

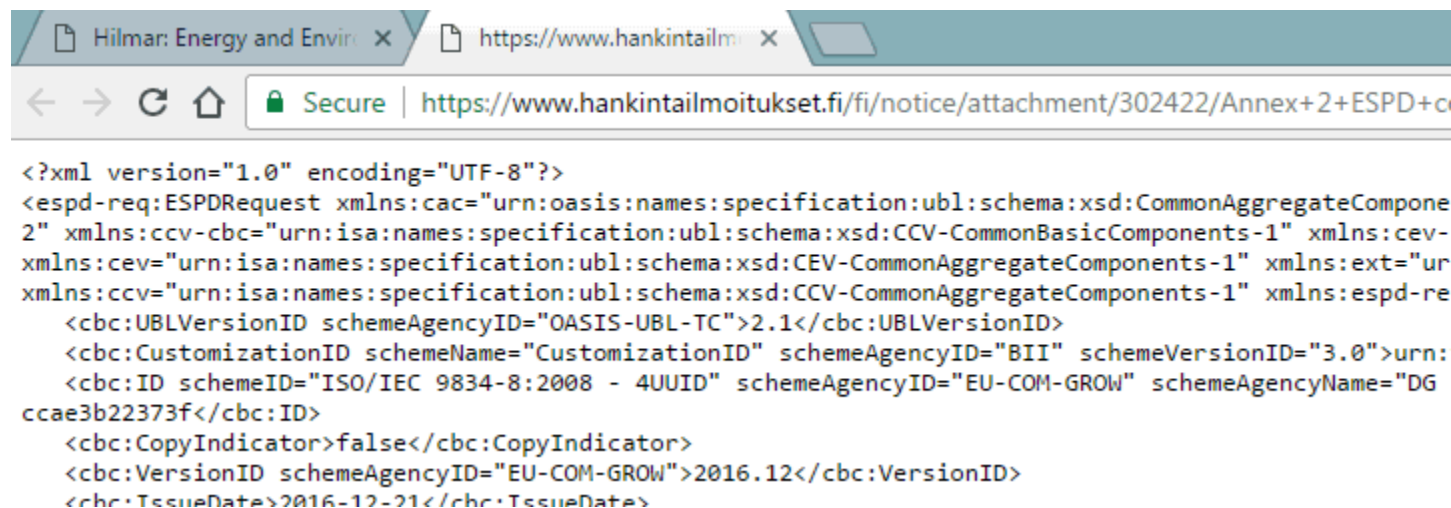
30.01.2017

**Questions and answers related to the procurement of Consulting Services related to the planning and design of the next phase of the 'Energy and Environment Partnership' in the Southern and East Africa regions.**

**Question 1:** We have been reviewing the opportunity to respond to the ITT for EEP S&EA Phase III and would appreciate understanding whether a firm responding to Lot 2 regarding the *Preparation and Design of Energy and Environment Partnership Southern and East Africa Trust Fund* would be eligible to propose to be the Fund Manager for Phase III.

**Answer 1:** The successful bidder for Component B of this tender will be eligible to bid for the Fund Manager for Phase III tender.

**Q2:** We have downloaded the contract documents, however there is one attachment that are in .txt file which we cannot read. The file shown as below:



```
<?xml version="1.0" encoding="UTF-8"?>
<espd-req:ESPRequest xmlns:cac="urn:oasis:names:specification:ubl:schema:xsd:CommonAggregateComponen
2" xmlns:ccv-cbc="urn:isa:names:specification:ubl:schema:xsd:CCV-CommonBasicComponents-1" xmlns:cev-
xmlns:cev="urn:isa:names:specification:ubl:schema:xsd:CEV-CommonAggregateComponents-1" xmlns:ext="ur
xmlns:ccv="urn:isa:names:specification:ubl:schema:xsd:CCV-CommonAggregateComponents-1" xmlns:espd-re
  <cbc:UBLVersionID schemeAgencyID="OASIS-UBL-TC">2.1</cbc:UBLVersionID>
  <cbc:CustomizationID schemeName="CustomizationID" schemeAgencyID="BII" schemeVersionID="3.0">urn:
  <cbc:ID schemeID="ISO/IEC 9834-8:2008 - 4UUID" schemeAgencyID="EU-COM-GROW" schemeAgencyName="DG
ccae3b22373f</cbc:ID>
  <cbc:CopyIndicator>>false</cbc:CopyIndicator>
  <cbc:VersionID schemeAgencyID="EU-COM-GROW">2016.12</cbc:VersionID>
  <cbc:IssueDate>2016-12-21</cbc:IssueDate>
```

We would very much appreciated if you can send us the readable *Annex 2 ESPD code EEP III.txt* .

