



Tender Specifications

Purchase, installation and service of AV equipment for the European Environment Agency

Call for tender EEA/ADS/05/002

I. Subject of the Contract

1.0 General remarks

The European Environment Agency intends to equip several rooms of its headquarter in Copenhagen, Denmark with conference and simultaneous interpreting systems and to replace some of the existing equipment. The Agency is looking for concluding a framework supply contract for purchase of new AV equipment and maintenance of existing one. The selected contractor will deliver and install the equipment, will train EEA staff on how to operate the equipment and will provide yearly service and maintenance.

The use of AV facilities is intended to provide a framework for meeting activities and events of a wide-ranging scope and nature. The requirements for the AV facilities are therefore first and foremost a high degree of flexibility and future-proofing. In addition, all systems and installations should be based on equipment of very high quality so as to achieve superlative picture and sound quality combined with a simple and intuitive user interface.

The following rooms will be equipped with new equipment:

- Large meeting room 1st floor
- Small meeting room 1st floor
- PC Training Room
- Video Conference Room
- Studio Room

In addition, ENG Camera equipment will be purchased, for recording both in the field and in studio & conference room.

The existing conference rooms will be updated with several new facilities.

The breakdown described below is subject to change in the light of the fitting out of the premises and the provision of budgetary resources.

2.0 Large meeting room 1st floor

The room is intended to serve as a multi-function conference facility. It can be used either alone or as an extension of the existing conference room.

The room should be equipped with the following:

- Rear projection screen
- Projectors

- Graphic processor
- Signal switches
- Video sources
- Visualiser
- Program sound system
- Voice sound system
- Panel microphones
- Wireless microphones
- Rostrum
- Control system

2.1 Rear projection screen

A 4000 x 1850 mm rear projection screen will be built into the wall with the bottom edge of the picture 1200 mm above the floor. The size of the screen will make it possible to show several images at a time and/or presentations requiring high resolution. In addition the screen will act as a scenographic background for activities on the podium.

The rear projection screen shall meet the following specifications:

- rigid glass screen
- 180 viewing angle
- 1.0 Gain
- Anti hotspotting

2.2 Projectors

3-chip DLP projectors with SXGA+ resolution should be used for projection. By using two projectors a better brightness and higher resolution will be achieved (1050 x 2275 pixels = 1050 x 2800 pixels minus overlap). This will make it possible, among other things, to show two PC presentations side by side in XGA resolution, which is the standard resolution for most laptops.

The projectors shall meet the following specifications:

- 3 Chip DLP
- SXGA+ resolution
- minimum brightness of 7000ANSI-lumen
- minimum 3000:1 contrast ratio
- dual lamp system
- RS232/422 or LAN remote control

2.3 Graphic processor

The projectors should be fed with a signal from a graphic processor which, in addition to handling the overlap in the pictures, can also scale all incoming signals to the projectors' resolution. It will be possible to store a large number of backgrounds in the built-in "framestore", onto which presentations or video images can be projected.

The Graphic processor shall meet the following specifications:

- 2x scalable inputs from composite to HD-SDI
- 2x scalable outputs from composite to HD-SDI
- 10 bit processing
- built in 10GB still store for TIFF or JPEG backgrounds.
- RS232/422 or LAN remote control

2.4 Signal switch

In connection with the graphics processor an 8 x 4 RGBHV matrix should be used for the switching and routing of signals.

The Signal switcher shall meet the following specifications:

- minimum 300MHz bandwidth
- must include audioswitching
- RS232/422 or LAN remote control

2.5 Video sources

An S-VHS player and a DVD player should be installed.

The videosources shall meet the following specifications:

- y/c-output
- PAL/NTSC/Secam playback(S-VHS player)
- code free playback(DVD-player)

2.6 Visualizer

For the display of transparencies, print media and other objects, a good quality electronic OHP (visualiser) should be used.

The visualizer shall meet the following specifications:

- 1-chip 1/3" CCD
- 1280x1024 resolution
- 30 frames
- Built-in LCD pre-view monitor
- RS232/422 or LAN remote control

2.7 Program sound system

A stereo sound system should be installed to reproduce program sound from videos, DVDs, PCs and other sources. The loudspeakers must be built flush with the projection wall to the right and left of the projection screen. The audio sources for the program sound should be routed via the digital mixer in the voice sound system.

