

FREQUENTLY ASKED QUESTIONS

Contract notice: OJEU 2015/S 047-079953

Invitation to tender No. ENER/C1/2014-617 concerning
Maximizing the impact of public sector procurement of renewable electricity via green public procurement guidelines

Time-limit for receipt of tenders: 15/04/2015

Last update 08/04/2015

- Question 1.** How many individual contacts are contained in the contact database described in section 3.4 of the Tender Specifications?
- Answer 1.** The database contains more than 4,000 contacts
- Question 2.** When was the contact database described in section 3.4 of the Tender Specifications last updated?
- Answer 2.** The database is from 2011.
- Question 3.** How is the contact database described in section 3.4 of the Tender Specifications organized?
- Answer 3.** The database is broken down by EU Member State, listing contact details for individual public authorities in 19 Member States.
- Question 4.** What information is included in the contact database described in section 3.4 of the Tender Specifications?
- Answer 4.** Every entry in the database includes the public authority name and an email address. A majority of entries contains the name of individuals, but a substantial number consists of general contact email addresses of public authorities.
- Question 5.** Does the database described in section 3.4 of the Tender Specifications provide sufficient contacts to satisfy the "diversity" requirements set force in section 3.3 of the Tender Specifications regarding public authority type, GDP level, and geographic zone?
- Answer 5.** The existing database does not satisfy the requirements set forth in Section 3.3 of Tender Specifications. As noted in Section 3.4 of the Tender Specifications, this database is a "starting point" and the contractor will be expected to contact "additional public authorities as necessary to ensure adequate responses from a representative group of public authorities."

Question 6. Which specific "diversity" requirements described in Section 3.3 of the Tender Specifications are not satisfied by the current database?

Answer 6. While the database includes contacts from local, regional and central government from countries with different GDP levels and geographic zones, the data base can only be, as said above, a starting point, and additional efforts will be necessary to receive a feedback from these and other authorities..

Question 7. What percentage of the contacts in the contact database described in section 3.4 of the Tender Specifications are procurement experts?

Answer 7. Due to the large number of contacts in the database, we cannot provide a comprehensive response to this question. Only the database entries from the UK, containing approximately 500 contacts, seems to contain, in their majority, procurement officials. For the other Member States, a very large majority of the contacts do not seem to be procurement experts.

Question 8. What percentage of the contacts in the contact database described in section 3.4 of the Tender Specifications are procurement experts responsible for electricity?

Answer 8. The database is not sufficiently detailed to provide this level of information.

Question 9. How many contacts should be included with the "detailed contact database" described under item two of Section 3.7 of the Tender Specifications?

Answer 9. There is no specific numerical requirement for the "detailed contact database" submitted at the time the draft survey questions are presented so long as the proposed contacts cover a sufficient range of public authorities to satisfy the diversity requirements described in Section 3.3 of the Tender Specifications. As noted in item two of Section 3.7 of the Tender Specifications, the contact database submitted at this stage is not expected to be the definitive list of public authorities to be contacted during the survey, rather it should be an indicative list which will be "updated as the survey progresses."

Question 10. Do specific individuals within public authorities need to be identified at the time the "detailed contact database" described under item two of Section 3.7 of the Tender Specifications is submitted?

Answer 10. To the extent possible, specific individuals should be listed, but the list is not expected to be comprehensive at this stage. In instances where a specific individual has not yet been identified within a particular public administration, a general email address and phone number would be sufficient. The purpose of submitting the proposed contacts is to demonstrate compliance with the diversity requirements described in Section 3.3. When possible, the detailed contact database should contain: names, titles, contact details (email/phone), public authority type, along with any other indicators necessary to demonstrate compliance with diversity requirements.

Question 11. Does the survey described in Section 3.3 of the Tender Specifications need to be published in all 24 EU languages or would it be possible to use a fewer number of languages?

Answer 11. The survey does not need to be published in all 24 languages so long as the diversity requirements set force in section 3.3 of the Tender Specifications are met.