**A2:** Please familiarize yourself with Annex 2A. The .txt file is to be downloaded from the tender announcement, and then saved onto one's own computer before uploading it on the website <http://ec.europa.eu/growth/espd>

Once on the website, please choose "I am an economic operator" and then "Import ESPD". The tenderer should now be able to fill in the ESPD and submit it as part of their bid.

**Q3:** Does the "technical tender" comprise filling out the tender forms as provided in the Annexes 2 - 8?

Or does the "technical tender" (without a defined format and page limit) require a detailed company description, an outline of our approach to the assignment, a collection of the team member's detailed

CVs as well as the company's project references, while these documents then need to be accompanied by the tender forms as provided in the Annexes 2 – 8?

**A3:** The Technical Tender includes an approach (please see annex 4 for requirements of the approach) and annexes defined in the ITT (chapter 6 of the ITT (Contents of the Tender)). Please note that experts' experience is presented in the form given in the annexes 4A and 4C and no other CV's should be attached.

**Q4:** Is there to be a manager of the trust fund, and if so can the winner of the design tender still apply?

**A4:** Yes, the intention is that there will be a separate manager to the future trust fund. Successful bidders to this particular tender (both Component A and B) are eligible to bid for the position of Fund Manager.

**Q5:** Will the contract award winner consultant of component A and B be disqualified for subsequent implementation of the mandate, i.e. can the winning consultant also apply for the role as a Fund Manager later on?

**A5:** Yes, the winning consultant (of either Component A or B) can also apply for the role of Fund Manager.

**Q6:** What is the role of the NDF as regards to Fund administration? Is there already a preliminary division of tasks between NDF and the Fund Manager or will this be entirely developed as part of component B?

**A6:** NDF will be the host organization of the future Trust Fund. No detailed preliminary division of tasks has been determined. Please see chapter 5.2 of the Terms of Reference for specific issues the Consultant is expected to address as part of the assignment.

**Q7:** We are considering preparing a bid for the above call, most likely for component A: Energy Market Landscape Study. We are just concerned that if successful whether that would exclude us from bidding for any future projects in the new EEP fund.

**A7:** Successful bidders for either Component A or B are eligible to bid for later tenders related to the EEP S&EA (such as Fund Manager).

**Q8:** I would like to clarify the position of the firm who wins this contract and undertakes the design work – is the firm who undertakes the planning and design of the EEP Phase III excluded from bidding for the implementation of the project please?

**A8:** A firm successful in bidding for either Component A or B is also eligible to bid for positions such as Fund Manager.

**Q9:** Company X is interested in responding to the bid as part of a consortium, and would offer the team leader for the project, a person who has an own consultancy different from Company X. This person is ready to act as mentioned above, only in case he / his own firm, can bid without problems (conflict of interest etc) on the possible future tender that NDF might offer in the near future for Fund Management of the EEP SEA Trust Fund. Can you offer clarifications on this aspect?

**A9:** Successful bidders (also members of a consortium) for either Component A or B are eligible to bid for later tenders related to the EEP S&EA (such as Fund Manager).

**Q10:** One of our associates has previously participated for management of an EEP project for which it was a requirement to have a Finnish partner in the consortium. We were wondering if it is also a requirement for the present opportunity to have a Finnish partner in the consortium?

**A10:** Having a Finnish partner in a bidding consortium is not a requirement.

**Q11:** On page 3 of the ITT it reads that the technical tender and the financial tender are to be submitted in “one signed original copy of each”. It is not entirely clear whether the MFA wish one combined document signed – OR – as two separate documents; one for the technical proposal and one for the financial proposal. Kindly clarify?

**A11:** MFA is requesting two separate signed documents. Should a consultant bid for both Components A and B, then MFA would be expecting a total of 4 different signed documents.

**Q12:** In annex 4 of the tender documents, it reads that “maximum length of the approach is 8 pages for each component”. Is it correct understood that the technical proposal must only contain the 8 pages approach for each component (16 in total) + the annexes as stipulated in the signed ITT, page 3?

**A12:** This is the right assumption. The approach for each Component should be no more than 8 pages + annexes stipulated in the ITT.

**Q13:** Kindly clarify whether the maximum number of pages allowed for the approach is including or excluding sub-mission letter (cover-letter) from the tenderer?

