

FREQUENTLY ASKED QUESTIONS

Contract notice: OJEU 2016/S 019-028813 of 28/01/2016

Invitation to tender No. ENER/C1/2015-438/4 concerning

"Technical assistance concerning the reporting requirements on biofuels and bioliquids stemming from the Directive (EU) 2015/1513"

Time-limit for receipt of tenders: 07/03/2016

Last update 25/02/2016

Question 1: Concerning Task 3, how long after the ninth month (submission of the final report) should the continued technical support be guaranteed to the EC?

Answer 1: ~~Continued technical support to the Commission after the submission of the final report would be required mainly for answering questions in relation to ILUC-science. It is necessary for provision of clarifications regarding the available evidence and literature subject of the project. The duration of the additional period should not exceed 4 months from the approval of the final report by the Commission.~~

Answer updated at 25/02/2016: The Commission will foresee the duration of the contract 12 months, instead of 9 months. The duration will cover all tasks, in accordance with the Tender Specifications. No task will be extended beyond the duration of the contract. Please refer to the published corrigendum to the tender documents.

Question 2: In case the organization of the workshop under Task 3 is required, is the Contractor requested to organize the workshop (i.e. identify suitable speakers, define the agenda, select the venue and define the logistics, etc.) and bear the related costs or only to attend it by giving a presentation of the carried out activities?

Answer 2: If required by the European Commission, the workshop could be organised in the premises of the European Commission. In such case the Contractor would not be required to select the venue and define the logistics. However, the Contractor's services would be required for identification of speakers, audience, agenda etc.

Question 3: Is any template available for the financial proposal?

Answer 3: There is no template to a financial offer.

Question 4: As the request at point 2.6 of the tender specifications clearly requires to propose a fixed amount including all charges, it seems not to be possible to detail separately the costs related to the organization of the workshop (travel costs, working effort of the experts and of the backstopping team, venue rental, catering, etc.); we therefore assume that costs for the workshop organization (see Q2) should be included in the fixed amount proposed. Is this correct?

Answer 4: The financial offer must indeed be presented as a fixed amount, including the cost of the optional workshop. A breakdown of costs can be added for informational purposes only. Regardless of whether or not the workshop will be organised, the contractor will be entitled to the fixed price agreed in the contract.

On the other hand, the obligations of the contractor regarding the workshop are limited to identifying the participants, e.g. stakeholders, and the topics to discuss, the agenda, probably also hosting the workshop. The venue is provided by the Commission. Please refer also to answer 2 above.

Question 5: In relation to the paragraph: "Tenderers shall submit tenders by letter: a) either by post or by courier not later than 07/03/2016, 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." Is it admitted to submit the tender by post/courier with the postmark evidence indicating 07/03/2016 as dispatch date?

Answer 5: Yes. As it is indicated in the tender invitation, a postmark indicating the date of dispatch will be accepted as the evidence of the date of dispatch.

Please note that the timely submission of the tenders is determined by the date of their dispatch / posting, which must be done at no later than 07/03/2016, in accordance with the Invitation to Tender, and not by the date the tenders arrive in the Commission.

Question 6: In relation to the paragraph: "Organisation of the work: ...*It also assesses the global allocation of time and resources to the project and to each task or deliverable, and whether this allocation is adequate for the work. The tender should provide details on the allocation of time and resources and the rationale behind the choice of this allocation*". Is budget breakdown by partner required?

Answer 6: For this award criterion, the tenderers must present the description of the team, with a clear indication of functions for each team member, as well as the time allocated by the team member to his/her tasks. Therefore, "*resources*" in this context should rather be interpreted as human resources, i.e. allocation of team members to tasks.

The tenderers should also present their rationale behind their chosen allocation of tasks.

In the case of a joint tender and /or involvement of sub-contractors, the description of the team, functions, allocation of tasks and time must cover all team members, regardless of whether they relate to the (main) contractor, one of the consortium members in the case of a joint tender or to a sub-contractor. Consequently, the assessment of adequacy of allocation of time and resources to the project and to each task or deliverable will cover all team members.

On the other hand, the (precise) budget breakdown by partner is not required, but the tenderers can provide it for informational purposes.

Question 7: In relation to the paragraph: “A workshop on ILUC research developments and discussion on the latest best available scientific evidence might potentially be necessary. If required by the European Commission, it could be organised in the premises of the European Commission with the objective to provide information on the state of play in the ILUC research and to discuss the most recent ILUC research results with relevance for the EU biofuel policy.”
Is the ILUC workshop to be organized during the 9 month contract or is it to be organized afterwards?

Answer 7: If the workshop is opted for by the Commission, it will take place at the latest in 11 months after the signature of the contract, that is, within the duration of the contract.

Question 8: In relation to paragraph: “Continued technical support to the European Commission with answering questions in relation to ILUC research will be necessary during the duration of the tasks and after the submission of the final report.” Which is the technical support required by the Commission and for how long is it required?

Answer 8: Please refer to Answer 1 above.

Question 9: Is there any template for CV and similar assignments, or shall we use a free format?

Answer 9: We suggest to use the Europass format (instructions/templates to be found at the following link:
<https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>).

Question 10: Has the information to be included in a unique document, or shall we separate the technical offer from the financial offer in two different documents?

Answer 10: Please refer to section 1.5 of the Tender Specifications: the tenders must be complete, including all the required sections. Respectively, each section of the tender must be clearly titled and distinguishable from other sections.