

## Version 5

### Questions for assignments 1 & 2:

#### Changes from previous version highlighted

**Q 1: Is the start-up meeting date (June 21) non-negotiable?**

A1: No, an alternate date can be agreed upon in discussion with Nordic Energy Research. However, the sooner the better, as we need to have a solid plan in place by the time various events start taking place in the Autumn of 2019.

**Q 2: Can meetings with Nordic Energy Research take place over Skype?**

Q 2: Yes

**Q 3: What level of readiness should the communications strategy be in early August?**

A 3: The overall approach should be outlined; what will be the focus points of the strategy?

**Q 4: Can you be more specific about the dates in the "Preliminary timeframe for the project execution"? Should the consultant be physically present in Oslo for these meetings or can they participate via Skype?**

A 4: Exact dates would have to be agreed upon with NER at the start-up meeting, but the quicker we get going the better. Consultants do not have to be physically present in Oslo, though at least one face-to-face meeting would be preferred. This can be agreed upon at the start-up meeting.

**Q 5: The call for Assignment 2 does not mention specifying a certain team or certain consultant for the work. Is this correct? Does the tenderer not need to submit a team or any CVs?**

A 5: Although a team/CVs are not specifically mentioned, including these as part of a comprehensive tender will likely be an advantage.

**Q 6: Question about Section 2 in the tender: Can the documents relating to the company's eligibility be in a Scandinavian language instead of English?**

A 6: Yes

**Q 7: Question about Section 3 in the tender: What does "Documentation of award criteria" mean?**

A 7: This is a check-list item reminding the submitter to include all the required documentation listed in section 9.1. In this case we have not asked for specific documentation other than a project description, offered expertise and price.

**Q 8: Regarding one of the required documentation for economic and financial position: is it necessary to send all the auditor pages from the past 2 years, or is the most recent one is enough?**

A 8: It is best if we get audit reports for both years. However if we have received an annual report that is auditor-approved from, for example, 2018, but which also has overall figures from 2017 then this will be accepted.

**Q 9: Regarding section 5 – 5.1: what is expected to be delivered regarding "work plan, methods and preliminary list of data and material to be used"?**

A 9: Essentially this question is asking for details on how you plan to actually deliver on your proposal. We would like to see how the work will be carried-out, and what resources you plan to use. The phrasing "methods and preliminary list of data" is standard phrasing we have used for calls for research tenders. In the case of this tender "methods" and "data" may not be as directly relevant, but we would still like to know about any techniques and resources you plan to use to deliver the work, where applicable.

**Q 10: Do you want the tender material in a specific format (A4, etc)?**

A 10: We do not have any specific format requirements.

**Q 11: Do you only accept one company to apply the tender? (we have a relation to another company who we want to consider a collaboration with)**

A 11: The tender is divided into two assignments; 1. building a website 2. media consultancy. We are accepting offers for each assignment from individual companies, so if your collaboration partner wants to apply for one part, and your firm for the other part, this is fine. You can both mention in your respective applications that you plan to collaborate.

If you and your partner want to make a joint application for one of the two assignments this is also acceptable, but you will should outline a plan for the division of labour for the between your two organisations.

## **Questions relating only to Assignment 1 – Production of Website:**

**Q 11: Will Nordic Energy Research be providing all text content?**

A 11: Yes, unless otherwise agreed upon.

**Q 12: To what extent is the website production supplier expected to generate or assist in generate text content?**

A 12: Most, if not all, text will be generated by Nordic Energy Research.

**Q 13: Does Nordic Energy Research expect image and movie content production and/or royalties to be included in the maximum price quoted in the tender?**

A 13: Yes. Any costs associated with services or items listed in your tender should be included in the price.

**Q 14: Is it possible to price separate options or will it be included in the overall price evaluation. For example, is it expected that we will provide video production resources, or can we use Customers recourses. In this case for unknown factors it would be preferable to price separately if needed?**

A 14: You may choose how to price your offer as you deem appropriate. We do not necessarily expect video production services, but if video production services are included in your offer they should also be included in the budget.

**Q 15: If we use support from a subcontractor, do the subcontractor(s) also need to provide documentation and if so, which document nations?**

A 15: Subcontractors are not required to provide documentation. Note however that you as supplier will bear the risk of fulfilling contract using subcontractors.

**Q 16: What about hosting the solution/website? Do you have infrastructure in place for this or would you prefer the supplier to host the site? Are you expecting hosting costs to be a part of the tender? If so, for what time period?**

A 16: We do not have an in-house solution for hosting, so this should be included in the offer. We suggest quoting the yearly hosting costs in your offer.