers of small-scale RES technologies:

relevant higher education degree in economics, law, environmental science, educational sciences or an equivalent field and at least 5 years' professional experience in the field of renewable energy, particularly certification schemes or equivalent qualification schemes,

— at least 1 Web master:

university degree in computer science or an equivalent field and at least 5 years' professional experience in Web creation, development and maintenance,

— the team collectively:

the team should also have the capacity to access and master all the knowledge needed (statistics, composition of the energy system, legal databases, etc.) of the 28 EU Member States, EEA, EFTA and Energy Community countries in order to perform the work required.

The team must be able to take over, maintain and develop a website as a communication tool used by both public and private stakeholders that need up-to-date information about certification schemes or equivalent qualification schemes of small-scale RES technologies of the 28 Member States, EEA, EFTA and the Energy Community signatories, but also about the grid and administrative issues that renewable energy faces,

— language quality check:

the team must prove capacity to draft concise text for Web and online reports in high-quality English.

III.2.4) **Information about reserved contracts**

III.3) **Conditions specific to services contracts**

III.3.1) **Information about a particular profession**

Execution of the service is reserved to a particular profession: no

III.3.2) **Staff responsible for the execution of the service**

Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service: yes

**Section IV: Procedure**

IV.1) **Type of procedure**

IV.1.1) **Type of procedure**

Open

IV.1.2) **Limitations on the number of operators who will be invited to tender or to participate**

IV.1.3) **Reduction of the number of operators during the negotiation or dialogue**

IV.2) **Award criteria**

IV.2.1) **Award criteria**

The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document

IV.2.2) **Information about electronic auction**

An electronic auction will be used: no

IV.3) **Administrative information**

IV.3.1) **File reference number attributed by the contracting authority:**

ENER/C1/2014-769.

IV.3.2) **Previous publication(s) concerning the same contract**

no

IV.3.3) **Conditions for obtaining specifications and additional documents or descriptive document**

Payable documents: no

IV.3.4) **Time limit for receipt of tenders or requests to participate**

22.7.2015

IV.3.5) **Date of dispatch of invitations to tender or to participate to selected candidates**

IV.3.6) **Language(s) in which tenders or requests to participate may be drawn up**

Any EU official language

IV.3.7) **Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 6 (from the date stated for receipt of tender)

IV.3.8) **Conditions for opening of tenders**

Date: 31.7.2015 - 10:00

Place:

Directorate-General for Energy, rue Demot 24-26, 1040 Brussels, BELGIUM.

Persons authorised to be present at the opening of tenders: yes

Additional information about authorised persons and opening procedure: 1 representative of each tenderer may attend the official opening.

**Section VI: Complementary information**

VI.1) **Information about recurrence**

This is a recurrent procurement: no

VI.2) **Information about European Union funds**

The contract is related to a project and/or programme financed by European Union funds: yes

Reference to project(s) and/or programme(s): Horizon 2020 work programme.

VI.3) **Additional information**

Tender documents will be available at the address indicated under I.1. The website will be updated regularly and it is the tenderer's responsibility to check for updates and modifications during the tendering period.

VI.4) **Procedures for appeal**

VI.4.1) **Body responsible for appeal procedures**

General Court of the European Union  
rue du Fort Niedergrünwald  
2925 Luxembourg  
LUXEMBOURG  
E-mail: [generalcourt.registry@curia.europa.eu](mailto:generalcourt.registry@curia.europa.eu)  
Telephone: +352 4303-1  
Internet address: <http://curia.europa.eu>  
Fax: +352 4303-2100

**Body responsible for mediation procedures**

The European Ombudsman  
1 avenue du Président Robert Schuman, PO Box 403  
67001 Strasbourg  
FRANCE  
E-mail: [eo@ombudsman.europa.eu](mailto:eo@ombudsman.europa.eu)  
Telephone: +33 388172313  
Internet address: <http://www.ombudsman.europa.eu>  
Fax: +33 388179062

VI.4.2) **Lodging of appeals**

Precise information on deadline(s) for lodging appeals: Within 2 months of the notification letter informing about the result of the tender or, failing this, the date on which the claimant was informed thereof. The lodging of the complaint with the European Ombudsman can neither suspend the deadline nor give rise to a new deadline.

VI.4.3) **Service from which information about the lodging of appeals may be obtained**

General Court of the European Union  
rue du Fort Niedergrünwald  
2925 Luxembourg

LUXEMBOURG

E-mail: [generalcourt.registry@curia.europa.eu](mailto:generalcourt.registry@curia.europa.eu)

Telephone: +352 4303-1

Internet address: <http://curia.europa.eu>

Fax: +352 4303-2100

VI.5) **Date of dispatch of this notice:**  
1.6.2015