**A13:** Submission letter is not part of the Approach. However, please note that the Tenderer shall provide the relevant information in the Approach and in the Annexes given in the chapter 6 of the ITT (Content of the Tender). No other annexes or information will be regarded.

**Q14:** In annex 1 of the tender documents (Terms of Reference, paragraph 5.1.1 “Specific to On-Grid”), it reads “the consultant should focus on the on-grid research of 5-7 countries...”. Will these countries be selected by; a) the client or b) in coordination of client, stakeholder and consultant or c) only consultant?

**A14:** These countries will be selected by the client, in consultation with the consultant. The consultant should identify, “countries where there is less developed utility and grid infrastructure, and where the need for donor intervention in markets is greatest.” This should take into account other donor

supported programmes operating in the space, as well as the attitude of private/commercial investors to supplying finance to projects (to not crowd out private finance, and ensure EEP funds meet additionality requirements of EEP donors). Although the consultant will play a major role in the selection of the countries, the decision of the client will be final.

**Q15:** In annex 1, it reads that the available budget is “ 400,000 EUR excluding VAT, which cannot be exceeded”. Kindly confirm whether this is to be understood as the total budget limit, with all associated costs – BUT – VAT may be added e.g. on top of the 400,000 EUR?

**A15:** 400 000 EUR is the total budget limit. VAT may be added on top of this. The total budget is split into two (220 000 EUR for Component A and 180 000 EUR for Component B). Tenderers bidding for both components are expected to submit two separate financial tenders (annexes 5A and 5B).

**Q16:** Could you please let us know if having this contract either component A or B will make the winning company ineligible to bid for the upcoming management or implementation of the programme designed through these two tenders?

**A16:** A firm successful in bidding for either Component A or B is also eligible to bid for positions such as Fund Manager.

**Q17:** Does bidding and successful award of either Component A or B of this tender preclude a firm from being able to bid for any Trust Fund Manager mandates that may result, in light of the fact that the consultant would be crafting fund manager Terms of Reference and Fund Management contracts in this phase of work? If the answer is yes, then would that preclusion apply to the contracting firm and all affiliate legal entities it has ownership interest in?

**A17:** A firm successful in bidding for either Component A or B is also eligible to bid for positions such as Fund Manager in due course.

**Q18:** : Is there currently explicit interest on the part of NDF, the MFA, and DFID to either maintain a focus on grant-based support or to shift towards a more diverse array of investment instruments (debt/equity/hybrid) for the MDTF? Or is there openness to leaving this to the consultants’ ultimate recommendations? Do any existing preferences apply to the entire MDTF or just to the “third window” concept of follow-on scale-up financing?

**A18:** There is openness to leaving this to the consultants’ recommendations. Diversification from grant-based support only is desired.

**Q19:** How actively can the consultant work with and draw upon NDF/MFA legal teams for fund structuring and contracts drafting inputs? Do those existing legal resources have expertise relevant to crossborder fund formation, local legal environments of the 15 countries of interest, and investment transaction structuring?

**A19:** Please refer to Paragraph 1 of Section 6 of the Terms of Reference. Close coordination on these aspects with client legal and project managers is expected. The selected Consultant is responsible for

ensuring availability of all relevant expertise. Consultant travel costs for Component B should allow for direct meetings in Helsinki at intervals during the assignment to facilitate coordination on these aspects. Short term working space will be arranged.

**Q20:** Is any travel by the Team Leads to the 15 countries of interest expected or preferred? Should consultants detail out travel costs as a separate line item in the breakdown of lump sum fees of the Price Tender Form?

**A20:** Please refer to Paragraph 3 of Section 6 of the Terms of Reference. This is part of the proposed approach of the tenderer. Travel costs do not need to be detailed out as the tender is a lump sum.

**Q21:** Is there any flexibility to propose co-Team Leads to lead a single Component of work or is there a requirement to identify a single individual to serve as Team Lead for each Component?

**A21:** It is not possible to propose co-Team Leaders. Tender variants are not acceptable.

**Q22:** We understand that we also can make an integrated tender covering both Component A and Component B – are we right?

**A22:** Tenders for both Components A and B should be submitted separately. Same experts may be used in both Components A and B.

**Q23:** In case of an integrated tender how about the Financial Offer, is it allowed/expected to be also integrated or do we need give financial proposals separately for Component A and Component B?

**A23:** Tenders for both Components A and B should be submitted separately. Financial tenders should also be submitted separately. Should a consultant bid for both Components A and B, then MFA would be expecting a total of 4 different signed documents.

**Q24:** According to the contract template it seems that to be contracted we will need to have a bank account in Finland. Is this essential or will it be possible to use an Euro account?

**A24:** There is no need to have a bank account in Finland. Successful bidders are expected to provide a bank account in their country of registration.

**Q25:** Will it be possible to submit the tender by e-mail?

**A25:** Submission of tenders by email is not allowed, please see chapter 6 of the ITT for further details.

**Q26:** In case tender may only be submitted in paper version, can you please confirm that the following is the address to which they need to be submitted:

Ministry for Foreign Affairs of Finland  
Registration Office  
Tender: EEP 5&EA Phase III

Valtioneuvoston jakelukeskus  
Ritarikatu 2 B; Helsinki, Finland

**A26:** If the tender is submitted by mail, it should be sent to:

Ministry for Foreign Affairs of Finland  
Registration Office  
*Tender: EEP S&EA Phase III*  
P.O Box 176  
FI-00023 Government, FINLAND

If the tender is submitted in person or by courier, it should be delivered to:

Valtioneuvoston jakelukeskus  
Ritarikatu 2 B  
Helsinki, FINLAND

*Tender: EEP S&EA Phase III* should be written on the envelope/parcel.

**Q27:** The ITT letter states that Annex 7 lists all of the compulsory information to be included in the tender, and that no other information will be regarded (p4). The version of Annex 7 that we have doesn't seem to include this; it just has a statement on contracting structure. Could you please clarify and/or provide an updated version of Annex 7?

**A27:** Each tenderer is expected to fill in a table of contents of their tender independently. The list of required annexes is provided in the ITT in section 6 on pages 3 and 4.

**Q28:** Two addresses are provided on p4 of the ITT - please confirm which address the completed tender documents should be sent to.

**A28:** Please refer to A26 above.

**Q29:** Annex 3A and 3C asks for confirmation that team members meet the minimum requirements:

A) Do these annexes need to be completed separately for Component A and Component B? The ToR seem to suggest that each component might have a different Team Leader for example.

B) Please confirm that CVs should follow the formats set out in Annex 4 i.e. should include only project references.

**A29:** Yes, the annexes need to be completed separately as the two Components A and B will be assessed separately. CV's should follow the format provided in Annexes 4A and 4C of the bidding documents, i.e. should include only project references.

**Q30:** The instructions for Annex 4 state that it is mandatory to provide client reference details against every project credential. We will obviously aim to provide this information in most cases, but note that many of the credentials relevant to this assignment will be commercially confidential (e.g. for live and recent transactions). If full reference details cannot be provided without breaching confidentiality, please confirm whether these credentials will be included in the evaluation.

**A30:** All references must be presented in accordance with the instructions given in the tender documents, specific instructions are given in annexes 3A, 3C, 4A, and 4C. Please also note Section 5 (PUBLICITY OF TENDER DETAILS AND PROCUREMENT DOCUMENTS) of the Instructions to Tenderers.

**Q31:** Would there be any obstacle to an advisor engaged on this assignment subsequently acting as fund manager?

**A31:** A firm or an individual successful in bidding for either Component A or B is also eligible to bid for positions such as Fund Manager in due course.

**Q32:** The two components Component A (Market Landscape Study) and Component B (Preparation and Design) are procured as a single integrated package to be undertaken by a single consultancy, or as two assignments procured individually.

**A32:** Component A and Component B are two separate assignments that should be tendered for separately. Companies and individuals are eligible to bid for both Components.

**Q33:** We plan to submit a tender for Component A and Component B together and we would like to request further clarity on whether it is possible to win one component and not another?

**A33:** It is possible for a tenderer to be successful only with one Component instead of both. Both Components are assessed separately against different criteria stated in the ITT and ToR.

**Q34:** The generic CV format for the team leader requires that the proposed candidate holds a master's degree and if he/she does not, it appears that the proposal disqualifies. Is this correctly understood or will senior consultants with a bachelor's degree and 25 years of relevant experience still qualify as team leader candidate?

**A34:** For the position of Team Leader the minimum requirement is a Master's degree as stated in Annex 3A of the tender documents. If the conditions and requirements are not met concerning the minimum requirements the tenderer shall be excluded from the bidding process.

**Q35:** Is an individual consultant and/or an entire consortium in conflict of interest for this assignment when the consultant and we as a company contributed to the Mid-term evaluation?

**A35:** No individual or company is considered ineligible to bid for this tender due to participation in the design of previous phases of EEP S&EA or Mid-term evaluations of the past and ongoing programme phases.

