



Open call for tender

4th June 2013

Terms of Reference

**Integration of variable renewable electricity sources in
electricity systems – Lessons learnt and guidelines
(RE-INTEGRATION)**

**IEA Implementing Agreement for
Renewable Energy Technology Deployment
(IEA-RETD)**

www.iea-retd.org

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Acronyms

ExCo	Executive Committee of the IEA-RETD
IB	Implementing Body
IEA	International Energy Agency
PSG	Project Steering Group
OA	Operating Agent
RET	Renewable Energy Technology
IEA	International Energy Agency
IEA- RETD	IEA's Implementing Agreement on Renewable Energy Technology Deployment
ToR	Terms of Reference

The IEA's Implementing Agreement on Renewable Energy Technology Deployment (IEA-RETD)

The IEA-RETD was officially launched in September 2005 with five founding members. Current members of the IEA-RETD are Canada, Denmark, France, Germany, Ireland, Japan, Netherlands, Norway, and United Kingdom. The IEA-RETD's mandate is to address cross-cutting issues influencing the deployment of renewable energy and act as a vehicle to accelerate the market introduction and deployment of renewable energy technologies. More information on the IEA-RETD can be found on the organisation's homepage www.iea-retd.org.

IEA-RETD Vision

Significantly higher utilisation of renewable energy technologies will result from international cooperation encouraging more effective, efficient and rapid deployment.

IEA-RETD Mission

The IEA-RETD will act as a catalyst for an increased rate of renewable energy technologies deployment, by:

- proposing solutions and options to maximize (1) the share of renewable energy technologies in the global, regional, and national energy systems, and (2) the contribution renewables can make to climate change mitigation, security of energy supply and economic growth, and
- providing recommendations on how to overcome barriers and means for significant increased renewable energy deployment.

IEA-RETD objectives

The IEA-RETD objectives are to provide ways and means for an accelerated deployment and commercialization of renewable energy, by:

1. Empowering energy policy makers and energy market actors through the provision of information and tools:
 - to make transparent and demonstrate the impact of renewable energy action and inaction
 - to facilitate and show the best practice measures
 - to provide solutions for levelling the playing field between renewable energy and other energy technologies
 - to make transparent the market frameworks for renewable energy, including infrastructure and cross-border trade
2. Demonstrating the benefits of involving private and public stakeholders in the accelerated deployment of renewable energy technologies, by:
 - enhancing stakeholder dialogue
 - implementing effective communication and outreach activities.

1 The Terms of Reference

The Terms of Reference (ToR) specify the objectives of the solicited project and outline the project tasks envisioned by the IEA-RETD Executive Committee. Tenderers are asked to elaborate on how the objectives of the study are best achieved and to propose additional tasks or modifications of the envisioned tasks, if deemed necessary to improve project deliverables.

1.1 Background of the project

Driven by political targets and supportive policies, an increasing number of countries are experiencing growing shares of variable renewable (VRE) generation, in particular onshore and offshore wind and solar PV. Compared to conventional power generation technologies (large thermal units, reservoir hydro), VRE have the following distinct properties (GIVAR III, IEA forthcoming):

- The maximum output level is driven by the instantaneous availability of wind and sun, respectively. This makes the maximum generation level of VRE variable over time and renders it only partially predictable;
- Locations that are rich in VRE resources are often distant from existing consumption centres, which can require construction of evacuation grids to make us best resource sites;
- VRE technologies are frequently deployed at smaller scales than conventional generation technologies. This increases the number of generating units on the system, decreases typical connection voltages (distribution grid) and makes coordination of deployment more challenging (emergence of local ‘hot spots’ and spikes in deployment);
- VRE technologies are non-synchronous, i.e. they do not connect to the power system via a synchronous generator but mediated by power electronics. In the case of solar, PV generation is also non-mechanical.

Depending on the specific system context, these properties lead to a noticeable impact once penetration levels of VRE become more significant, i.e. exceed a few per cent of annual consumption. There are a number of options to mitigate these impacts. These can be loosely grouped into the following categories:

- Operational measures (better forecasting, optimised market products and procedures, cooperation between neighbouring balancing areas, optimised transmission utilisation [dynamic line rating etc.], new tools in system operator control room)
- System friendly VRE deployment (integration aware support policies [technology mix, geo-spread, efficient dispatch], best-practice connection requirements [system service capabilities, visibility and controllability], integration oriented design of VRE generators [higher capacity factors, reduced ramp rates])

- Dedicated investments to increase the hosting capacity for VRE:
 - Expanding transmission and electrical interconnection between systems and markets,
 - Deployment of dedicated storage resources (grid side and consumer side),
 - Investments for increasing the responsiveness of electricity demand (deployment of smart grid technologies, connection to heating and cooling sector, electro mobility) and,
 - Upgrading of the distribution grid (smart transformers, line upgrades etc.),
 - Additional flexible power generation facilities (retrofitting or new builds).

The applicability of a number of these strategies will differ from one power system to the other. Path dependencies (existing plant fleet, institutional structures, etc.) as well as geographic determinants (ability to interconnect to other systems, land availability, VRE resource characteristics) will all have an impact on what options make sense for a secure and cost effective integration of high shares of VRE.

IEA-RETD has identified that at present there is still a need for consistent, well-documented information, suited for policy makers, on the **relative applicability and effectiveness** of these options for integrating VRE in a given national context.

The various integration options may have a different cost/benefit depending on the analytical perspective from which they are evaluated (see below). In order to arrive at a comprehensive appraisal of the different options' applicability and effectiveness these consequently need to be assessed along a carefully selected set of analytical dimensions.

These could be:

- **Cost:** What are the impacts on energy system costs and, consequently, on electricity prices of these different approaches?
- **Local impacts and public acceptance:** What are the positive or negative impacts on local communities from, for example, small, distributed generation and additional overland transmission or distribution lines?
- **Environmental:** How do the different approaches add to the objective of an environmentally sustainable energy system?
- **Technical:** What are the technical capabilities and where is the most relevant learning potential?
- **Regulatory and market:** What regulatory measures and market design attributes are important to drive investment into a given flexibility option, i.e. what makes the option's business case?
- **Path dependencies and external factors:** What is the effect of (historical) differences in the energy mix and differing regulatory approaches? What external factors (geographic location, population density, resource mix) have an impact on choice of flexibility options?

1.2 Objectives of the project

The objective of the RE-INTEGRATION project is to generate new insights **for key decision makers in governments and private sector** regarding the following research questions:

1. What are typical sets of country specific system and regulatory factors that determine the choice of a given portfolio of flexibility options?
2. What does a – case study based - thorough assessment of the portfolios of flexibility options along the different analytical dimensions conclude on the applicability and the effectiveness of the options?
3. What general lessons might be drawn by countries with similar underlying conditions?

1.3 Scope and approach

The RE-INTEGRATION project aims to address the currently pressing, key issues with respect to VRE integration. A challenging factor in assessing the integration of renewable energy sources is that the key issues and solutions can be analysed from substantially different analytical dimensions, as described above.

For an all-encompassing assessment, none of these perspectives can be excluded. However, given the project resources, it is suggested to study, in the envisaged RE-INTEGRATION project, the following **three analytical areas** in more depth, without excluding the other dimensions: (1) technical issues, (2) regulatory and market issues, and (3) cost issues.

Each of the three analytical areas will be analysed through a selected set of representative **case studies**. It is expected that 6–9 case studies will be completed under this project. The focus of the study will be primarily on IEA-RETD countries, complemented with information from relevant OECD and non-OECD countries. The tenderers shall demonstrate in their proposals the relevance of the countries and case studies selected.

For both the assessment, as well as the recommendations, it is suggested to work with different **categories of countries**. A possible clustering of countries is proposed in the table below, as an example only. The tenderers are encouraged to suggest their own approaches and categorization methods. For each cluster, a relevant country and possibly a case study shall be selected.

IEA Implementing Agreement on Renewable Energy Technology Deployment

Key Issues	Cluster A	Cluster B	Cluster C	Cluster D
	<i>Countries with large variable RE compared to their flexibility</i>	<i>Countries with large flexibility and offer "buffer" to A</i>	<i>Countries with large variable RE and can absorb variability by itself</i>	<i>Countries with highly isolated grid</i>
Technical issues				
Regulatory and market issues		<i>Case studies</i>		
Cost issues				

The study will in particular look into onshore and offshore wind and solar PV. The RE-INTEGRATION will build on and align with recent and on-going IEA-RETD and IEA work, in particular IEA-RETD RES-E-NEXT¹, IEA-RETD RE-COST ¹² and IEA GIVAR III³ ⁴.