The loudspeakers shall meet the following specifications:

- 3-way monitor with 12" woofer
- frequency response 45Hz-20kHz(+/- 2db)
- Sensitivity: 89 db SPL
- nominal impedance: 8 ohm

2.8 Voice sound system

For the reproduction of voice, a distributed ceiling loudspeaker system should be set up. The central unit should be a digital mixer which can be operated via the room control system. The ceiling loudspeakers should be split into at least two zones so that uniform voice clarity is achieved throughout the room. A feedback destroyer should be included to eliminate acoustic feedback.

The digital mixer shall meet the following specifications:

- 24-bit/96kHz signal processing
- 12 analog mic/line inputs
- stereo line-inputs
- expandable + 16 input channels
- motorized faders

- MIDI remote control
- 19" rack mount included

The ceiling speakers shall meet the following specifications:

- 100x100 degree coverage
- two-way coaxial driver arrangement
- 80 Hz to 20 kHz frequency response –10db
- Maximum SPL, 1m, free field: 102 db SPL
- 70/100V transformer included

2.9 Panel microphones

For panel discussions and press conferences, mobile panel microphones with built-in loudspeakers should be used. As the EEA already has a number of panel microphones these must be of same type and make.

The panel microphones shall meet the following specifications:

- Fully digital system
- Power supply for up to 100 delegate units
- Single cable connection
- Automatic, Manuel and First In First Out(FIFO) modes
- 1-6 microphones On simultaneously
- RS232/422 or LAN remote control

2.10 Wireless microphones

Two wireless microphones should be installed.

The Wireless microphones shall meet the following specifications:

- True diversity system
- 1440 tunable UHF frequencies for interference-free reception
- Automatic frequency scan feature searches for available frequencies
- Must include suitable Booster and antenna system

2.11 Rostrum

As the rostrum, a model with a built-in 15" touch screen should be used. The front plate of the rostrum should be painted in optional RAL colours.

2.12 Control system

A control system should be installed with a processor-controlled central unit to control the blackouts, sunscreens, light dimmers, large-screen projectors, screen, video machines and other AV equipment. It should be possible to operate the system from a touch-sensitive 15" colour LCD panel built into the rostrum.

The Remote Control System shall meet the following specifications:

- Dedicated integrated AV remote control system
- Network capability
- Integrated Web-server
- Expandable on-board memory
- 15" LCD touch screen (XGA resolution)
- Must work with EEA's existing AV-remote control system

3.0 Small meeting room 1st floor

The room should be equipped with the following:

- Motorised screen
- Data/video projector
- VHS/DVD player
- Sound system
- Control system

3.1 Motorised screen

A motorised screen shall be mounted above a suspended ceiling.

The motorised screen shall meet the following specifications:

- Tab Tension system to ensure an even projection surface
- Size 120”(180x240cm)
- Gain 1.0

3.2 Data/video projector

A data/video projector should be mounted on the ceiling.

The Data/video projector shall meet the following specifications:

- Single Chip DLP technology
- Minimum brightness of 3000ANSI-lumen
- Native XGA(1024x768)resolution
- Minimum 2000:1 contrast Ratio
- Maximum Noise Level of 32db(Eco-Mode)
- RS232/422 or LAN remote control

3.3 VHS/DVD player

A combined VHS/DVD player must be supplied. The unit should be mounted in existing furniture.

The video sources shall meet the following specifications.

- y/c-output
- PAL/NTSC/Secam playback(S-VHS player)
- code free playback(DVD-player)

3.4 Sound system

To reproduce program sound, a standard stereo system must be installed.

The sound system shall meet the following specifications:

- 22 Watts digital amplifier to be mounted above ceiling on projector bracket
- Compact stereo speakers to be wall mounted(color White)

3.5 Control system

The AV equipment should be operated via an AV Control System. The screen, projector and audio volume should be controlled via a pushbutton panel.

The Control System shall meet the following specifications:

- Bi-directional RS-232 control of projector
- Inactivity timer for display shutoff
- Volume Control

4.0 PC Training

The room shall be equipped with the following:

- Motorised screen
- Data/video projector
- VHS/DVD player
- Sound system
- Control system

4.1 Motorised screen

A motorised screen shall be mounted above a suspended ceiling.

The motorised screen shall meet the following specifications:

- Tab Tension system to ensure an even projection surface
- Size 120”(180x240cm)
- Gain 1.0

4.2 Data/video projector

A data/video projector should be mounted on the ceiling.

The Data/video projector shall meet the following specifications:

- Single Chip DLP technology
- Minimum brightness of 3000ANSI-lumen
- Native XGA(1024x768)resolution
- Minimum 2000:1 contrast Ratio
- Maximum Noise Level of 32db(Eco-Mode)
- RS232/422 or LAN remote control

4.3 VHS/DVD player

The video sources shall meet the following specifications.

- y/c-output
- PAL/NTSC/Secam playback(S-VHS player)
- code free playback(DVD-player)

4.4 Sound system

The sound system shall meet the following specifications:

- 22 Watts digital amplifier to be mounted above ceiling on projector bracket
- Compact stereo speakers to be wall mounted(color White)

4.5 Control system

The Control System shall meet the following specifications:

- Bi-directional RS-232 control of projector
- Inactivity timer for display shutoff
- Volume Control

5.0 Video conference room

The room should be fitted out primarily with a view to holding video conference meetings. Here we are thinking of furniture, lighting and blackout facilities. The secondary use of the room will be for the conduct of interviews. The adjoining room should be fitted out as a combined control and editing room. There is visual contact between the rooms through a sound-proofed glass window.

The room should be equipped with the following:

- Video conference system
- Cameras for video conferencing and studio
- Monitors
- Fixed video conference lighting
- Control system

5.1 Video conference system

A video conference system should be installed which can be used via ISDN or IP. The minimum bandwidth should be 768 KB via ISDN and 2 MB via IP. It should be possible to show a PC presentation using the video conference system in XGA resolution. The day-to-day operation should be via a dedicated Remote Control System of same type and make as in Conference Room..

The Video Conference System shall meet the following specifications:

Video Standards

H.261
H.263
H.263+ Annex L, F, T, I
H.263++
H.264
H.264 Interlaced Video
H.264 4CIF Video

Video Resolution

SQCIF (Reception Only)
QCIF, CIF
4CIF (H.263)
Interlaced SIF (H.263 Annex W, H.264)

Video Frame rate

Max 30fps in H.261/263/263+/263++/264 and MPEG4 SP@L3
60/50 filed per sec for NTSC/PAL in Interlace mode

Video Bitrate

Up to 4Mbps in H.323
Up to 2Mbps(1920kbps) in H.320 with PCSA-PRI
Up to 768 kbps in H.320 with PCSA-B768S
Up to 384 kbps in H.320 with PCSA-B384S
(Bit-rates are including audio)

Video Features

H.264 Interlaced Video
H.264 4CIF Video
H.239 Dual Stream Support
Dual Live Video
Multi-monitor output in MCU mode
Triple monitor output

Memory Stick Recording

Audio and video can be recorded on a Memory Stick in MPEG4 format. Audio at 64 Kbps (fixed) and video is selectable from 64 Kbps, 256, 384 and 512 Kbps.

Graphics Resolution

XGA H.263, with PCSA-DSB1S
4CIF H.261 Annex D and H.263 Base

Audio Standards

G.711 3.4kHz at 56k/64kbps
G.722 7.0kHz at 48k/56k/ 64kbps
G.722.1 7.0kHz at 24kbps (H.323 only)
G.728 3.4kHz at 16kbps
G.723.1 3.4kHz at 5.3k/6.3kbps (H.323 only)
G.729 3.4kHz at 8kbps (H.323 only)
MPEG4 AAC mono 14KHz at 48kbps in H.320 or at 64/96kpbs in H.323

Echo Cancellation

Noise Suppressor included
Automatic Gain Control included

Picture in Picture

Sub screen size 1/9
Position One of four corners of main screen

Supported Major ITU-T Standards

H.320, H.323
H.239
H.221
Bonding
H.281 FECC
H.225.0
H.242
H.243
H.245
T.120

Internal MCU

Up to 6 sites of video and audio in ISDN connection
Up to 6 sites of video and audio in IP connection
Up to 6 sites of video and audio in IP/ISDN connection

Control Port

RS-232C(AUX Control)

LAN (Ethernet)

Lip Synchronization

Manual On/Off

Network Security

AES Encryption Support in IP Operation

5.2 Camera for video conferencing and studio

Two controllable pan/tilt cameras should be installed. Because the cameras are also to be for studio use they should be equipped with an SDI input board. It should be possible to operate the cameras via the Remote Control System or their own controller located in the editing room.