**Q36:** How does the MFA the following section of the ESPD interpreted and answered?

“Guilty of misinterpretation, withheld information, unable to provide required documents and obtained confidential information of this procedure”

In our opinion there is a certain grammatical ambiguity in this section. We found that the heading to the section might suggest that a "No" answer could be required; while the actual questions themselves, suggest that a "Yes" answer is required to confirm that we are: not guilty of misinterpretation, withheld information, unable to provide required documents and obtained confidential information of this procedure.

**A36:** It is not clear to which section of the ESPD the question is related to. Please refer to Annex 2A for instructions regarding the ESPD.

**Q37:** In case one tenderer intends to bid for both component A and B in one integrated proposal, does the MFA then require *one overall team leader* or does *one team leader for each component* fulfil the expectations of the MFA?

**A37:** The MFA is expecting two separate proposals which may be interlinked. The MFA expects a Team Leader to be nominated for both components; this individual may be the same person for both components.

**Q38:** Are there any restrictions regarding the number of pages in the CVs of the TL?

**A38:** Team Leader's experience is evaluated according to the format given in Annex 4A of the tender documentation: CV form of the Team Leader. It states the following: Only 3 most relevant references of the expert shall be indicated under each evaluation criteria. If more references are given, only the first 3 references will be considered and the rest will not be considered. The number of pages is not restricted.

**Q39:** Are there any restrictions regarding the number of pages in the CVs of the Team?

**A39:** The team's experience is evaluated according to the format given in Annex 4C of the tender documentation: CV form for the Team. It states the following: Only 5 most relevant references of the expert shall be indicated under each evaluation criteria. If more references are given, only the first 5 references will be considered and the rest will not be considered. The number of pages is not restricted.

**Q40:** In the CV format instruction for the Team Leader it says “One reference can be only used once in this CV form”. Does this apply also for the experts in the Team CV format?



**A40:** Yes, one reference can be used only once in Annex 4C.

**Q41:** Should Team Leader's references be included in the Team CV?

**A41:** The Team Leader's references may be used as part of the Team references, i.e Team Leader references are eligible for the evaluated experience of the Team (see ITT evaluation criteria section 9: "Team including Team Leader"). However, the same references used in Annex 4A (CV form for Team Leader) cannot be used as references in this Annex (4C).

**Q42:** Annex 4 C states that "only 5 most relevant references of the expert shall be indicated under each evaluation criteria in the additional experience". Does this mean that we should present maximum 5 references per each criteria for the whole team in the team CV, or should we present 5 references per expert per criteria?

**A42:** Maximum 5 references per whole Team. Annex 4C has been clarified accordingly ("only 5 most relevant references of the experts...")

**Q43:** Please clarify supporting documents mentioned for the Team Leader and Team Members (refer to Annex 4). Which type of supporting documents could be attached? Length?

**A43:** The required supporting documents are annexes 4A and 4C.

**Q44:** Are tables, figures, text boxes allowed in the approach and methodology text? If so, could the text be written in a smaller font than Arial 11?

**A44:** They are allowed, but the number of pages indicated may not be exceeded. For tables, figures, and text boxes a smaller font is allowed.

**Q45:** Provided relevant to the criteria, can the same assignment of the team leader already reflected in the Team Leader form be repeated in the Team Member CV form?

**A45:** No, the same reference may not be repeated.

**Q46:** Is there a prescribed font size for the CV forms for the TL and Team Members?

**A46:** Please use the same font size (10) as in the form.

**Q47:** Can the same expert be proposed for Component A and Component B? Is it permissible to repeat references provided relevant to the criteria?

**A47:** Same experts as well as same Team leaders can be proposed for both Components. References used in Component A may also be used in Component B.

**Q48:** Please provide a copy of the concept note.

**A48:** The Concept Note will be provided to the successful bidder (s).

**Q49:** Shall the Technical Tender and Price Tender be submitted in separate envelopes or in one single package together?

**A49:** One single package but as separate documents.

**Q50:** Should there be Annex 6? If so, please provide.

**A50:** Annex 6 is the Contract template which is available in the tender documents attached to the procurement notice.

**Q51:** For both components (A and B) the Team Leader requirements list “market assessments and programme planning”. If TL candidate is proposed only for Comp A should he/she still have also programme planning experience. On the other hand if the candidate is only proposed for Comp B, should he/she still have experience also have experience carrying out market assessments?

**A51:** Team Leader candidates for both components A and B will be assessed against the evaluation criteria given in the ITT.