



D4.3 Administrative Tools

Gear@SME: Generate energy-efficient acting and results at Small and Medium-size Enterprises



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Gear@SME
Saving energy together

Project Factsheet

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Disclaimer of warranties

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Executive Summary

In the context of the Gear@SME project, “Administrative tools” can be understood as information, checklists and tools that can help TP’s and SME’s in establishing contracts with ESS in order to reach energy savings.

The toolset comprises four general tools and three technology specific tools.

The four general tools include:

- Help with obtaining quotes and selecting suppliers.
- Example tender document
- Supplier selection tool
- Example contract with supplier

The three technology specific tools include:

- Checklist for photovoltaic installation
- Checklist for heat pumps
- Checklist for LED lighting

All of these will be available as separate documents on the Gear@SME online portal <https://www.energyefficientsme.eu/>. The plan is to place the documents in the portal in march 2022. This deliverable will only give a brief summary of the contents of these documents.

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1 Introduction

1.1 Background

The Gear@SME project aims to substantiate the role of a local Trusted Partner (TP) who supports Small and Medium-sized Enterprises (SMEs) with the implementation of Energy Efficiency Measures (EEMs). The Trusted Partner is a neutral actor, or a group of actors, trusted by the SMEs and able and willing to drive the development of energy collectives and collective energy projects. The Trusted Partner supports SMEs in matters related to energy efficiency, amongst others, by being an intermediary between SMEs and Energy Service Suppliers. The Trusted Partner is supported by the Gear@SME methodology, which aims to catalyse the implementation of energy efficiency measures by taking a local, collective approach based on multiple benefits, tailored to the specific locality.

Work Package 4 of the Gear@SME project aims, among others, to provide a set of administrative tools which can support SMEs and Trusted Partners in finding appropriate Energy Service Suppliers to support their needs. An overview of these tools are presented in this deliverable. The work on compiling a set of administrative tools is connected to the training material developed under deliverable D4.1 of the Gear@SME project.

1.2 Objective and scope

In the context of the Gear@SME project, “Administrative tools” can be understood as information, checklists and tools that can help TP’s and SME’s in establishing contracts with ESS in order to reach energy savings. Under task 4.4 there is also work done on documenting the best way to find potential suppliers in the use case countries. These tools will be presented in Task 4.4 Deliverable 4.2.

The toolset comprises five general tools and three technology specific tools.

The five general tools include:

- Help with obtaining quotes and selecting suppliers.
- Finding suppliers (presented in D 4.2)
- Example tender document
- Supplier selection tool
- Example contract with supplier

The three technology specific tools include:

- Checklist for photovoltaic installation
- Checklist for heat pumps
- Checklist for LED lighting

All of these will be available as separate documents on the Gear@SME online portal <https://www.energyefficientsme.eu/>. This deliverable will only give a brief summary of the contents of these documents.

2 General tools

In this chapter we present general tools to help Trusted Partners and SMEs with setting up contracts with Energy Service Suppliers. In the next chapter we go into more detail for some technology specific checklists.

2.1 Obtaining quotes and selecting suppliers

The information gathered under task 4.4 administrative tools that has been collected to help in obtaining quotes and selecting suppliers has been incorporated in the training material developed under D4.1 of the Gear@SME project.

The materials include:

- Tips on finding potential suppliers
- A demonstration of the application of selection criteria
- A matrix to help with supplier selection

The materials have been added to the training Energy Collectives Defining Activities (EC2b) under steps E and F of the training materials developed under T4.2 D4.1.

2.2 Example tender document

The selection of a supplier for an energy measure is an important choice. 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.

The following five main components of a tender request are described in an example request for quotation:

- why
- specification
- procedure
- offer contents
- starting points

The specification is not necessarily complete and must be supplemented for each requested product/service.

2.3 Supplier Selection tool

The selection of a supplier for a sustainable energy measure is an important choice. The quality of the chosen product has a direct influence on the realization of the formulated ambition. In addition, the supplier's working method influences the image of the park manager, the energy team, the business association and the individual companies.

The step-by-step plan provided including a supplier selection matrix offers help for the selection of an appropriate supplier.

