

## Call for tenders' details

Title: Awareness raising and preparation of the programming and implementation of the Climate Action sub-programme in the post-2013 LIFE instrument

Start date: 02/06/2012

Time limit for receipt of tenders: 09/07/2012

Contracting authority: European Commission, DG ENV+CLIMA

Status: Closed

## Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	03/06/2012 13:20	04/06/2012 15:40	Possible Conflict of Interest with the TA project concerning the monitoring of LIFE+ projects	Would the participation in the contract "Awareness raising and preparation of the programming and implementation of the Climate Action sub-programme in the post-2013 LIFE instrument" (CLIMA.A.2/ETU/2012/0015) exclude the contractor from participating in the Technical Assistance contract related to the monitoring of LIFE projects (in case the monitoring will be continued in the post-LIFE 2013 LIFE phase)?	<b>04/06/2012</b> No, participation in the contract "Awareness raising and preparation of the programming and implementation of the Climate Action sub-programme in the post-2013 LIFE instrument" (CLIMA.A.2/ETU/2012/0015) would not exclude the contractor from participating in any Technical Assistance contract related to the monitoring of LIFE projects post 2013, if such a facility would be continued.
2	04/06/2012 10:36	08/06/2012 15:17	Conflict of interest	Would there be a conflict of interest for a company involved in the external monitoring of Life projects to submit an offer for this contract ?	<b>08/06/2012</b> No, the Commission does not see a conflict of interest related to this in principle, but each tender will be evaluated on a case by case basis.

## Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
3	14/06/2012 13:20	15/06/2012 15:27	Clarification questions – Tender: CLIMA.A.2/ETU/2012/0015 - Awareness raising and preparation of the programming and implementation of the Climate Action sub-programme in the post-2013 LIFE instrument	1. Could you please confirm that speakers' travel costs and per diems for the regional workshops should be included in the contractor's budget?	<b>15/06/2012</b> Indeed, the budget provided by the Commission should be used to cover these costs. To quote the task description of the tender: "Only the speakers' travel and per diem can be reimbursed by the contractor according to the Commission rules, see Annex 10. Catering services may be covered by the contractor."
4	14/06/2012 13:20	15/06/2012 15:30	Clarification questions – Tender: CLIMA.A.2/ETU/2012/0015 - Awareness raising and preparation of the programming and implementation of the Climate Action sub-programme in the post-2013 LIFE instrument	2. Should catering costs for the regional workshops be included in the contractor's budget?	<b>15/06/2012</b> These costs will be covered by the budget granted for the contractor. The quote in reply to Question 1 makes this point.
5	14/06/2012 13:20	15/06/2012 15:33	Clarification questions – Tender: CLIMA.A.2/ETU/2012/0015 - Awareness raising and preparation of the programming and implementation of the Climate Action sub-programme in the post-2013 LIFE instrument	3. Do we understand correctly that participants' travel costs to the regional workshops should not be included in the contractor's budget?	<b>15/06/2012</b> These costs will be borne by the participants themselves. The Commission budget does not cover these costs.

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6	14/06/2012 13:20	15/06/2012 15:36	Clarification questions – Tender: CLIMA.A.2/ETU/2012/0015 - Awareness raising and preparation of the programming and implementation of the Climate Action sub-programme in the post-2013 LIFE instrument	4. Do we understand correctly that participants' travel costs will not be reimbursed by the Commission or local partners under another contract either?	<b>15/06/2012</b> The Commission will not reimburse these costs under any circumstances, and the contractor should not be involved with any support from the local authorities to cover participants' travel costs. They must be dealt with by the participants and the organisations they represent.

