

## 1- ESPD Form Submission correct

Regarding the three options available for applicants, we need to confirm our correct selections. Please see our intended choices below:

### Who are you?

- ☐ I am a contracting authority
- ☐ I am a contracting entity
- ☒ I am an economic operator

### What would you like to do?

- ☐ Import an ESPD (request or response)
- ☐ Merge two ESPDs (request and response)
- ☒ Create an ESPD-response

After selecting the country and filling in the basic information, we understand that all subsequent answers across all sections of the form should be marked as **"NO"**. Kindly confirm whether this approach is correct.

**Answer: No**

**you have to make sure not to fill in the detailed version of part IV (selection criteria)**

**when you get to part IV Selection Criteria, you have a choice : Do you want to use the selection criteria from A to D?**

**you must always choose 'no' and fill in 'α: Global indication for all selection criteria' = yes**

**for the rest, you must make sure to completely and correctly fill in an honest answers for all exclusion grounds**

**and you must submit an ESPD for all members of a consortium, or for all subcontractors which capacity is needed to fulfill the selection criteria (for example : if the subcontractor adds his turnover to the total turnover so as to meet the minimum turnover)**

## 2- Website to be integrated into PENRA digital infrastructure?

- **Answer: Integration of the tool with PENRA's IT infrastructure shall be ensured, with technical requirements to be defined following a thorough assessment of the current infrastructure.**

## 3- Can the submitted hard copy be signed, scanned, and printed again for submission or is a **currier required** from place/country of signing?

Further to our previous discussion on July 23<sup>rd</sup>, you mentioned that an international applicant may authorize a partner or representative in Palestine through a Power of Attorney (POA) to print and submit the documents physically in Ramallah.

Could you kindly clarify whether the POA must be submitted as a hard-copy original, or if an emailed (scanned) version would be acceptable for submission purposes?

**Answer: yes hard copy with original signature**

This clarification is important for us to minimize delays caused by courier services, especially under the current circumstances.

- 4- **Capacity Building:** we would appreciate your clarification regarding the format of the capacity-building trainings. Specifically:

Is it permissible to conduct some or all of the trainings in a **remote (online) format**, or must all trainings be delivered **in person**? We are raising this question due to the nature of some courses, where trainers are based outside Palestine. In such cases, having participants gathered in person while the trainer joins online may not be the most effective setup.

Additionally, the training table on **page 93** specifies **7 training hours per day**, which is generally only feasible for in-person delivery. In a remote format, effective daily training time typically drops to **3-4 hours** (*# of days to be adjusted accordingly*) due to attention span, technical limitations, and interactivity constraints.

We understand this is a conditional item; however, the **delivery format significantly impacts the design, scheduling, and associated costs** of the training program. We would like to reflect that in our price offer accordingly.

- **Answer: While the online training modality may be considered, the tenderer is required to adhere to the specified number of training hours. Trainings shall be conducted in dedicated venues with full facilitation provided by local partners. The proposed approach must be clearly detailed in the methodology, including coordination with relevant stakeholders and logistical arrangements.**

- 5- Building on the previous point regarding training formats, we would also appreciate clarification on the **expected number of attendees** for specific items-particularly the **Real Case Training**. Defining the number of participants is crucial for accurate planning, logistical arrangements, and budgeting (especially for venue size, materials, and trainer-to-participant ratios)

- **Answer: The number of certified auditor trainees is set at 15 per city, and with approximately 15 certified scheme operators, so the total**

number of trainees per city for (real-case training) may reach up to 20 individuals.

6- **Clarification on the "3 Certified Buildings" Mentioned in Real-Case Training (Table, Page 93)**

We would like to confirm our understanding regarding the reference to **"3 certified buildings"** in the Real-Case Training section. Our interpretation is that the term **"certified"** refers to buildings that have **undergone a certification process**, regardless of whether they have **fully met the criteria for high-level energy efficiency certification**. In other words, the case studies may include buildings that did not ultimately achieve high certification levels but are still considered valuable learning cases due to their involvement in the certification process. Kindly confirm whether this interpretation is correct.

- **Answer: Certified buildings term means they will be assessed during the practical training using the developed tools, and for which an Energy Performance Certificate (EPC) will be issued in accordance with the specifications outlined in Items 2 and 3.**

7- **Clarification on Expected Number of Attendees for Events**

The **expected number of participants** for key events-namely the **public seminar, kick-off workshop, technical workshops, and dissemination workshop**-has not been specified in the tender documents. As these figures **directly influence logistical planning and cost estimations**, we kindly request formal guidance on the anticipated number of attendees for each event.

In the absence of this information, we may need to base our financial offer on **minimum attendance assumptions** to remain competitive. We would highly appreciate it if you could propose indicative numbers for each event to ensure alignment and accurate budgeting & fair competition.