The cameras shall meet the following specifications:

- 3CCD chip technology
- CCD resolution in 16:9 format 1152h x 720v
- SN ratio 50db
- Pan/tilt/zoom function with minimum 6 presets
- Y/c, RGB-component and SDI-output
- Dedicated remote control panel with joystick control

5.3 Monitors

Two 50" plasma screens should be mounted on a motorised rail system in front of the glass window between the control room and the video conference room.

When the room is used as a video conference room, the screens will cover the window so it is not possible to see in. When the room is used as a studio, the screens will slide apart. It should be possible to operate this function via the touch screen.

The monitors shall meet the following specifications:

- XGA resolution (1280x768)
- Panel brightness 1000cd/m²
- Contrast Ratio 1000:1

5.4 Fixed video conference lighting

Light fittings should be installed in the ceiling to ensure a sufficiently bright and even level of lighting.

The lightning system shall meet the following specifications:

- minimum light level of 400lux
- High Frequency Flicker Free lighting
- Fluorescence technology
- Dual lamp system with built-in ballast

5.5 Control system

A Remote Control System should be used to operate the video conference equipment and room functions. The system should as the minimum operate the video conference equipment, the motorised monitor system and the lighting.

The Control System shall meet the following specifications:

- Dedicated integrated AV remote control system
- Network capability
- Integrated Web-server
- Expandable on-board memory
- 7" LCD touch panel
- Must work with EEA's existing AV-remote control system

6.0 Studio equipment

The room should be fitted out with equipment which makes it possible to record images and sound and to edit the material to a professional quality. This means that systems should be used which are recognised as being market leaders and which are sufficiently widespread for external journalists and technicians to be able to use the facilities. The system should be "tapeless", that is to say that it should be possible for recordings to be stored digitally. It should be possible to add tape machines to store and distribute on tape if so desired.

- Video mixer
- P2 drive
- Preview video monitors
- Audio monitors
- AVID editing

6.1 Video mixer

A compact audio/video mixer with SDI input from Panasonic or one of equivalent quality should be used.

6.2 P2 drive

The unit will be used to "play" P2 cards which are the storage media in the ENG camera.

6.3 Preview video monitors

Two preview monitors is to be installed in the editing room.

The monitors shall meet the following specifications:

- 20" CRT technology
- SDI-input
- P22 CRT phosphor
- 600TV-lines

6.4 Audio monitors

Two monitors should be used for monitoring sound.

The audio monitors shall meet the following specifications:

- Bi-amplified system
- Frequency response (+1, -2 db) 70-20kHz
- Maximum SPL 106db SPL/1m
- Balanced XLR input

6.5 AVID editing

The editing platform should be an AVID MediaComposer or one of equivalent quality. The system should be supplied complete with two 19" TFT monitors. A 19" rack with four 146 GB hard disks for storage and eight empty hard disk slots for expansion should be included.

7.0 ENG camera equipment

The equipment package should allow recording in the field as well as studio and conference room recording.

- P2 ENG camera package
- Stand
- Table microphones for interviews
- Lighting kit

7.1 P2 ENG camera package

A complete camera package based on P2 format should be supplied.

A wireless microphone ENG kit with handheld and clip microphones should be included. The charging system should include four 6.6 Ah batteries.

7.2 Stand

A professional stand(tripod) must be included. It must work with weights from 1 to 16 kilos.

7.3 Table microphones for interviews

For studio interviews two microphones of professional quality should be used.

The microphones shall meet the following specifications:

- Polarized condenser microphone
- 40 - 20kHz

7.4 Lighting kit

Three halogen lamps with reflectors should be used as the mobile lighting kit.