¹ <http://iea-retd.org/archives/ongoing/res-e-next>.

² <http://iea-retd.org/archives/ongoing/re-cost-1>.

³ http://iea.org/publications/freepublications/publication/Harnessing_Variable_Renewables2011.pdf.

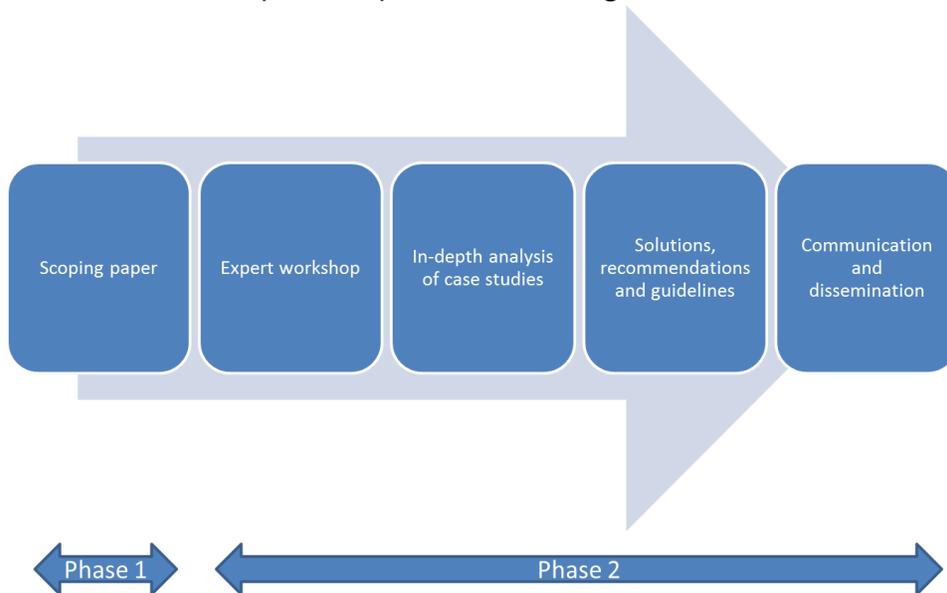
⁴ The third phase of the Grid Integration of Variable Renewables (GIVAR) project analyses the technical challenges associated with high penetrations of VRE as well as the economic merits of different flexibility options. The IEA will publish a corresponding report in January 2014; the project team can be contacted via GIVAR@iea.org.

2 Project phases and tasks

The project will be performed in two main phases:

- A first phase in which the winning tenderer, known as Implementing Body (IB) will prepare a scoping paper (task 1).
- The second phase, the other project tasks (organise an expert workshop (task 2), analysis of case studies (task 3), solutions, recommendations and guidelines (task 4) and communication and dissemination (task 5)) will be executed.

The first phase will be used as a ‘proficiency test’ for the IB similar to an extended Inception Phase. The Project Steering Group will evaluate the scope and quality of the material, the time spent on the first phase, and will decide on a continuation of the project in the second phase. In case of termination of the contract, only the actual costs incurred during the first phase, up to the maximum assigned budget for this phase, will be paid by IEA-RETD. An overview of the two phases is presented in the figure on the left.



2.1 First phase

Task 1: Scoping paper

Mapping of existing information

The aim of the first task is to prepare a scoping paper. The IB will map current information relevant for the project objective and to develop the framework for the remainder of the project research. Activities entail (but are not limited to):

- Development of country profile relevant for (1) the selection of case studies and (2) clustering of countries (e.g. generation mix, interconnectedness with neighbouring jurisdictions, market structure, demand side flexibility, nature of grid);
- Proposal for categorisation for countries;
- Overview of current situation. How are intermittent renewables being managed today (mapped against clusters of countries)?;
- Overview of the drivers and the barriers that hinder the integration of renewable energy sources;
- Documentation and identification of current technologies and approaches employed now, including relevant policies and measures to integrate variable electricity;
- Identification of knowledge gaps and future opportunities;
- Identification of key issues on the topic currently faced by public and private stakeholders, to be further analysed in phase 2 of the project;
- A case-study template;
- Pre-selection of case studies, including argumentation on the relevance of this case study.

