

FAQs

Call for Tender

Technical Project Leader – Mainstreaming Adaptation to Climate Change in Standardization

- 1. *Can the Outline for a Technical Report on the selection and use of climate data in infrastructure standards, which was developed under M/526, be published with the call for tenders?***

No. Unfortunately, due to legal issues, the document cannot be published.

- 2. *Do the person-days indicated in the call for tender apply to the entire project?***

No. The stated 94 person-days are only for the work conducted in Work Package 2. These include both, the management of the pool of experts as well as the actual time spent by the experts to provide support to TCs over the duration of the project. The tenderer shall specify in her/his offer how many person-days are assigned directly to the pool of experts and how many person days are reserved for its management.

The man-days/costs required to perform the tasks related to the other work packages have to be estimated by the tenderer based on the information provided in the call for tender.

- 3. *Is there a template or a form for responding to the call for tender?***

Yes. Please use the application form to respond to the call for tender. Tenders shall also contain appropriate documentation to prove the economic and financial capacities as well as any further documents to prove the qualification required.

- 4. *What kind of documentation is necessary to prove the economic and financial capacities?***

The tenderer must prove that she/he is able to execute the project in economic and financial terms within the given time frame, i.e., sufficient staff, financial means etc. This could be proven by documents such as annual reports or by business/financial figures of the last 3 years (number of staff, revenues, balance sheet totals etc.).

- 5. *How many hard copies must be provided with the application?***

One.

- 6. *Is there any additional supplementary information?***

Supplementary information to the call for tender will be published on the website of the [German Institute for Standardization](#). These FAQs have been placed on this website. If needed, the FAQs will be updated/replaced with revised FAQs.

- 7. *Are the projects 100% funded by the EC and EFTA?***

Costs of external subcontractors are generally funded at 100%, with approx. 95% being borne by EC and 5% by EFTA. Costs have to qualify as eligible as defined in Grant

Agreement No° 101123358 and also in compliance with EC Financial Regulation, and be justified. The payment is usually divided into several instalments after completion of defined milestones and approval of the interim/final reports and the justification of costs.

8. How will the selection procedure be conducted and when will it be completed?

The selection will be conducted by the selection panel (see clause VIII.5 of the call for tender) on the basis of defined selection criteria (clause V) and award criteria (clause VI). The selection procedure begins after completion of the deadline. However, it is presently not foreseeable when the selection will be completed.

9. Is it possible to submit applications via certified e-mails instead by postal mail? To which address does the application has to be sent? Can DHL or any other courier company be considered as "postal mail"?

According to the call for tender, "Tenders shall be sent by postal mail to Ms. Saskia Maresch (Senior Project Manager)", i.e., to the following address:

DIN Deutsches Institut für Normung e. V.
DIN Environmental Protection Helpdesk
Saskia Maresch
Burggrafenstraße 6
10787 Berlin

It is not permissible to submit applications via e-mail, certified e-mails, or alternative systems. Sending the application via DHL or another courier is considered as "postal mail".

10. Is there any indication of what a suitable budget might be or is there a maximum budget?

In accordance with the principles of public procurement law, DIN is not allowed to make any statements on the maximum budget. This would enable tenderers to orient themselves to these from the outset, which could undermine the principle of economic efficiency in awarding contracts.

11. Is it possible in this call to involve multiple organizations in the form of a consortium to execute the proposed project? Or is the aim to have a single organization submit a proposal?

Yes, it is possible to involve multiple organizations in the form of a consortium to execute the proposed project.

12. Must a bidding consortium at the time of tendering have a legally binding commitment on the part of the authorized representatives of the bidders to participate in this consortium?

In the tender of the bidding consortium, it must be documented that the authorized representatives of every individual bidder have given a legally binding commitment to participate in this bidding consortium. Acceptance of a tender in the form of an award is, inter alia, because of the composition of the bidding consortium and its professional competence. Once accepted the tender is legally binding. At this point in time the legally binding commitment must be in place. A legally binding firm commitment may only be given by an authorized representative and not by a non-authorized representative (e. g. the project manager). If the composition of the bidding consortium subsequently changes

owing to the commitment not being legally binding (e. g. because the authorized representative does not agree with the project or the participation in a bidding consortium), the tender of the bidding consortium in its new composition would not have been accepted due to the lack of professional competence. In this case open competition would be disrupted.

13. Would it be possible to send (lengthy) supporting documents to accompany a tender on a memory stick together with the paper copy of the tender itself, so as to avoid the significant printing of the supporting documents on paper?

We would allow attachments to the tender on USB stick under the following conditions:

1. the tender itself must be submitted in writing as paper copy,
2. the memory stick must be accompanied by a list of the files stored there. The file name and exact file size must be specified for each file on the list and
3. the memory stick or at least the files stored there must be saved in read-only mode.

14. How has the figure of 94 person-days for WP2 been calculated? Why are no estimations for person days for other work packages given? How should they be calculated? (Question received during the publication of the call for tender)

The support of standardization committees via the pool of experts will depend to a large extent on the needs of relevant committees which is difficult to foresee, for candidates for the Technical Project Leader but also for DIN. It was therefore decided to specify a concrete number of person-days which the Technical Project Leader will have to provide as support to committees in the contract. This will allow all candidates to estimate the costs for this specific work package in a comparable manner. For the other work packages no concrete number of person-days will be specified in the contract (except WP3 → see question 16)[added in FAQ Version 4]. Instead the Technical Project Leader will be responsible to deliver certain services/results. It is up to the tenderer to estimate the person-days and other costs needed to deliver these tasks and to specify a corresponding budget in the offer.

15. Where can I find information about the development process of a Technical Report? (Question received during the publication of the call for tender)

Information about a Technical Report can be found in [CEN-CENELEC Internal Regulations Part 2:2023 – Common Rules For Standardization Work](#) (see "11.4 Preparation of Technical Reports"). The following page also specifies the actions required to prepare, approve, publish and update a Technical Report (CEN/TR):

→ <https://boss.cen.eu/developingdeliverables/tr/pages/>.

You can find the necessary time information on this page.

16. How many person days are estimated for Work Package 3? (Question received during the publication of the call for tender)

There are 90 person days estimated for WP3.