2.4 Example contract with supplier

Once a choice of a supplier has been made, a purchase contract must be drawn up. In practice, two scenarios are conceivable:

1. Collective purchasing / framework agreement: contract between park manager and supplier. With this approach, customized agreements will also have to be made between the park manager and companies located on the site;
2. Individual purchase: contract between entrepreneurs and supplier.

The example contract can serve as a stepping stone when drawing up the contract. It is recommended that you have the contract draft additionally checked by a lawyer.

3 Technology specific checklists

Based on the priorities set by the use cases of Gear@SME, three technologies were selected. This in order to set the focus on technologies for which a genuine interest existed among the several use cases. The process of selecting technologies is presented in the next paragraph. After this the consortium created checklists to help TP's and SME's in the process of buying systems with the selected technologies.

3.1 Primary areas of interest

For all use cases in Gear@SME a prioritization was done by the use case leaders in order to select the technologies that generated most interest for the respective use cases. For each use case the interest per technology was valued between 1 and 10. The use cases are in Romania (RO), Germany (D), Italy (IT) and the Netherlands (NL). The results of the inquiry are presented in the following graph:

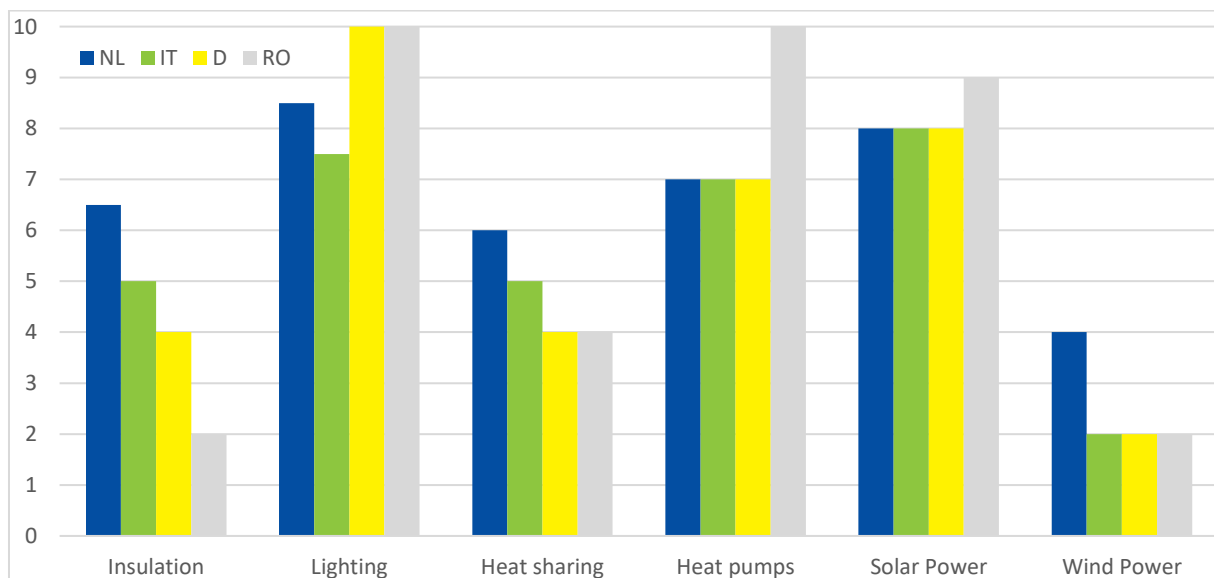


Figure 1: Interest per technology per use case (1=low interest 10= high interest).



D4.3 Administrative Tools

The result of the evaluation of the selected technologies is ranked in the graph below:

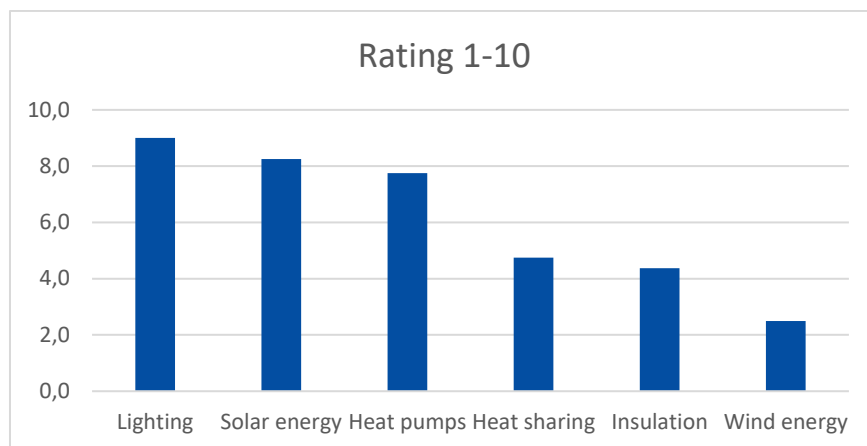


Figure 2 Ranked interest in technologies(1=low interest 10= high interest).

