



**EUROPEAN COMMISSION**  
DIRECTORATE-GENERAL FOR ENERGY

Directorate C - Renewables, Research and Innovation, Energy Efficiency  
**The Director**

Brussels,  
ener.c.3.dir(2017)5940620

**Subject: Call for tenders ENER/C3/2017-442 for a service contract for Benchmarking for mobilising investments in energy efficiency**

**Dear Sir/Madam,**

1. The European Commission is planning to award the contract referred to above. The procurement documents consist in the contract notice referred to above, this invitation letter, the tender specifications with their annexes and the draft contract.
2. If you are interested in this contract, you must submit your tender exclusively through the electronic submission system available at the following link:

<https://etendering.ted.europa.eu/cft/cft-display.html?cftId=3040>

The tender must be received no later than 23:59 CET on 19/01/2017. Details on the electronic submission system are provided in annex I to this invitation letter.

For your bid to be found admissible the deadline for submission must have been met.

3. Tenders will be opened at 11.a.m. on 23/01/2017, at 24 Rue De Mot, office 4/101, Directorate-General for Energy, unit C3, 1040-Brussels, Belgium.

Tenderers may attend the meeting but be represented by not more than one person. At the end of the opening session, the Chairman of the opening committee will indicate the name of the tenderers and the decision concerning the admissibility of each offer received. The prices mentioned in the bids will not be communicated.

Tenderers not represented during the opening session may request the names of tenderers at the following e-mail address:

[ENER-C3-eTENDERS-2017@ec.europa.eu](mailto:ENER-C3-eTENDERS-2017@ec.europa.eu)

4. Tenders must be perfectly legible so that there can be no doubt as to words and figures.
5. The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect, is six months from the date indicated in point 3.
6. Submission of a tender implies acceptance of all the terms and conditions set out in the procurement documents and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. The submitted tender is binding on the tenderer to whom the contract is awarded for the duration of the contract.

7. All costs incurred for the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed.
8. Contacts between the contracting authority and candidates or tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

Before the date of receipt indicated in point 3:

Upon request, the contracting authority may provide additional information solely for the purpose of clarifying the procurement documents.

Any request for additional information must be made in writing only through the eTendering website, in the "questions and answers" tab, by clicking "create a question".

The contracting authority is not bound to reply to requests for additional information received less than six working days before the date of receipt of tenders indicated in point 2.

The contracting authority may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other type of clerical error in the text of the procurement documents.

Any additional information including that referred to above will be posted on the eTendering website. The website will be updated regularly and it is your responsibility to check for updates and modifications during the submission period.

After the opening of tenders:

If obvious clerical errors in the tender need to be corrected or confirmation of a specific or technical element is necessary, the contracting authority will contact the tenderer provided this does not lead to substantial changes to the terms of the submitted tender.

9. This invitation to tender is in no way binding on the contracting authority. The contracting authority's contractual obligation commences only upon signature of the contract with the successful tenderer.
10. Up to the point of signature, the contracting authority may cancel the award procedure without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and the candidates or tenderers notified.
11. Once the Commission has opened the tender, it becomes its property and it shall be treated confidentially.
12. You will be informed of the outcome of this procurement procedure by e-mail only. It is your responsibility to provide a valid e-mail address together with your contact details in your tender and to check this e-mail address regularly.
13. If processing your reply to the invitation to tender involves the recording and processing of personal data (such as your name, address and CV), such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals

with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your replies to the questions and any personal data requested are required to evaluate your tender in accordance with the specifications of the invitation to tender and will be processed solely for that purpose by the Director of the Shared Resource Directorate. Details concerning the processing of your personal data are available on the privacy statement at:

[http://ec.europa.eu/dataprotectionofficer/privacystatement\\_publicprocurement\\_en.pdf](http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf).

14. Your personal data may be registered in the Early Detection and Exclusion System (EDES) if you are in one of the situations mentioned in Article 106 of the Financial Regulation<sup>1</sup>. For more information, see the Privacy Statement on [http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm) )

Mechthild Wörsdörfer  
Signed in ares

Annex I: e-Submission application guide

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<sup>1</sup> Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 298 of 26.10.2012, p. 1) as amended.

# Annex I- e-Submission application guide

You must submit your tender electronically via the e-Submission application available from the e-Tendering website before the time limit for receipt of tenders.

The e-Submission application allows economic operators to respond to calls for tenders by preparing their tenders electronically in a structured and secured way, and submitting their tenders electronically. The e-Tendering is the starting point for launching the e-Submission application.

**Make sure you submit your tender on time: you are advised to start completing your tender early. To avoid any complications with regard to late receipt/non receipt of tenders within the deadline, please ensure that you submit your tender several hours before the deadline. A tender received after the deadline indicated in the procurement documents will be rejected.**

## 1. HOW TO SUBMIT YOUR TENDER IN E-SUBMISSION

You can access the e-Submission application via the corresponding call for tender in TED e-Tendering.

In order to have access to e-Submission, you will need to "Subscribe to call for tenders" on TED e-Tendering first. To subscribe, you will need to login with your an [EU Login](#)<sup>2</sup>. In case you don't have an [EU Login](#), you can [create an account](#) at any moment. For more information see the [EU login help](#). After logging in with your EU Login password, the e-Tendering will then display a button 'submit your tender' and you will be able to access the e-Submission.

