

Brussels, 27 July 2021

To whom it may concern

Re. Invitation to tender: CEER consultancy on "Dynamic Regulation"

1. The Council of European Energy Regulators (CEER), is looking for consultants interested in a tender to assist in the development of a CEER consulting project on "Dynamic Regulation". The scope of the paper, including a detailed description of the envisaged work to be carried out, is included in the enclosed Terms of Reference.
 - a. If you are interested in participating in this tender process, your offer, clearly marked "Invitation to tender – Dynamic Regulation", should be received no later than **Friday, 17 September 2021**. The offer should include the completed Appendix 1 "Identification of tenderer for invitation to tender".
 - b. Please submit your offer by e-mail to charles.esser@ceer.eu by Friday, 17 September 2021 at the latest. It will be the date and time of receipt of the e-mail, which should contain a signed copy of the tender, that will be considered.
2. You will find the following information uploaded to this same website page:
 - a. Appendix 1: Identification of tenderer for invitation to tender;
 - b. Appendix 2 Terms of Reference for the CEER consultation on "Dynamic Regulation" (ref. C21-RBM-31-03 – this document has two annexes for background information); and
 - c. Appendix 3: CEER's Terms and Conditions for the consultancy (ref. C21-RBM-31-03a).
3. The working language is English. All documents should be drafted in English.
4. Each tender must contain all the documents or information requested in this Letter of Invitation, in the Terms of Reference and must comply with CEER's Terms and Conditions. Tenders must be signed by the tenderer's authorised representative or representatives.
5. Submission of a tender implies acceptance of the conditions stipulated in the following documents and binds the contractor to whom the contract is awarded during the performance of the contract:
 - this letter of invitation to tender
 - the Terms of Reference for the "Dynamic Regulation" consultation paper
 - the specifications and conditions contained in the "CEER Terms and Conditions" for the project

6. Initiation of a tendering procedure imposes no obligation on the CEER to award the contract. The CEER shall not be liable for any compensation with respect to tenderers whose tenders have not been accepted. Nor shall it be so liable if it decides not to award the contract.
7. Contact between CEER and tenderers during the contract award procedure may take place, by way of exception, under the conditions set out in paragraphs (a) and (b) below.
- (a) Before the closing date for the submission of tenders the contracting authority may:
- at the instance of tenderers, communicate additional information solely for the purpose of clarifying the nature of the contract, such information to be communicated on the same date to all tenderers *who have asked for the specifications*;
 - at its own instance, if it discovers an error, a lack of precision, an omission or any other type of clerical defect in the text of the contract notice, invitation to tender or specifications, inform the persons concerned on the same date and in a manner identical with that applicable in respect of the original invitation to tender.
- (b) If, after the offer has been received, some clarification is required in connection with a tender, or if obvious clerical errors in the tender must be corrected, the CEER may contact the tenderer, although such contact may not lead to any alteration of the terms of the tender.
8. The contract will be awarded based on the following criteria and weighting:

Criteria	Weighting
Relevant experience of the applicant	20%
Qualification of applicant/applicant's employees	20%
Provided project outline, approach and specifications	30%
Price	30%

On price, the assignment shall be carried out at a fixed price of not more than €40,000¹ excl. VAT. This amount shall cover all costs for the consultant related to this project (e.g. travelling, potentially attending a CEER event to present the consultation paper, man-hours, office supplies, telephone bills and any other costs).

9. Any questions or clarifications regarding this invitation should in the first instance be directed to Mr Charles Esser, CEER Secretary General (charles.esser@ceer.eu).
10. You will be informed as to whether or not your tender has been accepted. If you wish to withdraw your offer before the open period for tenders ends on 17 September 2021, you are kindly asked to communicate this as soon as possible by e-mail to the address mentioned at point 9 above.

¹ Given that this item is budgeted for €48,400 including 21% VAT



We look forward to hearing from you.

Yours sincerely,

Charles Esser
CEER Secretary General