



Application form
Call for Expression of Interest (CEI)
No. EEA/BSS/08/010
(2008 – 2011)

Closing date for submission:

The compiled list will remain valid for 3 years from the date of dispatch of the notice for publication. Applications may be submitted at any time during this period with the exception of the last three months (as per postmark, courier and hand deliveries by 16.00). Applications bearing a postmark after this date will not be considered. Applications must be sent by post, applications sent by fax or e-mail will not be accepted.

Please note that it is the responsibility of the potential contractor to inform the European Environment Agency (EEA) immediately of any changes to their administrative, technical or financial details which would result in a change to their original application.

Submission of application:

The original and two copies of this application must be placed together inside a sealed envelope, which is to be marked '*Not to be opened by the EEA's internal mail service*'.

This sealed envelope is then to be placed inside another sealed envelope, and to be sent by registered mail, by private courier or by hand delivery to:

European Environment Agency
Call for Expression of Interest No. EEA/BSS/08/010
Kongens Nytorv 6
DK-1050 Copenhagen K
Denmark

Personal data protection:

Processing your application will involve the recording and processing of personal data (such as your name, contact details and CV). Such data will be processed pursuant to Regulation (EC) No 45/2001¹ on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your replies to the questions and any personal data requested are required to evaluate your application in accordance with the specifications of the call for expression of interest and will be processed solely for that purpose by the Agency. Under Regulation (EC) No 45/2001, you are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to the Agency. You have the right of recourse at any time to the European Data Protection Supervisor for matters relating to the processing of your personal data.

For further detailed information on the processing of your personal data in the framework of this call for expression of interest, please consult the privacy statement available at the following address: <http://www.eea.europa.eu/about-us/tenders/call-for-expressions-of-interest-to-support-the-preparation-of-forward-looking-assessments>

¹ OJEU L 8 of 12.1.2001, p. 1.

Selection Criteria

Candidates will be selected according to the following criteria:

1. Legal status

Proof must be provided that the applicant is authorised to perform the contract under national law, i.e. by way of inclusion in a trade or professional register or sworn declaration or certificate, membership of a specific organisation, express authorisation or entry in the VAT register.

Applications from consortia of firms or groups of service providers must specify the role and relevant qualifications and experience of each member or group. In addition, the consortium or group shall designate one of its members to contract (and be responsible) on its behalf.

Candidates must also fill in and include SHEET A and include the relevant, supporting evidence.

2. Economic and financial capacity

Proof must be provided of the applicant's economic and financial capacity by supplying one or more of the following documents:

- a) Appropriate statements from banks or evidence of professional risk indemnity insurance;
- b) 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 candidate is established;
- c) A statement of overall turnover during the last three financial years.

If, for some exceptional reason, which the contracting authority considers justified, the 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.

3. Technical and professional capacity

The following proof must be provided of the technical and professional capacity of the candidate:

- a) The educational and professional qualifications of the service provider relevant for the selected fields described in the call and, in particular, those of the person or persons responsible for providing the services (CVs must be provided);
- b) A list of services provided at least for the past three years relevant to the selected fields described in the call, with the sums, dates and recipients, public or private;
- c) Information on the candidate's working languages (please note that the working language of the EEA is English);
- d) An indication of the candidate's environmental management measures/system.

For each sub-field chosen, candidates must fill in SHEET C.

Exclusion Criteria

1. Candidates shall be excluded from participation in this call for expression of interest 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 judgement which has the force of *res judicata*;
- c) they have been guilty of grave professional misconduct proven by any means which the Agency 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) 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.

2. Contracts may not be awarded to candidates 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.

Candidates must certify that they are not in one of the above situations by providing a solemn statement in the form of the attached Declaration on Exclusion Criteria (SHEET B).

SHEET A

Administrative Information

Name: _____

*Official legal form*² _____

*Statutory registration number*³ _____

VAT No: _____

Address: _____

Tel: _____

Fax: _____

E-mail: _____

Name of representative
authorised to sign: _____

Title: _____

Contact person (if
different from above): _____

E-mail: _____

Bank details:

Account holder: _____

Bank name: _____

Branch address: _____

Sort code and account No: _____

BIC/SWIFT code, 11 digits: _____

(obligatory)

IBAN (obligatory): _____

This form must be accompanied by proof of enrolment on a professional or trade register as stipulated by the legislation of the country in which the applicant is established.

² Unless contractor is a natural person.

³ Unless contractor is a body governed by public law. Natural persons should indicate the number of their identity card or, failing that, of their passport or equivalent.

SHEET B

Declaration on Exclusion Criteria

The undersigned:

Name of the individual/company/organisation:

Legal address:

Registration number:

VAT number/National insurance number:

Declares on oath that the individual/company/organisation mentioned above:

- a) is not bankrupt or being wound up, are not having their affairs administered by the courts, have not entered into an arrangement with creditors, have not suspended business activities, are not the subject of proceedings concerning those matters, or are not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) is not convicted of an offence concerning their professional conduct by a judgement which has the force of *res judicata*;
- c) has not been guilty of grave professional misconduct proven by any means which the Agency can justify;
- d) has 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 those of the country of the Agency or those of the country where the contract is to be performed;
- e) is not 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) following another procurement procedure or grant award procedure financed by the Community budget, has been declared to be in serious breach of contract for failure to comply with the contractual obligations.

I, the undersigned, understand that contracts may not be awarded if, during the procurement procedure, the individual/company/organisation mentioned above:

- is subject to a conflict of interest;
- is 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.

Full name:

Date:

Signature:

SHEET C

Technical and professional capacity

(One sheet per field chosen)

Field chosen

- 1) Development and analysis of forward-looking assessments 2) Quantitative analyses of alternative scenarios
 3) Dissemination and communication 4) Web support

Educational and professional qualifications of the service provider

Languages covered by the candidate

SHEET C (continued)

Relevant services provided in the past 3 years, with sums, dates and recipients, public or private

Environmental management measures/system of the candidate

Checklist of obligatory attachments to this application form

- copy of trade or professional register
- documentation about the financial capacity
- other proof of economic and financial capacity (please specify)

Declaration: I, the undersigned, declare that the information given above:

(a) is correct and true and,

(b) where the applicant is representing a company or consortium, the applicant is duly authorised to do so.

Signature

Date: