



Application form
Call for Expression of Interest (CEI)
No. EEA/IEA/09/001
(2009 – 2012)

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 hand delivered to:

European Environment Agency
Call for Expression of Interest No. EEA/IEA/09/001
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/cei-eea-ia-09-001-call-for-expressions-of-interest-to-support-the-development-of-decision-support-tools-for-strategic-environmental-policies>

¹ OJEU L 8 of 12.1.2001, p. 1.

1. Exclusion Criteria

Candidates must provide a declaration on their honour, duly signed and dated, stating that they comply with the exclusion criteria listed in Sheet B. Non-compliance with these criteria will lead to exclusion.

2 Selection Criteria

Candidates will be selected according to the following criteria:

2.1. 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.

2.2. 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.

2.3. 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 to the selected field(s) described in the call and, in particular, those of the person or persons responsible for providing the services (CVs must be provided) with a minimum of 5 years' professional experience needed to qualify;
- b) Details of tools and methods either developed or supported over the past the past three years relevant to the selected field(s) 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.

SHEET A

Administrative Information

Name: _____

Official legal form² _____

Statutory registration number³ _____

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 signatory of this form, to be completed*]:

- in his/her own name (*if the economic operator is a natural person or in case of own declaration of a director or person with powers of representation, decision making or control over the economic operator⁴*)
- or
- representing (*if the economic operator is a legal person*)

official name in full (*only for legal person*):

official legal form (*only for legal person*):

official address in full:

VAT registration number:

declares that the company or organisation that he/she represents / he/she:

- a) is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) has not been convicted of an offence concerning professional conduct by a judgment which has the force of *res judicata*;
- c) has not been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;
- d) has fulfilled all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be carried out;
- e) has not been the subject of a judgement 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) is not a subject of the administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or failing to supply an information, or being declared to be in serious breach of his obligation under contract covered by the budget.

In addition, the undersigned declares on their honour:

- g) they have no conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties or any other relevant connection or shared interest;

⁴ To be used depending on the national legislation of the country in which the candidate or tenderer is established and where considered necessary by the contracting authority (see art. 134(4) of the Implementing Rules).

- h) they will inform the contracting authority, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;
- i) they have not made and will not make any offer of any type whatsoever from which an advantage can be derived under the contract;
- j) they have not granted and will not grant, have not sought and will not seek, have not attempted and will not attempt to obtain, and have not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to award of the contract;
- k) that the information provided to the Agency within the context of this call for expressions of interest is accurate, sincere and complete;
- l) that in case of award of contract, they shall provide the evidence that they are not in any of the situations described in points a, b, d, e above⁵.

For situations described in (a), (b) and (e), production of a recent extract from the judicial record is required 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. Where the Tenderer is a legal person and the national legislation of the country in which the Tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the Tenderer.

For the situation described in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the Tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

For any of the situations (a), (b), (d) or (e), where any document described in two paragraphs above is not 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.]

By signing this form, the undersigned acknowledges that they have been acquainted with the administrative and financial penalties described under art 133 and 134 b of the Implementing Rules (Commission Regulation 2342/2002 of 23/12/02), which may be applied if any of the declarations or information provided prove to be false.

Full name

Date

Signature

⁵ Mandatory for contracts of value above €133 000 only (see art. 134(2) of the Implementing Rules). The contracting authority can nevertheless request such evidence for contracts with a lower value.

SHEET C

Technical and professional capacity

(One sheet per field chosen)

Field chosen

- A) Application of available analytical tools and methods
- B) Development of visualisation tools
- C) Application of tools and methods to integrated environmental assessments

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

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Environmental management measures/system of the candidate

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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: