

**CONCERTED ACTION SUPPORTING THE TRANSPOSITION AND IMPLEMENTATION
OF DIRECTIVE (EU) 2018/2001 ON THE PROMOTION OF THE USE OF ENERGY FROM RENEWABLE
SOURCES (RECAST) - CA-RES4 [GA: 101035887]**

WP 3– Core Themes

Vienna, 6 November 2024

Dear Sir or Madam,

In connection with the Concerted Action supporting the transposition and implementation of Directive (EU) 2018/2001 on the promotion of the use of energy from renewable sources (RECAST), (Grant Agreement 101035887), the “CA-RES4”, we kindly invite you to submit an offer regarding the following **procurement needs**:

- **Subject matter of the procurement needs:** “CA-RES4: CT6 - Consultancy Services as coordinator and permanent member of the task force on Guarantees of Origin and consumer information” according to **Annex A**.
- **Type of Contract:** The contract to be awarded is a service contract pursuant to § 7 Austrian Federal Public Procurement Act (BundesvergabeGesetz 2018 - “BVerG 2018”)
- **Contracting Entity and CA-RES4 Project Coordinator:** Österreichische Energieagentur - Austrian Energy Agency, Mariahilfer Straße 136, 1150 Wien, Austria, www.energyagency.at
- **Type of Procedure:** The contract will be awarded by direct award without prior notice in accordance with BVerG 2018. The Contracting Entity is free to negotiate and request of one or more potential contractors to submit an improved offer.
- **Award criteria:** The contract will be awarded to the technically and economically best offer based on the best-bidder principle.
- **Contract value:** expected to be less than €16,000.00.
- **Expected performance period:** as of signature of the contract to 31 October 2025.
- **Working language:** The offer, service-performance and all correspondence relating to it shall be in English.

Any offer must be provided to the Contracting Entity by **9 December 2024, 18:00 CET**, via the email address ca-res@energyagency.at with the subject matter “CA-RES4: Task Force on Guarantees of Origin and consumer information - Consultancy Services”.

An offer must contain the following elements:

- a) **Cost details** including staff costs, travel, accommodation and local expenses for all the services outlined in and according to Annex A (section 2 and 3). The Proposal should clearly indicate Value Added Tax (VAT) separately.
- b) Signed and completed **Declaration of Honour** (Annex B), which shows professional reliability and authorisation to trade and to perform the required services.



- c) **Description of the Company** including a declaration of the annual turnover for the last two (2) closed financial years, which shows that the potential contractor has the financial and economic capacity required to provide the service.
- d) **Identification and description of the key personnel** that will be assigned to perform the services by means of a CV in Europass format or any other format that provides a detailed overview of the professional experience, competence and academic background and which meet at least the following criteria:
- At least five (5) years of experience in the respective field
 - Excellent knowledge of the renewable energy directives and specifically on the development and status quo of Guarantees of Origin (GOs)
 - Communication and presentational skills
 - Excellent moderation skills
 - Completed university or university of applied science degree
- e) **Description of at least three (3) suitable references from contracts or projects**, which show that the potential contractor has the necessary human and technical resources and experience to perform the contract to the expected quality standard. The stated references must not be older than five (5) years. The list of references must contain at least the following information: the contracting entity; contact person of the contracting entity for queries (first and last name, email address); contract value; date of completion; description of the service provided, especially with regard to its relevance to the procurement need currently being requested; Involved key personnel and his/her specific role in this project.

We are looking forward to your interest in the envisaged service provision and are happy to answer any questions that you might have, via ca-res@energyagency.at.