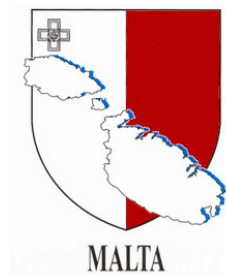


LOCAL COUNCILS' ASSOCIATION

ENESCOM PROJECT



Intelligent Energy  **Europe**



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ENESCOM/01/2010: Tender for the provision of research and consultancy on the European Network of Information Centres Promoting Energy Sustainability and Co2 Reducation among Local Communities Project [ENESCOM]

1. The Contract

The Contract covers the work and services that are necessary and incidental for the implementation of the ENESCOM Project in accordance with the provisions of this document.

2. Nature of Works

The Contractor shall be guided by the attached ENESCOM Project Brief in order to make the required assessment of the research and consultancy required under this project. The Contractor shall be responsible for:

- (a) assesment of target areas and collection of relevant data
- (b) undertaking of a number of Sustainable Energy Action Plans
- (c) setting of information offices, including training of staff
- (d) promotion of the Covenant of Mayors
- (e) any other assignment directed by the Project Manager

3. Scope of Contract

These specific Conditions shall be read in conjunction with the Local Councils Regulations and shall be deemed to form an integral part thereof. Particular attention is to be given to Local Councils (Tendering) Regulations (363.03).

The Contractor shall quote an hourly rate in euros and including VAT. At the end of each month the Contractor must provide the Local Councils' Association with:

- (a) signed timesheets;
- (b) statement listing all the work carried out;
- (c) statement of contacts and meetings for the period;
- (d) statement of results achieved during the period.

Payment shall not be effected unless this statement is endorsed by the Executive Secretary of the Association. **The Contractor shall provide an official VAT receipt for all payments made under this agreement.**

4. Duration of Contract

Subject to the earlier termination in accordance with the provisions of the General Conditions, the Contract shall be valid for the period of three years ending in December 2012. The Local Councils' Association may also, if deemed necessary, extend the contract for a period of time which shall not exceed 2 (two) years as stipulated in the General Conditions of Contract.

5. Quality of Service

The Contractor is required at all times to provide the service in accordance with the highest standard of efficiency, effectiveness and governance.

6. Qualifications

The Contractor shall:

- a) Have more than five years of experience in a top management level and be very well versed in energy management, climate change and communications.
- b) Be able to show concrete experience in the above sectors;
- c) Has experience in EU funded projects;
- d) Be prepared to work at any time during the week;
- e) Remain available on call and respond immediately if pressing matters arise;
- f) Be present at local and foreign meetings in connection with the projects where his/her presence is deemed necessary;
- g) Ensure that all project deadlines are met;
- h) Be in possession of all the qualifications, resources, contacts and networks which this service requests.
- i) have full internet services to enable effective communication between the LCA and the Contractor. All related expenses are to be for the Contractor's account.

7. Compliance with Legislation

In providing any services under this Contract, the Contractor shall comply with any regulations contained in any law which may from time to time be in force in Malta and any policies, orders, guidelines or directives issued hereunder.

8. Subcontracting

This Contract is particular to the Contractor assigned on this Project and the services to be provided under this Contract shall not be capable of being assigned to any other party, whether in whole or in part, unless prior written approval is granted by the LCA.

9. Reports and Direction

The contractor shall conduct the work as is instructed by the Project Manager and prepare all requested reports within ten working days.

10. Documentation

All bidders are to provide a **company profile** and a **detailed CV** of the persons that shall be providing the consultancy to the project, including copies of relevant educational certificates and previous experience.

11. Performance Bond

Within 7 working days of the issue of the Letter of Acceptance to the successful Tenderer, the latter shall furnish a Performance Bond on the supplied form covering the faithful performance of the Contract and the execution of all obligations arising from the contract between the Association and the Tenderer. The Performance Bond shall be valid up to 31st December 2012, and shall have a value of €3500.

12. Closing Date

The closing date for the submission of the tender is Thursday 19th August, 2010 at 10.00a.m. Tenders are to be submitted in the tender box at the offices of the Local Councils' Association, 153, Main Street, Balzan. Tenderers are to note that the office hours during August are from 0830hrs to 1300hrs. All tenders are to be submitted in a sealed envelope and marked "ENESCOM".

13. Tender Fee

The tender fee to be paid when withdrawing the tender document is €50.

14. Contract Reference

The Bidders and Contractor are to quote the following Contract Reference in all correspondence, invoices, emails etc:

AGREEMENT NUMBER: IEE/09/667/SI2.558230

LOCAL COUNCILS' ASSOCIATION

Tender for the provision of Research and Consultancy on the European Network of Information Centres Promoting Energy Sustainability and Co2 Reduction among Local Communities Project [ENESCOM].

Annex 1 – Schedule of Rates

The hourly rate as per the Conditions of this contract will be:

€ _____ (VAT included)

Full Name & Surname:	
Identity Card Number:	
Business Address:	
Company Name & Registration Number:	
VAT Number:	

Contact Details:

Phone	
Fax	
Mobile	
Email	

Signature: _____ Date: _____

ENESCOM Project Brief

ENESCOM intends to promote widespread information and dissemination activities targeting 14 different EU countries aiming at achieving the following main objectives:

- to increase the number of EU local communities engaged in the mitigation of climate change through the promotion and adhesion of the Covenant of Mayors' initiative
- to develop capacity building in energy sustainability and the adoption of intelligent local sustainable energy policies (creation and implementation of SEAPs)
- to promote the integration and institutionalization of energy efficiency, saving and use of renewable energy sources (energy-efficient behaviours and lifestyles) within EU local communities, targeting all relevant stakeholders (public administration, businesses, citizens...)

The objective will be reached by means of 30-months joint cooperation leading to the creation of a network of regional and local front offices with the main role of informing and counselling users on energy matters based also on the analysis/assessment of the local situation, promote and facilitate local authorities in the adhesion to the Covenant of Mayors and preparation of SEAPs/roadmaps, organize and run several training, dissemination and awareness-raising activities tailored to different target beneficiaries (students, citizens, stakeholders, policy-makers). This activity will be supported by the creation of specific information and communication tools (i.e. website), materials (i.e. brochure, e-newsletter) and actions involving also the media. The widespread involvement of Pioneers of the Covenant of Mayors and disseminators/multipliers at local, regional, national and international levels will contribute to the achievement of the main project outputs and results, creating the basis for multiplying effect-transferability-replication of actions and knowledge.

Major outputs and Results

The main outputs of the project are:

- Common reports on energy consumptions, CO2 emissions and needs/potentials, local plans and regulations, energy technologies and good praxis in 20 EU regions
- Support to at least 70 cities for entering the Covenant of Mayors: meetings with pioneers and new Covenant cities, elaboration of Sustainable Energy Action Plans according to Covenant's requirements
- Launch of energy local and regional front offices (info points): organisation of training sessions, dissemination of information and organisation of awareness-raising activities
- Launch of sustainable energy measures in each partner region

The project will contribute to an enlarged network of energy efficient cities with low carbon footprint, to increased awareness and knowledge among key stakeholders and citizens as regards energy efficiency and RES use, to the transfer of best practices and intelligent energy technologies in Europe and to the development and implementation of further sustainable energy action plans in 70 local communities. The activities will ultimately generate future energy-efficient investments, a decrease in energy consumption and greenhouse gas emissions and more energy-efficient lifestyles and behaviours.