- **Answer: For planning and budgeting purposes, bidders are advised to use the following indicative participant numbers: for public events, including the kick-off workshop, public seminar, and closing workshop, an estimated range of 60 to 80 participants per event should be considered. For technical workshops, an estimated range of 30 to 40 participants per session is expected. These figures are provided to ensure consistency and fairness in financial proposals. While actual attendance may vary during implementation, no additional compensation will be granted to the awarded bidder if the number of participants exceeds the indicated estimates.**

8- **Clarification on the Total Number of Technical Workshops**

The **total number of technical workshops** required under this assignment remains unclear. The following paragraph appears identically under **Item 1, Item 2, and Item 3** of the proposal (Pages 60, 79, and 88–89):

*“In addition to the ongoing consultation process and the continuous coordination with key stakeholders, the service provider shall organize at least two workshops or seminars. These events shall serve as essential platforms for engaging key stakeholders in both the co-design of the methodological approach (before implementation) and the subsequent validation of the results achieved through the assignment.”*

Given this repetition, we would appreciate clarification on the following:

- Does this mean **a total of two workshops** are expected overall **one for co-design and one for validation** across the entire assignment?
- Or should we plan for **two workshops per item**, resulting in a **total of six workshops** (2 for each of the 3 items)?
  - This clarification is essential for accurate planning and budgeting & fair competition.
  - **Answer: It is very clear in the ToR Item (1,2,3) has two technical workshops/seminar for the stated objectives, in addition to the kick-off workshop. However, the tenderer shall explain in detail the coordination approach with main stakeholders throughout the process.**

## 9- Clarification on Professional Indemnity Insurance Requirement

On **page 98**, the proposal specifies the following under *Key Staff Requirements*:

*“The service provider must assemble a qualified and experienced team with adequate size and capacity to meet the project's needs. All key personnel must hold university degrees in their respective fields, be registered with the relevant professional bodies, possess practicing certificates, carry professional indemnity insurance, and have proven success in similar projects within developing countries.”*

We would like to raise the following points for clarification:

- As you may be aware, **Professional Indemnity Insurance is not a common requirement in Palestine**, and most local experts and consultants do not carry it individually.
- Is it possible to **waive this requirement at this stage** of the application and request it only from the selected service provider upon contract signature?
- Alternatively, can the requirement be **limited to international partners** (if applicable), or fulfilled at the **company level** (i.e., the applicant organization carries the insurance) instead of requiring it from **each individual key personnel**?
- **\_q&a**

This flexibility would make it possible for local experts to participate without exclusion due to structural limitations in the local insurance sector.

#### 10-Clarification on Number of Awareness Brochures

There appears to be a discrepancy in the number of brochures to be produced for the awareness campaign:

- **Page 95** of the proposal refers to the production of **20,000 brochures**.
- **Page 107**, however, states the number as **2,000 brochures**.

Could you kindly confirm the correct number of brochures expected as part of the deliverables, as this directly affects the budgeting and printing logistics?

- Answer: **It is 20,000 brochures.**
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#### 11-Clarification on Billboard Size for Awareness Campaign

The proposal mentions a billboard size of **3 × 4 m<sup>2</sup>**. However, based on consultations with our media advisers, this size is not feasible (or available) for placement in strategic or high-visibility areas in Palestine. The **minimum standard size for billboard placement in such locations is 9×6 m<sup>2</sup>**.

Could you please confirm whether we are expected to adhere to the 3 × 4 m<sup>2</sup> dimensions, or whether larger billboards (e.g., 9 × 6 m<sup>2</sup>) are acceptable-especially if the goal is to ensure high visibility and broader reach in key areas? We appreciate your guidance so that we can align our cost estimates accordingly. (Please clarify the flexibility in placing billboard in less strategic areas or possibility of merging 2 billboards into one..etc..).

- **Answer: To minimize the cost but still have visibility, we recommend pricing the proposed dimensions (4\*3 m<sup>2</sup>).**

12-Finally, we have noticed some lines indicating **possible link errors** and are concerned that there may be some links or attached files requiring review. Kindly check and provide us with feedback regarding the following references:

- a. Page 23, Section 3.4.7.3 (Selection criteria → Below the thresholds when the ESPD is not applicable) – specifically line 5 under the title.
- b. Page 25 – line #2 (award criteria).

Please confirm whether these references are correct or if there are missing or broken links/files that need to be addressed.

**Answer: Seems there is an error when we converted the folder to PDF, however the reference is still there for the selection please refer to the selection criteria forms and for the award criteria please refer to the TOR**

13-With reference to tender #BEL22008-10019 titled "*Buildings' Energy Performance Tool*", we would like to seek clarification on whether providing completion certificates for previous similar projects is mandatory.

**Answer: a contract can replace it.**