

Call for tender to be published in the Official Journal

Support of the EEA expert group on Guidelines and State of the Environment Reporting, 2000

Open procedure

1. Awarding authority

The European Environment Agency
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2. Awarding procedure: Open call for tender No EEA/AIA/003/99

3. Description of the call for tender

The European Environment Agency was established to provide the Community and the Member states with objective, reliable and comparable information on the environment. Harmonisation of the process of making State of the Environment (SoE) reports in the member countries of the European Environment Agency and in the countries participating in the PHARE programme is considered beneficial for two reasons: it will facilitate consistent reporting on the environment at the European scale and it will contribute to a better comparability of national SoE reports.

The aim of the European Environment Agency to arrive at the required harmonisation of state of the environment reporting is not to issue strict guidelines, but to work together with the member countries to develop common frameworks. An important instrument in this process is a group of national experts in SoE-reporting established by the EEA. This group helps the Agency to identify common requirements and develop products. Overviews of current practices and meetings to discuss the issues concerned are frequently used steps to develop common “frameworks” and “guidelines”.

The aim of the contract is to provide support to the process of harmonisation of SoE reporting for a period of one year.

The main tasks of the support include the following:

1. To further develop existing overviews of questions answered by state of the environment reports into a concise manual.
2. To write papers/execute studies on topics of special interest of the Expert Group, such as ‘measuring the effectiveness of SoE reports’, or ‘the scale issue in presenting environmental indicators’.
3. To update the overview of issues covered by European State of the Environment reports, published on the EEA homepage.

4. To organise two meetings of the expert group on guidelines and reporting in 2000, to discuss, among others, the results of the studies and to report on these meetings.

4. Duration of the contract

12 months from the date of signing the contract. The winning contractor will be awarded a contract for one year, with possible extension.

5. Request for tender documents

- a) The technical specifications can be obtained from the European Environment Agency in four ways: (i) by download from the EEA's home page at <http://www.eea.eu.int/fr/about.htm>; (ii) by emailing a request to julia.tierney@eea.eu.int; (iii) by sending a fax request (+45 33 36 71 28); or (iv) by sending a request by letter to Mr. Peter Bosch (Kongens Nytorv 6, DK-1050 Copenhagen K).
- b) Deadline for request of specifications: 20.8.1999.
- c) The documents will be dispatched free of charge.

6. Submission of tenders

- a) Postal address: the European Environment Agency, Kongens Nytorv 6, DK-1050 Copenhagen K, Denmark, for the attention of Mr Peter Bosch and marked "Reply to call for tender No EEA/AIA/003/99".
- b) Languages in which they must be drawn up: 1 of 13 official languages of the European Environment Agency (the 11 official European Community languages plus Norwegian or Icelandic).
- c) Deadline for submission: 4.9.1999.

7. Persons authorised to be present at the opening of tenders

Officials from the Agency and financial controller.

8. Prices and payment terms

- a) Prices must be quoted in Euro and be fixed amounts; estimated travel and subsistence expenses must be indicated separately.
- b) Terms of payment figure in the tender specifications and are those which are in force at the European Environment Agency for Service contracts.

9. Selection criteria

Tenderers must provide evidence of their identity, financial and economic standing and professional and technical qualifications by means of the following documents:

- an identification sheet (name or business name, legal status, contact person etc.)
- proven track record in the origination, development and realisation of similar activities and productions in environmental fields
- a list of comparable services performed over recent years
- where applicable, references of the inscription on the VAT-register

- where applicable, references of the inscription on the trade register
- evidence of tenderer's financial standing shall be furnished by (extracts from) financial statements for the past 3 years
- detailed curriculum vitae of the candidate or, where applicable, of the personnel involved in the tender when it concerns a legal person
- information on the candidate's working languages and those in which he is able to submit his reports.

Tenders will lapse: 9 months after the final date for receipt of tenders.

10. The award criteria

Contract will be awarded to the tenderer whose offer is the most advantageous taking into account of:

- experience in state of the environment reporting
- knowledge of environment statistics on an international level
- understanding of the issues and processes involved in state of the environment reporting as demonstrated by the work plan
- experience in organising consultation processes at the European level
- the practicality of the work plan proposed
- proven track record in timely delivery of high-quality work in similar areas
- price and quality.

11. The contract is covered by the GATT Agreement.

12. Date of dispatch of the notice: 14.7.1999.

13. Date of receipt by the Office for Official Publications of the European Communities: 14.7.1999.