



## Tender Specifications

### Supply of Books, Newspapers and periodicals and related services for the European Environment Agency (2 lots)

#### Open call for tenders EEA/CCA/08/002

#### 1. Background information

The European Environment Agency (EEA) is a European Community body based in Copenhagen, Denmark. The regulation establishing the EEA was adopted in 1990 and the Agency has been operational since 1994.

The EEA provides sound, independent information on the environment to policy-makers and the public. The work of the Agency includes collection and analysis of environmental data as well as the production of environmental assessments and other policy relevant advice. Additional information about EEA work can be obtained on its website at: <http://www.eea.europa.eu>

The premises of the EEA are at Kongens Nytorv 6 (Headoffice) and 28 (EEA Information Centre), 1050 Copenhagen K, Denmark.

The EEA Information Centre runs the EEA library and supports EEA staff by providing them with the literature they need to carry out their work. The stock of EEA books, newspapers and periodicals is not open to the general public. Currently, the total number of EEA staff is approx. 170.

The EEA intends to conclude one or two framework contract(s) in order to streamline the supply of books, newspapers and periodicals for its users.

Tenders should be drawn up with a view to offering efficient and transparent ordering systems for each of the lots.

#### 2. Scope and duration of contract(s)

The EEA will conclude one or two framework contract(s) for a period of 48 months from its/their entry into force for the:

**Supply of Books and related services (Lot 1); and the**

**Supply of Newspapers and periodicals and related services (Lot 2).**

Tenders may be submitted for one or both lots and will be separately evaluated as to their merits (see section 6.3 below).

The EEA is under no obligation to make use of the framework contract(s) which will be exclusively implemented on the basis of order forms specifying the supplies and services to be provided as well as the respective timetables.

Reference is made to the draft framework contract and order form which form part of the tender documents.

### **3. Supplies and services to be provided**

#### **3.1 Supply of Books and related services (Lot 1)**

The EEA library currently contains around 10 000 titles, 95% of them in English. It covers a variety of publications ranging from academic books on a variety of environmental topics to dictionaries and IT books. The annual increase in book titles is approximately 150, but this may further increase in the future.

Academic books include monographs from established international publishers as well as publications from international organisations, such as the United Nations Environment Programme (UNEP), the International Energy Agency (IEA), the Organisation for Economic Co-operation and Development (OECD), etc.

Environmental topics covered are, for example (this list is not exhaustive): air pollution, climate change and energy, biodiversity and ecosystem functioning, land-use and spatial planning, environmental scenarios, inland waters and marine issues, environmental health effects, resource use, sustainable consumption and production, environmental economics as well as EU environmental law and policies. The library also contains bilingual dictionaries for professional translations to and from official languages of the currently 32 EEA member countries (see link: <http://www.eea.europa.eu/about-us/countries-and-eionet>).

#### **Mandatory requirements**

As a minimum the supplies and services to be provided by the future contractor must comply with the following mandatory requirements (non-compliance will lead to exclusion from the procedure):

- a) A system based on an on-line catalogue/database with functions for making, changing and cancelling orders and, at least, the following features:
  - Title
  - Publisher
  - Binding
  - Order status
  - Price

The on-line catalogue/database must as a minimum have an English interface.

- b) The system must also include a function through which the EEA receives e-mail confirmations of orders within, at least, two days. Apart from the above mentioned catalogue/database information on the book ordered, the confirmation/reply must include a reference or order number. If the book is not readily available the EEA must be informed, preferably with a specification of the reason (e.g., under reprint, not yet published, etc.).
- c) An alternative way of ordering books that cannot be identified in the on-line catalogue/database. This requirement could be fulfilled by, for example, providing a blank on-line order form or through e-mail correspondence. The confirmations of/replies to such alternative requests must be in writing, preferably by e-mail, within five working days and include information on availability, price and approximate delivery time.
- d) All books must be delivered at the EEA premises:  
  
European Environment Agency  
Att.: Information Centre  
Kongens Nytorv 6  
1050 Copenhagen K  
Denmark
- e) Delivery of books from publishers in Europe, the United States, Canada and Australia. Coverage of additional continents/countries would be seen as an advantage (see section 6.3.1 A).
- f) Issuance of consolidated monthly invoices for books ordered and delivered (non-delivered titles must be deducted).
- g) Training on the use of the on-line catalogue/database for up to two days per year and up to three staff members per year upon the Agency's demand or no less than once a year.

### **3.2 Supply of Newspapers and periodicals and related services (Lot 2)**

At present, the EEA subscribes to approximately 40 newspapers and periodicals. Both print and on-line subscriptions are purchased, sometimes in combination.

The EEA library subscribes to major European newspapers, EU environmental newsletters, international magazines and scientific periodicals.