In our task 4.4 administrative tools, we selected the top three technologies. For these technologies we want to provide the TP's and SME's with checklists and information that can be helpful in establishing high quality contracts with ESS.

Energy efficiency measures related to LED lighting seem to be interesting because of the low cost and short payback time. Energy saving by introducing LED lighting is often a low hanging fruit that could very well be used to increase confidence in energy saving measures on a business park.

Solar power on roofs is more expensive than LED lighting but it is probably the technology with the highest potential for reducing fossil fuel use in a business park.

Heat pumps were mentioned by all use case leaders indicating that heat pumps are an interesting subject to help the TPs and SMEs in a business park. Heating pumps are a good way to reduce energy use for heating purposes to less than 50% of the energy needed with other heating options.

In the Dutch use case, the SME's in the business park were also helped with a scheme for collective energy purchasing. This measure is not exactly an energy saving measure but it did help the Trusted Partner in gaining the confidence of the SME's on their business park.

Checklists for these three selected technologies are presented in the following subchapters.



3.2 Checklist for PV installation

The consortium made a checklist designed to support the procurement of a PV installation. It can be used both by individual SME or by a Trusted Partner in charge of procurement for a group of SME's.

The checklist consists of two parts.

1. In the first part, entitled "Situation description", the information to be provided when requesting a quote is listed. This information allows the supplier to adapt his answer to the specificity of the project.
2. In the second part, "Evaluation of the offer", the specifications related to PV installation that could be included in the supplier's quote is listed.

3.3 Checklist for heat pumps

The consortium made a checklist designed to support the procurement of energy efficient heat pump systems for space heating in buildings. It can be used both for individual SME or for a Trusted Partner in charge of procurement for a group of SMEs.

In the introduction reasons are given to consider applying a heat pump.

Then in the second chapter prerequisites for the successful implementation of heat pumps are presented.

In the third chapter the most relevant items on specification of a heat pump system are listed and described.

At the end of the document a glossary of relevant terminology is given.

3.4 Checklist for LED lighting systems

The checklist is designed to support the procurement of high quality energy efficient LED lighting systems. It can be used both for individual SME or for Trusted Partner in charge of procurement for a group of SMEs.

The checklist consists mainly of two parts. The first part describes the current situation of the buyer.

In the second part "Evaluation of the offer", the specific information related to LED Lighting System that could be included in the supplier's quote is listed.

Abbreviations

ESS	Energy Service Supplier
EEM	Energy Efficiency Measures
MO	Multiplier Organization
SME	Small and medium-sized enterprises
TP	Trusted Partner
UC	Use Case
UCL	Use Case Leader
WP	Work Package
AP	Action Plan
RE	Renewable Energy
GECO	Green Energy Community
KPI	Key Performance Indicator
POM	Platform Ondernemend Meierijstad
ADLO	Agentia de Dezvoltare Locala Oradea
Confindustria	<i>Confederazione generale dell'industria italiana</i> (General Confederation of Italian Industry)
RES	<i>Regionale Energie Strategie</i> (Regional Energy Strategy)
SAMER	<i>Societatea Auditorilor și Managerilor Energetici din România</i> (The Romanian Society of Energy Auditors and Managers)
SDE+	<i>Stimuleringsregeling Duurzame Energie</i> (subsidy for sustainable energy)

4 Annexes

4.1 ANNEX 1 Gear@SME Administrative Tools list

List with tools that help TP's and SME's to realise contracts with Energy service suppliers. This list contains both general tools and specific tools available locally (in local language) for organisations in the participating countries.

Nr	Ctry	Date	Original title / website	Title English	Source	TP	SME	NO	ES	Description
1	EU	feb-22	Gear@SME training Energy Collectives Defining activities	Gear@SME training Energy Collectives Defining activities	Gear@SME EC Horizon project	1	1	1	1	Training material through which (potential) Trusted Partners receive: - The skills to plan, develop and carry out activities in the local SME energy collective, that are relevant to the SMEs needs - Knowledge about the importance of monitoring and following up the results of the collective
2	EU	feb-22	Example Tender document	Example Tender document	Gear@SME EC Horizon project	1	1	1	1	The following five main components of a tender request are described in an example request for quotation: <ul style="list-style-type: none"> • specification • procedure • offer contents • starting points
3	EU	feb-22	Supplier Selection Tool	Supplier Selection Tool	Gear@SME EC Horizon project	1	1	1	1	The step-by-step plan provided including a supplier selection matrix offers help for the selection of an appropriate supplier.
4	EU	feb-22	Example contract with supplier	Example contract with supplier	Gear@SME EC Horizon project	1	1	1	1	A sample contract to help with items that could be incorporated in a contract with an Energy Service Supplier.
5	EU	feb-22	Checklist for PV installation	Checklist for PV installation	Gear@SME EC Horizon project	1	1	1	1	The consortium made a checklist designed to support the procurement of a PV installation. It can be used both by individual SME or by a Trusted Partner in charge of procurement for a group of SME's.
6	EU	feb-22	Checklist for Heat pumps	Checklist for Heat pumps	Gear@SME EC Horizon project	1	1	1	1	a checklist designed to support the procurement of energy efficient heat pump systems for space heating in buildings. It can be used both for individual SME or for a Trusted Partner in charge of procurement for a group of SMEs.
7	EU	feb-22	Checklist for LED lighting	Checklist for LED lighting	Gear@SME EC Horizon project	1	1	1	1	checklist designed to support the procurement of high quality energy efficient LED lighting systems. It can be used both for individual SME or for Trusted Partner in charge of procurement for a group of SMEs.
8	EU	2018-2021	S-PARCS Industrial Park Service Initial Assessment Tool https://www.sparcs-community.eu/	S-PARCS Industrial Park Service Initial Assessment Tool	S-PARCS project	1	1	1	1	S-PARCS aims at moving from a single-company energy efficient intervention approach to cooperative energy efficient solutions within the framework of industrial parks, thus maximizing energy savings and guaranteeing the competitiveness of the companies located in the parks. S-PARCS performs a thorough analysis of technical, economic, regulatory, legal, organisational, environmental and social barriers to energy-efficient park design with the target of providing innovative market-ready solutions to overcome whatever hindrance. S-PARCS IA TOOL enables industrial parks and companies to find the best energy cooperation solution that fits your specific situation and the instruments to overcome the barriers that may face on the industrial energy cooperation process.

