



STATEMENT OF WORK

For the procurement of the first part of the Study “ENERGY MANAGEMENT IN THE MILITARY EXPEDITIONARY ENVIRONMENT”

I. GENERAL PROVISIONS

1. NATO Energy Security Centre of Excellence (NATO ENSECCOE hereinafter referred to as the Contracting Authority or the Authority), located at Šilo g. 5a, LT-10322, Vilnius, taxpayer's identification code – 9000052783, intends to procure services for the drafting of the first part of the project/experiment " ENERGY MANAGEMENT IN THE MILITARY EXPEDITIONARY ENVIRONMENT" (hereinafter referred to as the Services).
2. The procurement is to be carried out in accordance with the rules approved by NATO Energy Security Centre of Excellence, the Civil Code of the Republic of Lithuania (Official Gazette, 2000, No. 74-2262) (hereinafter referred to as the Civil Code), and other regulations governing procurement as well as the terms and conditions present in this statement of work (hereinafter referred to as the tender conditions).
3. The procurement is to be carried out in accordance with the principles of equality, non-discrimination, transparency, mutual recognition, proportionality, confidentiality and impartiality.
4. The Contracting Authority is not a value-added tax (hereinafter referred to as VAT) payer.
5. Any information or clarifications of the tender conditions, reports or any other communications between the Contracting Authority and a Service Provider are to be carried out only in writing (only the users on the Service Provider's side who have accepted an invitation and are attributed to the procurement shall receive the messages). The following persons are authorised to keep direct contact with the Service Providers: Ona Tatolytė, Administrative officer of the NATO ENSECCOE, phone 003706870671008, fax 00370870671010, e-mail ona.tatolyte@enseccoe.org , as to the contents/practical issues please contact Lt Col Luca Dottarelli, Head of Doctrine and Concept Development Division in the NATO ENSECCOE, phone 003705232546 (mobile 0037061642014) e-mail luca.dottarelli@enseccoe.org .

II. SUBJECT OF PROCUREMENT

6. The characteristics of the services to be procured are specified below and the services to be offered therein must comply with the requirements set forth as in the following point 6.1 and 6.2:

6.1 The Service Provider shall undertake a research on energy management experiments/best practices carried out by NATO/Partner countries in expeditionary military environment (in both operation and training) and energy efficiency model applied in the military deployed compounds.

The expected result will be a baseline study, including data and record collection (normal energy usage and reduction by different indicators) from available studies and research, comprehensive of:

6.1.1 trials and experiments on the application of energy management and energy efficiency model in the military expeditionary environment, with specific focus on the ones related to the reducing of energy consumption through energy management systems/models/tools (other so called „soft“ and not material measures/aspects);

6.1.2 an overview of the theoretical and practical work done so far portraying and analysing how these experiences have contributed in the military capabilities (and energy saving) identifying lessons in order to improve energy efficiency of military units during deployed operations increasing mission effectiveness, operational advantage and capabilities;

6.1.3 energy usage average data in operations/exercises (sustainment/support part) and relevant variables affecting energy usage.

6.2 The Service Provider shall present also recommendations and an application plan how ISO (International Organization for Standardization) 5001:2011 Energy management system can be applicable and tested in the military expeditionary environment, implementing energy management, improving energy efficiency and better energy performances, with a tailored proposal for the military expeditionary environment following "Energy management system requirements with guidance for use of ISO 5001" (Licensed copy already in NATO ENSECCOE).

7.The results (study and plan) of the Services provided under this agreement shall be the First Part of the experiment "ENERGY MANAGEMENT IN THE MILITARY EXPEDITIONARY ENVIRONMENT", a project to test and discover in exercises/training if an energy management model can be able to improve energy efficiency in the sustainment of military compounds through exploiting non-material aspects of energy use and power generation in operational environment without limiting operational capabilities (energy management contributes to ENSEC) .

8. The Contracting Authority shall undertake to provide all the information and the documents necessary to the Service Provider .The deadline for the provision of the services shall be 31st of October 2014.The location of the provision of the services shall be the territory of the Republic of Lithuania.

III. QUALIFICATION REQUIREMENTS FOR THE SERVICE PROVIDERS

9. The Service Providers must meet the minimum qualification requirements as defined in the following points:

- university-type education and professional military experience;
- ability to carry out research work;
- project development and management experience and good organisational abilities (participation in research in military world);
- excellent knowledge of the English language;
- recent experience in the preparation of analytical studies, market research and/or implementation plans;
- recent experience in executing or developing projects/research in areas connected to energy/energy needs.

10. During the execution of the contract, the Service Provider should prepare 2 interim reports (Interim Report I should be provided by 28th of July 2014; Interim Report II should be provided by 26th of September2014) in order to show and outline the work done and to discuss/agree on the progress of the contract.

11. At the end of the execution of the contract, the Service Provider should draw up the final study and plan, wherein the notes received from the Contracting Authority in the debates during the interim reports are taken into account. Amendments/supplements should be coordinated with the responsible employees of the Contracting Authority and their positive evaluation should be obtained. All the reports should be drawn up in the English language.

IV. PROPOSAL OF THE SERVICE PROVIDER

12. The Service Provider should provide a proposal with indication of the total price of the proposal in terms of euro excluding VAT. The Service Provider should provide the CVs (curricula vitae) of the key experts defining the responsible contracting authority with regard to the specified requirements.

The final product of the study (excluding appendices and bibliography) should be at least 30 pages (10 000 words) including data/statistics. The plan for ISO 50001 application should be at least 15 pages (5000 words).

Moreover, the quality of study and the analysis should be acknowledged as satisfactory by a majority of the members of the Commission. Likewise, the quality of the proposed strategy/ planning process how ISO 5001:2011 Energy management system can be applicable in the military expeditionary environment should be unanimously considered as satisfactory by all the members of the Commission.

13. The Contracting Authority shall not demand that group of entities, after declaring its tender as a successful one and the proposal of the Contracting Authority to award the contract, to acquire any particular legal form.

14. The Services provision period is: commencement – 10th of June 2014. The services completion date – 5th December 2014.

15. The Service Provider, either individually or as a member of a group of entities, may submit only one tender by e mail or hard copy by e mail or hard copy. If the Service Provider submits more than one tender, or a member of the group of entities is involved in several tenders, all such tenders will be rejected. The Service Provider must indicate in the tender what sub-Service Providers it intends to invoke. Such indication shall not alter the main Service Provider's responsibility for performance of the contract.

16. When submitting a tender, the Service Provider must offer the full scope of services.

17. The tender opening session shall be held on the 28 of May 2014 at 12.00 Lithuanian time at the NATO Energy Security Centre of Excellence, Šilo g. 5A, LT-10322 Vilnius, Lithuania. All the tender proposal should be delivered by the 26 of May 2014.

18. Immediately after having analysed, evaluated, and compared the submitted tenders, the Commission shall establish the ranking of tenders and the successful tender, as well as shall take a decision on the award of the contract.