

## **Q&A on COGEN Europe Call for Tender on PACE Communication Services<sup>1</sup>**

- 1. Is media monitoring part of the agency's scope of service?**

No, media monitoring is not foreseen as part the services to be provided by the communications agency.

- 2. Is it possible for COGEN Europe to provide translations from English into Italian, French or Dutch?**

Yes, COGEN Europe will take care of the translation needs related to communication.

- 3. Who will be responsible for the internet implementation?**

The website itself will be designed by a separate design company. The maintenance of the website will be done by COGEN Europe.

- 4. Which design company will provide PACE brand identity?**

The designer selected by the PACE Steering Committee for the creation of PACE brand identity (logo, website and templates) is [Christine Imhof](#), based in Germany.

- 5. Has PACE already been approved by the FCH JU and no longer part of a project proposal?**

PACE has already been granted funding from the FCH JU and will run between 2016 and 2021.

- 6. Could you specify what the role of the tenderer would be with regard to the 10 partners? Will it coordinate between the 10 partners?**

The tenderer is not expected to coordinate the partners. The main point of contact will be COGEN Europe. The tenderer is, however, expected to participate in the monthly webinars of the Communication Task Force.

- 7. Is there an allocated budget or at least an indication of the budget expectation?**

Please, bid for the work as requested and it would be helpful to split your costs into various sections and any suggested additional work should be quotes as an option.

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<sup>1</sup> Questions in relation to this call can be sent to info@pace-energy.eu before 15 November 2016. Replies to tenderers' questions and any additional information will be sent to the inquirer and all other tenderers (that have been invited by COGEN Europe or are known to COGEN Europe to be preparing a tender).

Information day: Tenderers will have the opportunity to ask their questions in person as part of a dedicated information day. Each tenderer will have a time slot of 60 minutes for a questions and answers session in the office of COGEN Europe (Avenue des Arts 3-4-5, 1210 Brussels, Belgium) on Wednesday, 16 November 2016. Tenderers are required to indicate their intention to participate in this information day by 11 November 2016 by sending an e-mail to info@pace-energy.eu indicating the preferred time slot between 9 a.m. and 4 p.m.

8. Is there a particular format required for the actual proposal, e. g. PowerPoint slides, Word document?

Tenderers are expected to submit their tender in accordance with point 1.5 of the call. There are no additional requirements as to the format.

9. Will the tender be submitted by email until midnight of the 18<sup>th</sup> November?

Yes, that is right. Tenderers are expected to submit their tender in accordance with point 1.5 of the call. Documents that need to be duly signed can be submitted in a scanned format with the original hard copies also being posted (in other words, we allow for the delay in receiving the original hard copies as long as their scanned versions are submitted by the deadline).

10. The technical offers mentions that PACE has an available budget of approximately 50 person-months to be committed to communication activities by the partners. Do we understand correctly that...

- All together partners can provide 80% of 1 person per month to communications activities?

Yes, that is right. This is a combined effort and the actual contribution from partners vary.

- This does not include the resources the PR agency will devote to the project?

No, it does not include that.

11. Do you need the tenderer on the ground in the target countries?

No, it is not a requirement as long as you can reach the target groups.

12. The PACE project will span until 2021 but do we understand correctly that the contract under discussion will cover the period from January 2017 to January 2018? Or do we have to propose our services for the five years?

Yes, the contract will cover a period of one year from January 2017 to January 2018, however, some of the deliverables relate to periods beyond the contractual period (e.g. preliminary Communication Plans for 2018, 2019 and 2020).

At the same time, tenderers may propose additional services to be provided after January, 2018. In this case, tenderers are requested to indicate that these are additional to the "core" services and the related financial offer should also be indicated separately.

13. Can we provide simple CVs or do they have to be in the Europass standard?

You are free to choose the format of the CVs.

14. Which address should we use?

Avenue des Arts 3-4-5, 1210 Brussels, Belgium.

15. The expected date of awarding the contract is 16<sup>th</sup> December 2016. When is the selected agency expected to start the work?

We expect the contract to be signed within one week after the award date. Should the award date be delayed, the dates of the deliverables will be updated accordingly.

16. We have seen a small inconsistency or we are misunderstanding the text. At page 13 we can see that the last deliverable is due on month 20 (JAN2018) and the first deliverable is due on month 8 (JAN2017). This means that the tasks will last at least 1 year, but ARTICLE I.2.3 of the contact says: "The duration of the execution of the tasks shall not exceed 9 months. Unless otherwise specified, all periods specified in the contract are calculated in calendar days. Execution of the tasks shall start from the date of entry into force of the contract". What should we take in consideration? 12 months or 9 months?

It is indeed an error in the contract template. The duration of the contract is planned to be 12 months.