Nr	Ctry	Date	Original title / website	Title English	Source	TP	SME	NO	ES	Description
9	GE	actual	https://www.mittelstand-energiewende.de	Energy transition for SMEs	The SME Initiative Energy Transition and Climate Protection is a joint project of the Association of German Chambers of Industry and Commerce (DIHK). DIHK, the German Confederation of Skilled Crafts (ZDH), the Federal government	1				webinare, guidelines for energy efficiency, trainings for SMEs
10	GE	actual	https://www.solarwende-berlin.de/startseite	Solar "switch" Berlin	Initiative from the local government (Berlin)	1	1	1	1	All information about solar energy (in Berlin), incl. glossar, list of providers, funding opportunities
11	GE	actual	https://www.energieeffizienz-handwerk.de/	Energy efficiency for the craft sector		1				Technical information about cross-sectional technologies (lights, PV, compressed air, ...), aids and tools, tips for funding opportunities. Online energy monitoring tool.
12	GE	actual	https://www.foerderdatenbank.de/FDB/DE/Home/home.html	Fundings data bank	German government	1	1	1	1	Official searching engine for fundings
13	GE	actual	https://www.bfee-online.de/BfEE/DE/Energiedienstleistungen/Contracting/Mustervertraege/mustervertraege_node.html	Model contracts for energy performance contracting	German government	1	1	1	1	Guidelines and model contracts for energy performance contracting
14	GE	actual	Musterbauvertrag PV-Anlage	Model contract for PV Installation	intern BEA	1	1	1	1	Model contract for PV Installation in German
15	IT	actual	Contratto per la fornitura di un impianto fotovoltaico	Contract for the supply of a photovoltaic system	web	1			1	Example of a photovoltaic supply contract.
16	IT	actual	Esempio contratto fornitura pompe di calore	Example of heat pump supply contract	web	1			1	Example of an offer for the supply and installation of a heat pump system.
17	IT	jul-05	Linee Guida per la Diagnosi Energetica nelle Piccole e Medie Imprese	Guidelines for energy audits in SMEs	ENEA-CasaClima	1	1		1	Useful list of guidelines on what is important to know on the subject of energy audits in SMEs. Useful both to SMEs themselves to understand what an energy audit could give them, and for ESSs to understand how energy audits change when applied to SMEs
18	IT	jul-05	Le comunità energetiche in Italia	Energy communities in Italy	GECO Project	1	1		1	A guide to orientate citizens in the new energy market.
19	IT	May 2021	Non senza le PMI https://www.fondazionevilupposostenibile.org/wp-content/uploads/dlm_uploads/Non-senza-le-PMI.pdf	NOT WITHOUT SME The role of small and medium-sized enterprises in Italy's energy transition	Fondazione per lo Sviluppo Sostenibile, CNA	1	1	1	1	The role of SMEs in Italy's energy transition The document effectively outlines the contribution of SMEs to the country's climate neutrality. It reconstructs the energy consumption, greenhouse gas emissions of manufacturing and construction SMEs; The document summarises the results of 2 surveys on: - energy efficiency and renewable energy interventions with recourse to incentives and support instruments; - in-depth analysis of target trades for CNA, energy profiles and suggestions for decarbonisation.

Nr	Ctry	Date	Original title / website	Title English	Source	TP	SME	NO	ES	Description
20	IT	actual	Incentivi energia https://www.mite.gov.it/energia/efficienza-energetica/incentivi	Energy incentives	MiTE - Ministero della Transizione Ecologica	1	1	1	1	Government information portal dedicated to incentive tools for the promotion of energy efficiency: tax deductions, thermal account, white certificates, etc..
21	IT	actual	Checklist per valutazione di offerte per un impianto fotovoltaico	photovoltaic system checklist	Internal	1	1			Technical specifications for the correct preparation of a quotation for photovoltaic systems and for comparing different quotations.
22	IT	actual	Contratto per la fornitura di un impianto fotovoltaico	Contract for the supply of a photovoltaic system	web		1		1	Sample tender for PV system
23	IT	jul-05	Linee guida Contratti di Prestazione Energetica (EPC)	Guidelines Energy Performance Contracts (EPC)	ENEA-MiSE	1	1	1	1	Guidelines to the structure of an EPC contract.
24	NL	actual	WKO-bodemenergielool https://wkool.nl/	Ground sourced heat pump opportunities	RVO Netherlands Enterprise Agency, Dutch government portal on subsidies and tax rebates (general not just on energy matters)		1			Tool that gives information on geographical limitations concerning ground based heat pumps. The tools also provides a cost calculation based on heat requirement.
25	NL	actual	subsidie en financieringswijzer https://www.rvo.nl/subsidie-en-financieringswijzer	Dutch government portal on subsidies and tax rebates (general not just on energy matters)	RVO Netherlands Enterprise Agency, Dutch government portal on subsidies and tax rebates (general not just on energy matters)	1	1	1		portal with information from the government of the Netherlands on Enterprises, regulations, taxes and subsidies
26	NL	jan-21	ECUB Handboek	Energy Cooperation handbook	ECUB (Energy Cooperation on Utrecht Business Parks) A dutch TP in the Utrecht region.	1	1	1		Very interesting handbook on the experience ECUB gained while working on promoting coöperation on energy saving in the region.
27	NL	sep-16	Snelstartgids stap 5.1 checklist contract met leverancier	Checklist for making a contract with an energy services supplier	Made within the project "Enegiemaagregelen op bedrijventereinen"	1	1			general contract for contracting supply of products or services
28	NL	sep-16	Snelstartgids stap 5.1 leverancier selectietool	Selection procedure for selecting a shortlist of suppliers for a contract	Made within the project "Enegiemaagregelen op bedrijventereinen"	1	1			Using a matrix with information and weighing factors in order to help with the objective selection of a supplier.
29	NL	sep-16	Snelstartgids 5.1 Voorbeeld tenderdocument	Short sample tender document	Made within the project "Enegiemaagregelen op bedrijventereinen"	1	1			Very brief tender document
30	NL	jan-21	Erkenningsregeling Zonnestroomsystemen	Eisen voor bedrijfserkenning op het gebied van Zonnestroomsystemen	Made by InstallQ as basis for company certification for suppliers of solar PV systems				1	Certification requirements and procedures for suppliers that want InstallQ certification concerning solar power systems.
31	NL	aug-19	Uitvraag laadpalen	Request for offers - charging stations	ECUB (Energy Cooperation on Utrecht Business Parks) A dutch TP in the Utrecht region.	1	1		1	Example - a request for offers for collective charging stations
32	NL	may-18	Uitvraag Collectieve energie inkoop	Request for offers - collective energy purchase	ECUB (Energy Cooperation on Utrecht Business Parks) A dutch TP in the Utrecht region.	1	1		1	Example - a request for offers for collective energy purchase
33	NL	may-19	Uitvraag Energiescans	Request for offers - energy scans	ECUB (Energy Cooperation on Utrecht Business Parks) A dutch TP in the Utrecht region.	1	1		1	Example - a request for offers for purchasing energy scans
34	RO	XX	Raportul procedurii	Procedure report	National Agency for Public Procurement	1	1			Template for tendering procedure
35	RO	XX	Contracte	Framework contract for the supply of electricity	The National Authority for Energy Regulations	1			1	Example of contracts for energy supplying
36	SE	actual	Vägledning för att handla upp åtgärder https://eef.se/verksamhet/industriforetag/#guidance	Guide for procurement of energy efficiency measures	EEF Energieeffektiviseringsföretagen. Trade organisation for energy service companies		1			Step-by-step guide for setting requirements, finding suppliers, request offers, evaluate offers, signing contract, etc. Also links to various templates useful to contract suppliers for energy efficiency projects, e.g. request for tenders, evaluation of tenders, technical specifications for measures etc