The lightning kit shall meet the following specifications:

- 800watt lampheads with safety mesh and barn doors
- stands
- bag or flightcase for transport

8.0 Upgrading of existing conference room

The existing conference room at Kongens Nytorv 6 was originally set up in 1994. Up to now there has been ongoing maintenance through a service contract as well as updating with several new facilities. The following functions have either not been updated since the beginning or are functions where the quality of the equipment is no longer up to modern requirements.

8.1 Digital interpreter system

It is recommended that the existing analogue DIS interpreter system be replaced with a new fully digital system. This should bring about a substantially improved sound quality (80 dB

against the current 40 dB). This means that the sound quality of the interpreted language will be such that it is suitable for recording and/or streaming.

All parts and installations are to be replaced.

The interpretation system shall meet the following specifications:

- Fully digital system
- Digital IR transmitter and receivers
- support up to 32 languages
- single cable connection
- RS232/422 or LAN remote control
- must work with existing DIS microphone system

8.2 Replacement of projectors

The existing projectors are to be replaced by a more modern model.

The projectors shall meet the following specifications:

- Single Chip DLP technology
- Minimum brightness of 5000ANSI-lumen
- Native XGA(1024x768)resolution
- Minimum 1000:1 contrast Ratio
- Maximum Noise Level of 32db(Eco-Mode)
- RS232/422 or LAN remote control

8.3 Cameras for recording and streaming

The existing cameras should be replaced because of the desire for improved video quality in connection with the recording/streaming of meetings. The current positions and installations should be reused. The functionalities shall be expanded with the addition of a controller which gives greater scope for manual control of camera presets.

The camera system shall meet the following specifications:

- 3CCD chip technology
- CCD resolution in 16:9 format 1152h x 720v
- SN ratio 50db
- pan/tilt/zoom function with minimum 6 presets
- y/c out-put
- Dedicated remote control panel with joystick control

8.4 Video streaming

The existing streaming system needs to be replaced on the grounds of instability. In addition, it takes up a large part of the network's bandwidth when it is in use.

The new equipment for the existing conference room must be compatible with the existing one. See list of present equipment below.

9.0

Installation in place in the existing conference rooms

Item	Manufacturer / Type No	Series number	Inst.date	Remarks
Room 0.32 – Meeting room				
Projector	Sony VPL-PX 30	21951	15/11-98	
Projector	Sony VPL-PX 31	22066	FEB 2002	
Visualiser	Elmo			
Crosspoint switch	Extron CP series switch	623015003e12321	2004	
Matrix series switch	Extron matrix 50 seri. sw	762607009e13689	2004	
Camera	Sony EVI-31		2001	
Camera	Sony EVI-31		2001	
Camera	Sony EVI-31		2001	
Camera	Sony EVI-31		2001	
Mixer	Yamaha 01V96	KH01126	2004	
DVD/HDD recorder	Panasonic DMR- E100H		2004	
Video recorder	Panasonic NV- HS900ec	D6KD00408	15/11-98	Stands to the side of the rack (0.25)
Dual cassette recorder	Yamaha KX-W952	N174476VX	15/11-98	Stands to the side of the rack (0.25)
Amplifier + effects	Crown XLS 402	A172287	2004	
Amplifier + effects	Crown CTS 600		2004	
Driver rack	DBX Driver rack PA		2004	
Wireless receiver	Shure ULXP4		2004	
Wireless hand mic.	Shure ULX2-R4	0710030573	2004	
Vortex	Polycom EF2211		2004	
Ultragain	Behringer pro-8 digital		2004	
V-brick	V-Brick			
Netlinx	AMX NI-4000		2004	
AMX box	AMX AMB-midt	5913p0940323	2004	
AMX Panel	AMX AXT-CU10 colour	95040H4500093		Fg 950 / V 5.031V
TPI	TPI			
Touch Screen	Eygonomy			
Central unit	CU 6010	5755.000.046.082	2004	
IR transmitter	CI9005	5455-94252.05		
Conf. mic.	CM 6010P	5760-000.026.074	2004	
Conf. mic.	DM 6010P	5759-000.045.000	2004	
Conf. mic.	DM 6010P	5759-000.045.001	2004	
Conf. mic.	DM 6010P	5759-000.045.002	2004	
Conf. mic.	DM 6010P	5759-000.045.003	2004	
Conf. mic.	DM 6010P	5759-000.045.004	2004	
Conf. mic.	DM 6010P	5759-000.045.007	2004	