The scoping paper will provide input for the expert workshop (see task 2).

It is estimated that this phase will cover about 20% of the budget.

Activities:

- *Kick-off telephone conference with PSG*
- *Mapping of relevant (on-going) research activities and publications*
- *Preparation of draft scoping paper for review by PSG and possibly other reviewers*
- *Preparation of final scoping paper*
- *Regular calls with PSG*

Deliverables:

- *Minutes of the kick-off telephone conference*
- *Draft and final scoping paper (including an overview of literature and other information, a proposed list with key issues to assess in phase 2, a proposed country categorisation , a pre-selected case studies)*
- *Progress report*

2.2 Second phase

Task 2: Expert workshop with market players and policy makers

The second task of the project comprises the organisation of an expert workshop (approx. 10-15 experts). The targeted audience for the workshop consists of (1) market players (e.g. TDOs/TSOs, regulators, energy companies, investors), and (2) policy makers.

The objectives of the workshop are to:

- Test the findings of the scoping paper.
- Discuss the list of the **key topics** currently pressing, test this list with stakeholders, and make a selection of topics to assess in the second phase of the project.
- Discuss and receive feedback on the proposed categorisation of **countries**.
- Select a representative set of **case studies**, which provide a good coverage of the topics/countries matrix, and represent **on-going, very recent or close to implementation** examples.

It is estimated that this phase will cover about 10% of the budget.

Activities:

- *Conduction of expert workshop*

Deliverables:

- *Workshop summary*
- *Detailed work plan for the second phase of the RE-INTEGRATION project (including approach, key topics to investigate, country selection, case study selection, boundaries, outline of draft final report, etc.)*

Task 3: In-depth analysis of case studies

Analysis through case studies

The aim of task 3 is to analyse and document the relative effectiveness of approaches for integrating variable renewables. The analysis will be done through case studies. The scope of this task is set as follows:

- The case studies should reflect the diversity in perspectives (technical, regulatory and market, costs) to integrating variable renewables in the grid.
- The case studies should reflect the diversity of the IEA-RETD countries. Case studies are however not limited to the IEA-RETD countries and could include some relevant cases of innovative approaches in other countries. We anticipate about 6–9 case studies.
- The analysis should address the interdependencies between different integration options (technical and policy) for addressing the issue of variable renewables and consider this from different perspectives.
- The case studies should document knowledge gaps on costs, deployment potential, geographical differences and different market conditions, including analysis of demand-supply by region and the impact of international trade of electricity between jurisdictions as a way of improving system (i.e. electrical grids) reliability and security.

Tenderers are requested to propose suitable case studies in their proposals.

It is estimated that this phase will cover about 35% of the budget.

Deliverables:

- *Approximately 6–9 case studies that show different approaches for integrating variable renewables (part of overall reporting)*

Task 4: Solutions, recommendations and guidelines

Synthesis of best practices: solutions and recommendations

The aim of this task is to distil, interpret and present best practices (failures should also be considered, if any) from different countries, regions and sub national entities. Solutions could be presented according to the proposed country categorisation, such as the one presented in the table below, as an example only. The solutions will also provide insight into how the analysed country, or the cluster of countries, might adapt to a significant increase in renewables.

Key Issues	Cluster A	Cluster B	Cluster C	Cluster D
	<i>Countries with large variable RE compared to their flexibility</i>	<i>Countries with large flexibility and offer "buffer" to A</i>	<i>Countries with large variable RE and can absorb variability by itself</i>	<i>Countries with highly isolated grid</i>
Technical issues				
Regulatory and market issues				
Cost issues				

Solutions

The IB will also provide a set of overall options for policy makers and other key decision makers. The recommendations presented will target the short-term (today, up to next 5 years) and mid-term (5 to 10 years) period.

The analysis will be carried out in such way that the tenderer will be able to present the broad implications (technical, social, environmental, cost, institutional and regulatory) of possible solutions to integrating high shares of renewable energy.

Tenderers are invited to present their views on the most suitable approach to synthesizing the best practices in their proposals.

Guidelines for decision makers

The aim of this task is to develop guidelines for policy makers, national/sub national electricity system operators and other relevant stakeholders. The guidelines could, for example, take the form of a decision tree and/or a set of general principles. Tenderers are invited to specify how they intend to structure the guidelines.

It is estimated that task 4 will cover about 25% of the budget.

Activities:

- *Synthesis*
- *Preparation of guidelines*
- *Draft final report for review by PSG and external experts*
- *Final report*
- *Progress report*

Deliverables:

- *Draft and final report including:*
 - *Overview of the case studies (task 3)*
 - *Synthesis of conclusions, including best practices*
 - *An overview of solutions to address the key topics identified in phase 1*
 - *Set of general recommendations for decision makers in public and private sector*
 - *Set of guidelines for policy makers, grid operators and other stakeholders*

Task 5: Communication and dissemination

As part of the communication and dissemination activity the IB will:

- Prepare a two-page brochure for policy makers, with the key findings – including best practices and guidelines.
- Prepare a PowerPoint presentation.
- Propose a dissemination strategy including a list of institutions and/or persons that should receive the project results, in addition to the IEA-RETD members and related international events

It is estimated that this phase will cover about 10% of the budget.

Deliverables:

- *A two-page brochure*
- *PowerPoint presentation*
- *Dissemination list*

3 Reporting requirements

The project will be carried out in close cooperation with the Project Steering Group (PSG). Draft reports according to the expected tasks and deliverables defined above must be submitted by the IB to the Operating Agent (OA) for review and feedback by the PSG. The PSG consists of both IEA-RETD representatives and international energy experts and is supported by the Operating Agent of the IEA-RETD.

The IB must deliver all reports in English.

The deliverables should be written in a style and format that is suitable for policy and key decision makers, highlighting key messages, considerations, and conclusions with more detailed background information in specific sections or annexes.

The share of different tasks in total project budget expressed as percentages in these terms of reference are indicative. The PSG Chairperson, at the proposal of the IB and the IEA-RETD's Operating Agent, can reallocate the resources available from one task to another as deemed necessary.

Progress reports must be delivered to the IEA-RETD Operating Agent every three months after the completion of the inception phase until the project is completed. The progress reports are intended to provide the PSG and the IEA-RETD ExCo members with an update on the progress of the report, both in terms of costs and status of project milestones. The reports shall clearly indicate the methodology used and the results of each task, as well as the resources used for the execution of work (budget vs. actual). As this is a fixed budget project, no budget overruns are accepted.

Milestones for the project

The following milestones are foreseen for the completion of the above mentioned tasks. The time indicated is relative to the contract date.

June 4 th , 2013	Publication of tender
June 28 th , 2013	Deadline submission of proposals
July 12 th , 2013	Decision of the Project Steering Group to award the project
July 19 th , 2013	Contract signed, start of project
September 20 th , 2013	Draft scoping paper for review by PSG and external experts
	Progress report
First week of October 2013	Decision by the PSG on continuation of the project
Mid-October, 2013	Expert workshop with representatives from grid operators, regulators, energy companies, investors, policy makers
December 13 th , 2013	First draft report for review by PSG and external experts
	Progress report
January 31 st , 2014	Final report, PowerPoint presentation, policy brief
	Final progress report

4 Qualifications and budget

The tenderers qualifications are described under chapter 5 ‘Evaluation Criteria’.

The proposal shall include the project budget, the time and task allocation for each team member in a separate document from the technical proposal. The budget proposal for the project must be in Euros. The offer should be exclusive of Value Added Tax (VAT) or similar taxes.

The offer should contain a breakdown of persons-days over tasks and experts (with tariffs), and any non-personnel costs. Any change to both the composition of the team, and the relative contribution of the team members during the execution of the project, requires approval by the PSG. The expected input for the project is appreciated at **90 person-days**.

The technical proposal should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the proposal will be evaluated. Simply repeating the statement contained in the terms of reference is not sufficient. In order to facilitate the evaluation of proposals, IEA-RETD requests that tenderers address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, tenderers may refer to different sections of their proposals by identifying the specific paragraph and page number where the subject topic has already been addressed.