Nr	Ctry	Date	Original title / website	Title English	Source	TP	SME	NO	ES	Description
37	SE	actual	Solelportalen http://www.energimyndigheten.se/fornybart/solelportalen/	Solar PV portal	Energimyndigheten (Swedish Energy Agency)		1			Portal collecting various support around solar PVs, including help and templates for requesting offers from suppliers and comparing offers
38	SE	apr-21	Belok kravspecifikationer http://belok.se/verktyg-hjalp/kravspecifikationer/	BELOK technical specifications for energy efficiency in building premises	BELOK (Swedish Energy Agency's network for energy efficient building premises)		1			Technical specifications to support procurement
39	SE	actual	Guide för energieffektiva företag http://www.energimyndigheten.se/guide-for-energieffektivaforetag/	Guide for energy-efficient SMEs	Energimyndigheten (Swedish Energy Agency)		1			Portal with various support for energy efficiency in SMEs, including checklist for contracting an energy consultant
40	SE	actual	Svenska kyl- och varmepumpsföreningarna (SKVPs) information om varmepumpar https://skvp.se/varmepumpar/	Swedish Refrigeration & Heat Pump Association's information about heat pumps	SKVP Trade organisation for refrigeration and heat pump manufacturers, suppliers, and service suppliers		1			Facts and information about heat pumps, including checklists for purchasing heat pumps, and checklists for installation, service and maintenance
41	XX	actual	Lighting checklist doe_eecbg_parking_factsheet.pdf	Example of a checklist for the retrofit of a lighting system	DOE, U.S. Department of Energy		1		1	Checklist for retrofitting a lighting system with LED lamps.
42	XX	actual	Richiesta di preventivo - 6 trucchi per affari migliori https://procurementtactics.com/request-for-quotation/	Request For Quotation (RFQ) – 6 Tricks For Better Deals	web		1		1	It is explained why a request for proposal is important and how to create it, and the different types of templates and proposals to create your own customised RFQ and take advantage of it during the procurement process are explained.
43	XX	actual	Schema di offerta	Form of Tender	web		1		1	Outline tender form prepared by the client or its consultants and completed and signed by the tenderer.