Conf. mic.	DM 6010P	5759-000.045.008	2004	
Conf. mic.	DM 6010P	5759-000.045.009	2004	
Conf. mic.	DM 6010P	5759-000.045.010	2004	
Conf. mic.	DM 6010P	5759-000.045.011	2004	
Conf. mic.	DM 6010P	5759-000.045.012	2004	
Conf. mic.	DM 6010P	5759-000.045.014	2004	
Conf. mic.	DM 6010P	5759-000.045.015	2004	
Conf. mic.	DM 6010P	5759-000.045.016	2004	
Conf. mic.	DM 6010P	5759-000.045.017	2004	
Conf. mic.	DM 6010P	5759-000.045.018	2004	
Conf. mic.	DM 6010P	5759-000.045.019	2004	
Conf. mic.	DM 6010P	5759-000.045.020	2004	
Conf. mic.	DM 6010P	5756-000.044.241	2004	
Conf. mic.	DM 6010P	5756-000.044.242	2004	
Conf. mic.	DM 6010P	5756-000.044.243	2004	
Conf. mic.	DM 6010P	5756-000.044.244	2004	
Conf. mic.	DM 6010P	5756-000.044.245	2004	
Conf. mic.	DM 6010P	5756-000.044.246	2004	
Conf. mic.	DM 6010P	5756-000.044.247	2004	
Conf. mic.	DM 6010P	5756-000.044.249	2004	
Interpreting desk	IS 9009	5453-94242.37	1994	In FR interpreting booth
Interpreting desk	IS 9009	5453-94242.38	1994	In DE interpreting booth
Interpreting desk	IS 9009	5453-94242.39	1994	In EN interpreting booth
Interpreting desk	IS 9009	5453-94242.40	1994	In FR interpreting booth
Interpreting desk	IS 9009	5453-94242.41	1994	In EN interpreting booth
Interpreting desk	IS 9009	5453-94242.42	1994	In DE interpreting booth
Interpreting desk	IS 9009	5453-94242.43	1994	In DE interpreting booth
Interpreting desk	IS 9009	5453-94242.44	1994	In FR interpreting booth
Interpreting desk	IS 9009	5453-94242.45	1994	In EN interpreting booth
Loudspeakers	Aiwa	Z20273325	1994	In EN interpreting booth
Loudspeakers	Aiwa	Z20283005	1994	In DE interpreting booth
Loudspeakers	Aiwa	Z20283214	1994	In FR interpreting booth
Room 0.23 - Window towards Kongens Nytorv				
Projector	Sharp XG-P20XE		15/5-02	No 1
Projector	Sharp XG-P20XE	107311513	15/5-02	No 2
Projector	Sharp XG-P20XE	107311511	15/5-02	No 3
Projector	Sharp XG-P20XE	107311525	15/5-02	No 4
AMX	Axcent 3 pro		15/5-02	
Switch	Extron		15/5-02	
Room 4.03 – Fontana				

Projector	Sony CX-5			
	Panasonic NV-VP31		2001	
Room Guest Canteen				
Projector	Sanyo pro extra			
Video	Panasonic NV-FJ710		2001	
Room 3.31.8				
Possibly in the future				
Room 0.27 -				
TV	Sony KV-29FX60E			
Camera			2001	
Visualiser	Samsung SVP-4200P			
Video conferencing	Vitel			

Response time after notification of serious fault – servicing to begin immediately or at most one hour after notification (excl. travelling time).

10.0 Delivery address.

The equipment for Large meeting room 1st floor, Small meeting room 1st floor, PC Training Room, Video Conference Room, Studio Room and the ENG Camera equipment will be delivered at:

European Environment Agency
Kongens Nytorv 28
DK-1050 Copenhagen K

The equipment for the existing conference room will be delivered at:

European Environment Agency
Kongens Nytorv 6
DK-1050 Copenhagen K

II. Prices

Prices shall be fixed and not subject to revision for Orders placed during the first year of performance of the Contract.