A single company/firm or a consortium of companies is eligible for this study. Consortium bids must identify a Project Leader, who will be the contact for the Project Authority throughout the study and will be responsible for managing the Consortium and for submitting various deliverables of the study on behalf of the Consortium. Payments will be made to the company of the Project Lead, which will be responsible for allocating the payment between consortium members.

The tenderer can assume a one-day attendance and presentation at an IEA-RETD meeting or another event in Europe or North America. Travel costs are not part of the evaluation of the budget of the proposal, but rough estimates should be given.

5 Evaluation criteria

Mandatory requirements:

- **M1:** The tenderer must have considerable past experience in conducting studies and examining issues related to renewable energy and electricity markets at an international level. Considerable past experience is defined as having undertaken five or more projects in the last six years. Dates of completion shall be provided.
- **M2:** The proposed team members have considerable cumulative experience in undertaking studies, providing policy advice and formulating options on topical issues of the deployment of renewable energy technologies, including integrating variable electricity into the electrical grids, of a complexity comparable to that proposed in these terms of reference. Considerable cumulative experience is defined as having undertaken four or more projects in the last five years. Dates of completion shall be provided.
- **M3:** The Technical Proposal identifies a detailed work plan, including an explanation for the role and tasks of each Project team of Consortium member and identifies the Project Leader for the Team or the Consortium. The Technical Proposal shall also provide a project budget, in a separate document, including a breakdown of person-days by team members, their time and task allocation.
- **M4:** The Technical Proposal shall be delivered in English and must demonstrate an excellent command of English.
- **M5:** The Technical Proposal shall be no longer than 15 pages, excluding annexes and résumés. Supplementary information and a list of previous, related projects can also be provided in the annexes.

Rated requirements:

1. **R1: Approach/methodology/vision.** Thorough understanding of the importance and objectives of the project, approach and methodology to meet each element of the proposed tasks, recognition of possible problems and proposed solutions; includes innovative aspects, i.e. ideas, proposals and aspects that were either not mentioned in the ToR and that can increase the value of the deliverables.
2. **R2: Project Management.** Consistent, feasible and coherent work plan: scheduling of deliverables and necessary sub-steps; quality control, contingency plan, organisation of tasks and suitability of each team members assigned to each task; readability of project proposal and quality of English language;
3. **R3: Experience.** Significant and recent experience, of the company/consortium and the proposed team members, in providing advice and reporting on issues related to renewable energy and electricity policies and programs including presentations to international audiences. This specific assignment requires the following specific competencies:
 - a. Analysis and formulation of policy-relevant conclusions and options with respect to topical issues of the large-scale deployment of renewable energy technologies;
 - b. In-depth, demonstrated experience in the electricity market specifics and variable electricity integration aspects in the regions addressed in this project.
 - c. Good network in electricity markets (grid operators, regulators, energy utilities, investors, etc.) in North America, Europe and Japan.
 - d. More specifically, experience with Japan's and Canada's renewable energy and electricity markets, including Japanese language capabilities.
4. **R4: Knowledge/Understanding.** The Technical Proposal demonstrates sufficient background knowledge of, and familiarity with, the issues surrounding the project scope, such that an estimate of the Contractor's likely success with the project can be formed. This specific assignment requires intimate knowledge and technical expertise and understanding of the topical issues of the renewable energy and electricity markets in the regions in the scope of the project. Innovative approaches to the issue at study would be highly appreciated.
5. **R5: Price.** The total price of the proposal, excluding any travel and subsistence costs. A proposal whose price is more than 33% below or above the average price of all bids will not be considered further.

In the context of rated requirements, significant means minimum 4 projects, recent means in the last 5 years. Dates of completion shall be provided.

Tenderers shall include (a) only projects that were undertaken by the proposed team members and (b) a brief explanation of how that reference/project is relevant to these terms of reference, in terms of data, experience, similar conditions, transferable knowledge, deliverables, etc. The latter point may be shown in a table format.

The contract will be awarded according to the point-rated evaluation criteria given above to the tender with most points, as follows:

- A maximum of 5 points can be awarded for each of the five rated requirements for a total of maximum 25 points per proposal. The overall minimum points applicable to the Rated Requirements are 15 with a minimum of 3 for each point-rated requirement.
- Only bids which are (1) compliant with all Mandatory Requirements, (2) whose price is not lower or higher than 33% of the average bid price from all bids, and (3) then achieve (or exceed) the stated overall minimum points applicable to the rated requirements or better, shall be further considered for award of a contract.
- The points are given according to the following scheme: 0 points: no information; 1 point: poor; 2 points: fair; 3 points: good; 4 points: very good; 5: excellent.