### 1.1. Information to be filled in

In the e-Submission application, fill in and upload all necessary fields and documents as appropriate. All tenders must be clear, complete and consistent with all the requirements laid down in the Tender Specifications, including:

- **Signed declaration on Honour(s).** All members of a joint tender, including subcontractors – if applicable – must upload the signed and dated declaration on honour(s) using the template in Annex II to the tender specifications,
- **Selection criteria.** If requested in the Tender Specifications, the tenderer and all members of a joint tender including subcontractors – if applicable –, must provide the documentary evidence for selection criteria
- **Technical tender.** It must address all the requirements laid down in the Tender Specifications
- **Financial tender** The complete financial tender, including the breakdown of the price as provided in the Tender Specifications,

For detailed instructions on how to submit your tender, download the [Quick Reference Guide for Economic Operators](#)<sup>3</sup> (pdf document), where you will find:

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<sup>2</sup> Previously called European Commission authentication system (ECAS)

<sup>3</sup> An [EU Login](#) is required to download the document *Quick Reference Guide for Economic Operators*

- Technical requirements to use e-Submission,
- Step-by-step guide to help you submit your tender,
- Test call for tenders,
- Important advices and information and
- how to get technical support

***Please make sure all required documents and evidence are submitted with your tender.***

## **1.2. Documents to be signed and dated while creating your Tender**

The following documents must be signed and dated during the creation of your tender in e-Submission:

- **Declaration on honour(s).** All members of a joint tender, including subcontractors must sign and date this declaration. The declaration on honour must be converted to PDF format and then signed by an authorised representative of each member with advanced electronic signature based on qualified certificates or by hand.
- **Tender Report.** This report is generated by e-Submission while you are completing your tender and it contains the list of documents that you submit. The sole tenderer's or leader's authorised representative(s) must sign the report.

The documents must be signed using any of the following 2 methods:

- Electronically signed, in this case you must sign with *an advanced electronic signature based on qualified certificates*.
- Hand signature, in this case, you must print the documents and the authorised representative must hand sign the documents and then scanned so you can upload it into the system.

In this case, you **must send by post all the original documents** that were signed by hand immediately after the electronic submission of your Tender.

In case of a joint tender, the leader must collect all the original declarations signed by hand by the members of the group and send them by post together with the Tender Report, if the latter was also signed by hand. The original documents must be sent to the postal address indicated in section 5, stating the reference to the call for tenders and the Tender ID.

The documents which were signed with an advanced electronic signature based on qualified certificates are not required to be sent them by post.

## **2. RE-SUBMISSION OR ALTERNATIVE TENDER**

After submitting a tender, but within the time limit for receipt of tenders, you may still submit a new version of your tender.

You must formally notify by that the previous tender is withdrawn. You are also entitled to send several tenders to one call for tenders.

The notification must be sent to address indicated in section 5, stating the reference to the call for tenders and the Tender ID you wish to withdraw.

**If you submit a new Tender you must include all your Tender documents, including the Qualification and Tender documents.**

### **3. WITHDRAWAL OF TENDERS**

If after submitting a tender, you wish to completely withdraw your tender, you must formally notify that you wish to withdraw your submitted Tender(s). This notification must be signed by the same authorised legal representative(s) who previously signed the tender(s) in question.

The notification must be sent to address indicated in section 5, stating the reference to the call for tenders and the Tender ID(s) you wish to withdraw.

### **4. DEADLINE FOR RECEIPT OF TENDERS**

The tender (including all documents) must be fully uploaded and received before the deadline for receipt of tenders indicated in the invitation to tender.

**Please note that you are responsible to ensure that your full tender reaches the destination in due time.**

In case of problems with the submission of the electronic tender, we recommend that you call the helpdesk in reasonable time before the time limit for receipt. The time it takes to submit the tender and upload all your documents may vary considerably depending on the number of concurrent submissions by other economic operators, the size of your tender and the type of internet service you are using.

If the contracting authority detects technical faults in the functioning of the electronic equipment used for submitting and receiving tenders due to which it is impossible to electronically submit and receive tenders, you will be informed of the extension of the time limit by the contracting authority at the e-Tendering link indicated in the Official Journal.

### **5. CONTACT THE CONTRACTING AUTHORITY**

- Original hand signed tender report and/or hand signed declaration on honour(s) must be sent by post immediately after submission, to the following address:

CALL FOR TENDERS  
ENER/C3/2017-420-423  
European Commission  
Directorate General for Energy  
Unit C3, DM24 04/099  
B – 1049 Brussels

- Notifications for re-submission or withdrawal of tenders must be sent to:

CALL FOR TENDERS  
ENER/C3/2017-420-423  
European Commission  
Directorate General for Energy

Unit C3, DM24 04/099

B – 1049 Brussels

E-mail: [ENER-C3-eTENDERS-2017@ec.europa.eu](mailto:ENER-C3-eTENDERS-2017@ec.europa.eu)

When communicating state the reference to the call for tenders and, if applicable, the Tender ID.

## **6. GET TECHNICAL HELP**

In order to get technical help please consult the [Quick Reference Guide for Economic Operators](#) or