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#	Submission date	Publication date	Question subject	Question	Answer
7	14/06/2012 13:20	15/06/2012 15:41	Clarification questions – Tender: CLIMA.A.2/ETU/2012/0015 - Awareness raising and preparation of the programming and implementation of the Climate Action sub-programme in the post-2013 LIFE instrument	5. Is it correct that the regional and NCPs workshops will be held in English and no simultaneous interpretation or translation of materials should be included in the contractor's budget?	<p><b>15/06/2012</b></p> <p>The Commission will not fund interpretation and therefore the language of the workshops in Member States is English. For the workshop in Brussels with NCPs the Commission may be able to arrange interpretation.</p> <p>However, there are some language services that Commission can provide due to its pre-existing contracts. As it is outlined in the tender:</p> <p>" For other promotional material, such as a leaflet (approximately 500-1000 copies) and a poster, the Contractor will be responsible for the drafting (in English), editing and layout of high quality ready-to-print texts and images, as well as a corresponding PDF file for web-publication. The printing will be covered by the Commission and is not part of this tender. The Commission will also provide the translation services, so the leaflets can be disseminated in English, French, German, Spanish, Italian and Polish."</p>

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#	Submission date	Publication date	Question subject	Question	Answer
8	15/06/2012 16:00	19/06/2012 10:54	Exclusion de futurs appels d'offre	By winning this contract will the contractor be excluded or ineligible for receiving technical assistance in the future implementation of climate action sub-programme (of LIFE)?	<b>19/06/2012</b> No, winning this contract will not exclude the contractors from receiving technical assistance in the future implementation of the climate action sub-programme of LIFE (2014-2020).
9	25/06/2012 16:24	27/06/2012 15:22	Video and workshop budgets	Under Task 3, you indicate that the estimated maximum budget is 10,000 euros for each workshop and the estimated budget for the video is 15,000 euros. The budget breakdown in Annex 3 presents the costs in terms of members of the project team, rather than specific deliverables. Therefore, is there a particular requirement for how the tenderer should present the budgetary information relating to the video and workshops (to demonstrate that the budget limits have been respected)? Do the budget limits cover all or just certain types of expenditure (e.g. expert fees, travel costs, catering, equipment costs)?	<b>27/06/2012</b> Expenditures must be clearly specified, also according to their type. The outline in Annex 3 only provides for guidance. If project work, e.g. a video, contains different lines of expenditures which do not fit the guidance of the outline in Annex 3, a separate and appropriate breakdown has to be presented in order to prove that the limits have been respected. Fees, etc. are eligible according to the specifications of each task. For example, in Task 3 it is specified: "The travel costs of the participants will not be reimbursed either. Only the speakers' travel and per diem can be reimbursed by the contractor according to the Commission rules, see Annex 10. Catering services may be covered by the contractor." Equipment costs are generally not covered, as they are to be seen as part of the contractor's expertise.

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10	25/06/2012 16:16	27/06/2012 15:28	Budget for the workshops	Under Task 3 of the tender, you indicate that the estimated maximum budget for each workshop is 10,000 euros. Can this budget be exceeded because it is an estimate? Or can it not be exceeded because it is a maximum?	<b>27/06/2012</b> The quoted estimated maximum budgets cannot be exceeded under normal circumstances. However, if the outreach and communication strategy includes radical different concepts which would require a higher expenditure, a re-distribution of the amounts within the total budget could be discussed as part of the approval procedure with the Commission.
11	25/06/2012 16:26	27/06/2012 15:31	Video production	In relation to Task 3, is it expected that the final language of the video will be English (even though some of the interviews may be conducted in other languages)? Are any hard copies of the video required?	<b>27/06/2012</b> Videos are one of the tools of the outreach strategy. According to this, it should be understood by a majority of citizens. English is a mandatory choice for that. For interviews in other languages, subtitles are appropriate. However, it should be noted that the communication strategy will need to be approved by the Commission. This may have influence on the number and choice of language for any particular media strategies. Hard copies of videos, etc. are required for the final reports, as well as for the delivery of awareness raising material.

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12	27/06/2012 16:01	02/07/2012 10:24	Clarification questions – Tender: CLIMA.A.2/ETU/2012/0015 - Awareness raising and preparation of the programming and implementation of the Climate Action sub-programme in the post-2013 LIFE instrument	When is the estimated start date of the contract?	<b>02/07/2012</b> The European Commission estimates the start date of the contract as of the end of October 2012.

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