

1. Tenders are to be submitted by **11/07/03**
  - either by registered mail, posted not later than **11/07/03** (postmark);
  - or by delivery (in person or by an authorised representative or private courier service) to Kathryn Winther, The European Environment Agency, Kongens Nytorv 6, DK-1050 Copenhagen K **not later than 16.00 on 11/07/03**, in which case a receipt must be obtained as proof of submission, signed and dated by an EEA official.
2. Tenders must be submitted in **three copies** and placed inside **two** sealed envelopes. The inner envelope, addressed to the person indicated above, should be marked: **“Reply to call to tender No. EEA/ADM/03/004. Not to be opened by the internal mail department”**. If self-adhesive envelopes are used, they must be sealed with tape and the sender must sign across the tape.
3. Submission of a tender implies acceptance of the terms specified in our “General terms and conditions applicable to contracts” in all matters not governed by this invitation to tender and waiver your company’s own terms of business.
4. Period of validity of the tender: six months from the closing date of this call for tender
5. You will be informed whether or not your tender has been successful.
6. Your attention is drawn to the following points regarding the tender price:
  - tenders should be expressed in accordance with the technical specifications in Annex I
  - prices must be a fixed rate, including all costs
  - prices should be quoted free of VAT, as the EEA is exempt from such charges under Articles 3 and 4 of the Protocol on the privileges and immunities of the European Communities;
  - prices **must be quoted in EUR.**
  - prices must be firm and not subject to revision for the first year of performance on the contract; as from the second year, prices could be revised on the basis of the consumer price index in the Member State of origin of the services offered.
7. **Selection criteria:**

Legal status:

  - completed identification sheet (Annex III)
  - copy of trade register
  - copy of VAT registration

Financial status:

Proof of economic and financial capacity may be furnished by one or more of the following documents:

  - a) appropriate statements from banks or evidence of professional risk indemnity insurance
  - b) the presentation of balance sheets or extracts from balance sheets for at least the last two years for which accounts have been closed, where publication of the balance sheet is required under the company law of the country in which the economic operator is established;

c) a statement of overall turnover and turnover concerning the works, supplies or services covered by the contract during a period which may be no more than the last three financial years.

Technical capabilities:

- a) the educational and professional qualifications of the service provider or contractor and/or those of the firm's managerial staff and, in particular, those of the person or persons responsible for providing the services or carrying out the works;
- b) a description of the technical equipment, tools and plant to be employed by the firm for performing a service or works contract;
- c) a description of the measures employed to ensure the quality of supplies and services, and a description of the firm's study and research facilities.

8. Further information can be obtained from the address indicated in paragraph 1 above.

9. **Criteria for the award** of the contract: The contract will be awarded to the most economically advantageous tender considering:

- Experience and skills of trainer especially with reference to teaching in multinational groups (25)
- Capacities to accommodate requirements within the three main languages mentioned (e.g. number of simultaneous classes/number of teachers/trainers etc.) (25)
- Outline of proposed teaching forms/methods (20)
- Price per teaching hour (45 minutes) outside EEA premises (20)
- Price per teaching hour (45 minutes) within EEA premises (10)

10. Languages in which the Tender must be drawn up: 1 of 11 official languages of the European Union

11. **Grounds for exclusion:**

The tenderer shall provide an auto-declaration, preferably made on oath before a judicial or administrative authority, a notary or a competent professional or trade body by a person competent to do so on behalf of the tenderer, which states that none of the grounds for exclusion (please see General Terms and Conditions applicable to contracts, Art 2 (2)) applies to the tenderer.