

1. Tenders are to be submitted by **10/11/03**
 - either by registered mail, posted not later than **10/11/03** (postmark);
 - or by delivery (in person or by an authorised representative or private courier service) to Domingo Zorrilla, The European Environment Agency, Kongens Nytorv 6, DK-1050 Copenhagen K **not later than 16.00 on 10/11/03**, 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/03/005. 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 position:

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

Economic and financial capacity::

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 and professional capacity:

Evidence of the technical and professional capacity may be furnished on the basis of the following documents:

- a) a list of the principal services provided in the past three years, with the sums, dates and recipients, public or private;
 - b) a description of the measures employed to ensure the quality of services;
 - c) an indication of the technicians or technical bodies involved, whether or not belonging directly to the firm, especially those responsible for quality control;
 - d) a statement of the average annual manpower and the number of managerial staff of the service provider or contractor in the last three years;
 - e) an indication of the proportion of the contract which the service provider may intend to subcontract.
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:
 - **Working environment**, including expected hours of work according to enclosed bid schedule, working agreement (30)
 - **External environment**, including official environmental policy, use of environmentally-friendly detergents in accordance with attached product data sheet (20)
 - **Quality**, including quality-control system, meaning that precautions are taken to ensure that the standards acceptable to the EEA are reached (20)
 - **Price**, including prices for fixed contracts and supplementary services, as indicated in the tender list (30).
 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.