From the beginning of the second year of performance of the Contract, prices may be revised upwards or downwards each year, where such revision is requested by one of the contracting parties by registered letter no later than three months before the anniversary of the date on which it was signed. Orders shall be placed on the basis of the prices in force on the date on which they are signed. Such prices shall not be subject to revision.

This revision shall be determined by the trend in the harmonised consumer price index Euro 15 published for the first time by the Office for Official Publications of

the European Communities in the Eurostat monthly bulletin (Theme 2 - Economy and Finance, Collection Detailed tables, Money, finance and the euro: Statistics).

Revision shall be calculated in accordance with the following formula:

$$Pr = Po \left(0,2 + 0,8 \frac{Ir}{Io} \right)$$

where:

- Pr = revised price;
- Po = price in the original tender;
- Io = index for the month in which the validity of the tender expires;
- Ir = index for the month corresponding to the date of receipt of the letter requesting a revision of prices.

The European Environment Agency is exempt from all charges, taxes and dues, including value added tax pursuant to Article 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities and the Headquarters Agreement between the Agency and the Government of Denmark of 17 August 1995; such charges may not therefore be included in the calculation of the price quoted; the VAT amount must be indicated separately.

The price tendered must be all-inclusive and expressed in euros, including for countries that are not part of the euro zone. For tenderers in countries that do not belong to the euro zone, the price quoted may not be revised in line with exchange rate movements.

Prices must be presented using the price schedule as per Annex 1.

Price shall include training of EEA staff (6 persons) on the operation of the equipment supplies

The costs incurred in preparing and submitting tenders are borne by the tenderers and cannot be reimbursed.

III. Volume of the contract

The contract shall be concluded for a period of 36 months with the possibility of being renewed once, for a period of 12 months. The estimative budget is Euro 800,000.00 for four years.

IV. Contractual terms and guarantees

In drawing up his bid the tenderer should bear in mind the provisions of the standard contract attached to this invitation to tender

V. Criteria

Exclusion criteria

Candidates or tenderers shall be excluded from participation in a procurement procedure if:

(a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

(b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;

(c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;

(d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

(e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;

(f) they have been convicted for an environmental offence in the exercise of the profession;

(g) following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

Candidates or tenderers must certify that they are not in one of the situations listed in paragraph 1. 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 apply to the tenderer (See Annex 2).

Potential contractors might be requested, at a later stage, to certify that they are not in one of the situations listed above by providing:

i) For points (a), (b) and (e) a recent extract from the judicial record, or failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied must be provided.

ii) For point (d) a recent certificate issued by the competent authority of the State concerned must be provided. Where no such certificate is issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

Contracts may not be awarded to candidates or tenderers who, during the procurement procedure:

- (a) are subject to a conflict of interest;
- (b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information.

Selection criteria

Legal Capacity

Any tenderer or candidate will be asked to prove that he is authorised to perform the contract under national law, as evidenced by inclusion in a trade or professional register, or a sworn declaration or certificate, membership of a specific organisation, express authorisation, or entry in the VAT register.

The tenderer should provide an identification sheet (Annex 3) duly filled out and signed, a copy of inscription in trade register, where applicable, and a copy of inscription in VAT registers.

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 supplies and services covered by the contract during a period which may be no more than the last three financial years.

If, for some exceptional reason, which the contracting authority considers, justified, the tenderer or candidate is unable to provide the references requested by the contracting authority, he may prove his economic and financial capacity by any other means which the contracting authority considers appropriate.

Technical and professional capacity

The evidence of the technical and professional capacity should be furnished on the basis of the following documents:

- (a) the educational and professional qualifications of the persons responsible for providing the service;

- (b) a list of the principal services provided and supplies delivered in the past three years, with the sums, dates and recipients, public or private
- (c) a description of the firm's qualifications
- (d) an indication of the proportion of the contract which the service provider may intend to subcontract.

Award criteria: **Best value for money:** the contract is awarded to the tender with the best price-quality ratio, taking into account the following criteria:

- | | |
|--|-----|
| - Price | 30% |
| - Technical Merit / Quality of Equipment | 30% |
| - Quality of Service | 30% |
| - Environmental Characteristics | 10% |