6 General provisions

The Implementing Body (IB) is expected to interact closely with the Operating Agent (OA) and Project Steering Group (PSG) throughout the project. The OA/PSG will provide support with co-ordination of the project as well as available material relevant to the completion of the project.

The standard procedures and contract for external Contractors to the IEA-RETD will be utilised for this project (see Annexes). Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the specification and in the draft contract (Annex V) and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. It is binding on the tenderer to whom the contract is awarded for the duration of the contract. Only in order to comply with specific national laws and/or regulations, some modifications to the clauses in the terms and conditions of the draft contract may be negotiable. The tenderer should indicate this in the submitted proposal and include a suggestion for alternative wording. Please note that a tenderer will need to maintain this position during the drafting of a formal agreement. Varying from this position may be a reason for discontinuing negotiations and moving to another tenderer.

The proposed time schedule shall not be revised by the contractor without the approval of the PSG. The Implementing Body will take responsibility for its own schedule within the time frame proposed.

The Stichting Foundation Renewable Energy Technology Deployment (the IEA-RETD Foundation) acts as the legal entity that is responsible for the operation of the IEA Renewable Energy Technology Deployment Implementing Agreement, in accordance with the Implementing Agreement, the annual Programme of Work and Budget; and for the implementation of decisions of the Executive Committee of the IEA-RETD. The IEA-RETD Foundation will be the formal contracting party for the Implementing Body.

The bureau of the IEA-RETD Foundation is managed by Ecofys Netherlands B.V., under the responsibility of David de Jager, Operating Agent.

The tender documents will be treated as confidential. Only staff of the Operating Agent and members of the Project Steering Group will have access to the documents.

Tenderers are advised to frequently monitor the IEA-RETD website in case of publication of 'frequently asked questions' or modifications to tender documents. They can also announce to the Operating Agent that they intend to submit a proposal, in which case they can be informed directly of any changes in information prior to the tender deadline.

7 Application process

The deadline for submission of proposals is:

June 28th 2013, at 12:00 noon (Central European Time).

Proposals must be submitted to the following e-mail address with “RE-INTEGRATION” in the subject line and to the attention of Ms. Sascha van Rooijen, on behalf of the Operating Agent of IEA-RETD:

IEA_RETD@ecofys.com (IEA_RETD@ecofys.com)

For any additional inquiry regarding the project or application process, please contact the Operating Agent at the e-mail address mentioned above.

Annexes

ANNEX I IEA IMPLEMENTING AGREEMENT FOR RENEWABLE ENERGY TECHNOLOGY DEPLOYMENT

Available at www.iea-retd.org under About IEA-RETD - Documents or via the direct link:
<http://iea-retd.org/wp-content/uploads/2011/09/RETD-IA-Text.pdf>

ANNEX II ORDER OF BUSINESS IN THE IEA-RETD IMPLEMENTING PLAN 2006-2010 (UPDATE JANUARY 2010)

Available at www.iea-retd.org under About IEA-RETD - Documents or via the direct link:
<http://iea-retd.org/wp-content/uploads/2011/09/RETD-Order-of-business-2010-01-public.pdf>

ANNEX III TEMPLATE FOR IEA-RETD INCEPTION AND PROGRESS REPORTS

Available at www.iea-retd.org under About IEA-RETD - Documents or via the direct link:
<http://iea-retd.org/wp-content/uploads/2011/09/RETD-project-monitoring-template-2010-01.pdf>

ANNEX IV TEMPLATE FOR IEA-RETD FINANCIAL STATEMENTS

Available at www.iea-retd.org under About IEA-RETD - Documents or via the direct link:
<http://iea-retd.org/wp-content/uploads/2012/03/RETD-project-financial-statement.xls>

ANNEX V STANDARD IEA-RETD CONTRACT

<http://iea-retd.org/wp-content/uploads/2012/03/RETD-contract-EXAMPLE.pdf>