****Example tender document****

**GEAR@SME: G**enerate **E**nergy-efficient **A**cting and **R**esults at **S**mall and **M**edium-size **E**nterprises

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Content

[1 Introduction 2](#_Toc96936347)

[2 Example tender document 3](#_Toc96936348)

1 Introduction

The selection of a supplier for an energy measure is an important choice (see also the 'Supplier selection tool'). The quality of the chosen product has a direct influence on the realization of the intended ambition. In addition, the supplier's working method also affects the image of the park manager, the energy team or the business association.

This example tender document gives an outline of the main components that a tender request should encompass.

* why
* specification
* procedure
* offer contents
* starting points

The following example for requesting a quotation can help with this. The criteria below are not necessarily complete and must be supplemented for each requested product/service.

2 Example tender document

*Dear Sir / Madam,*

*Please send us an offer for <activity/product>.*

**Reason & purpose** **(why are we doing this request)**

*The entrepreneurs of the business park … have the ambition to make the site more sustainable. By applying various sustainability measures, they contribute to the reduction of CO2 and can reduce their energy costs. Research in the field has shown that <name activity> is suitable for making a contribution to realizing this ambition.*

*Brief description of the site and the entrepreneurs.*

**Our question**

*Here you describe the nature, number/expected volume and content of the tender (e.g. solar, wind, LED, heat). \**

[\* Other examples to include here are:

Performance requirements, performance indicators

Operating conditions (e.g. continuous or varing loads)

Demand for compatibility with other equipment/systems on the site

Service demands – how critical, how fast service is required, e.g. in case of shutdown

Is there a time plan that puts a requirement on last day for delivery/installation/full-load operation?

Any constraints on installation – availability of space, impact on operation, work environment, etc.]

*If you are unable or unwilling to offer, please let us know as soon as possible.*

**Submission procedure**

*Please send the offer to the following e-mail address by … at the latest. If you have any questions or comments, please contact the undersigned.*

*Mr / Mrs …, Park management organization, E-mail: …*

**Content of offer**

*The offer should address the following topics:*

* *Product description (brand/type, quality, lifespan, assembly/installation, warranty, control, energy consumption product chain, life cycle costs, performance (e.g. efficiencies) and maintenance, …)*
* *Delivery time product / service*
* *Schedule*
* *Price quote (total and split between product and service)*
* *Billing terms*
* *Suitable references*

**Starting points for this offer**

*You are obliged to carry out all work and/or supply products/services that are part of the work to be realized by your company and which are necessary for a proper delivery. This obligation is also included in the price.*

*We look forward to your offer.*

*Sincerely,*

*<name of applicant>.*