#### **Mandatory requirements**

As a minimum the supplies and services to be provided by the future contractor must comply with the following mandatory requirements (non-compliance will lead to exclusion from the procedure):

- a) All subscriptions must be annual and per calendar year.

b) Print subscriptions must be delivered at the EEA premises without any interruptions:

European Environment Agency  
Att.: Information Centre  
Kongens Nytorv 6  
1050 Copenhagen K  
Denmark

c) Print subscriptions must be delivered according to publication date.

d) Depending on the EEA's demand, on-line subscriptions must either be for a specified number of EEA staff with password access or all staff through IP access.

e) The future contractor will be required to transfer subscriptions from other agents and handle outstanding claims during a transitional period.

f) The future contractor must be able to process orders, changes, cancellations, claims, etc. in a swift and reliable manner.

g) Orders and cancellations must be possible at any time throughout the year with one month's notice.

h) Renewal notices including information about any price changes must be sent at least three months before the end of the subscription.

i) Information on any price changes or changes in URL must be forwarded immediately.

j) Issuance of consolidated six-monthly invoices (non-delivered issues must be deducted).

k) The future contractor must handle all contacts and licence agreements between EEA and the publishers with regard to access to newspapers and periodicals in electronic format.

l) Delivery of subscriptions from publishers in Europe, United States, Canada and Australia. Broader coverage including additional continents/countries would be seen as an advantage (see section 6.3.2 A).

#### **4. Volume of the contact(s)**

The total estimated value of the framework contract for the **Supply of Books and related services (Lot 1)** over the next four years is approximately **75 000 EUR**.

The estimated total value of the framework contract for the **Supply of Newspapers and periodicals and related services (Lot 2)** over the next four years is approximately **175 000 EUR**.

The **aggregated total** estimated value of both lots is therefore **250 000 EUR**.

## 5. Price

Subject to the following paragraph on the EEA's VAT exemption, the prices tendered shall be **fixed, in line with the tendered pricing policy as specified under sections 6.3.1+2 B + Annexes 3 and 4 and not subject to revision.**

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.

All prices tendered must be **all-inclusive and final as specified under point 6.3.1+2 B + Annexes 3 and 4 and expressed in euro**, 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. It is for the tenderer to select an exchange rate and assume the risks or the benefits deriving from any variation.

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

## 6. Criteria

### 6.1 Exclusion criteria

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 regulation;

(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 interest;

(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;

Tenderers must provide a declaration on their honour, duly signed and dated, stating that they are not in any of the situation listed above (see Annex 1).

The tender to whom the contract will be awarded must provide evidence confirming the declaration referred to in the previous point unless this obligation is waived by the contracting authority.

The contracting authority shall accept as satisfactory the following evidence:

- 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.
- ii) For point (d) a recent certificate issued by the competent authority of the State concerned.

Where the document of certificate referred above is not issued in the country concerned and for other cases of exclusion, 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.

## **6.2 Selection criteria as specified in Section III.2 (Conditions for participation) of the Contract notice**

### **6.3 Award criteria**

Tenders for Lot 1 and/or 2 complying with the respective mandatory requirements (Sections 3.1 and/or 3.2) will be separately evaluated per lot and score points on the basis of the following criteria.

Tenders which do not reach the minimum scores under Technical merit/TM will not be considered further.

(A) contract(s) for Lot 1 and/or Lot 2 will be awarded to the most economically advantageous tender(s) in terms of these criteria [ $\sum_{Lot\ 1} = TM_{Lot\ 1} + P_{Lot\ 1}$ ; and  $\sum_{Lot\ 2} = TM_{Lot\ 2} + P_{Lot\ 2}$ ].

### **6.3.1 Supply of Books and related services (Lot 1)**

#### **A Technical merit/TM – max. 60 (min. 40) points**

- 1) Efficiency and transparency of the (on-line and alternative) ordering system** (details of making, changing and cancelling orders; delivery; and claim management) – **max. 30 (min. 20) points;**
- 2) Coverage of book titles in the online catalogue/database** with regard to numbers of titles in:
  - Environment (see e.g., section 3.1, third paragraph) – **max. 10 points;**
  - Natural science – **max. 6 points;** and
  - Total number of titles in the catalogue/database – **max. 4 points**– **overall therefore max. 20 (min. 14) points;**
- 3) Additional coverage** (ability to supply book titles that are difficult to obtain including “grey literature” like conference proceedings, working documents and research papers not controlled by commercial publishers as well as books from publishers in other continents/countries beyond those mandatory under section 3.1 lit. e) – **max. 10 (min. 6) points.**

#### **B Price/P – max. 40 points**

Tenders having reached the minima under Technical merit/TM will score points on the basis of a comparison of the tenderers’ pricing policies as applied to a given scenario (**Annex 3**) amounting to a total price and by means of the following formula:

$$P_{\min} (\text{lowest financial offer}) / P (\text{financial offer being considered}) \times 40.$$

**Tenderers must strictly follow the instructions in Annex 3. Non-observance will lead to exclusion from the procedure.**

### **6.3.2 Supply of Newspapers and periodicals and related services (Lot 2)**

#### **A Technical merit/TM – max. 60 (min. 40) points**

- 1) Efficiency and transparency of the (on-line and alternative) ordering system** (details of making, changing, renewing and cancelling orders; delivery; and claim management) – **max. 30 (min. 20) points;**
- 2) Coverage of titles in the online catalogue/database** with regard to numbers of titles in:
  - European environmental newsletters;
  - European and international newspapers and magazine
  - Major national newspapers in the 32 EEA member countries;

- Environmental scientific periodicals;
- Total number of titles;

– overall max. 20 (min. 14) points;

- 3) **Coverage of publishers** (numbers and continents/countries beyond the mandatory requirements in section 3.2 lit 1) **and coverage of local offices of the agent** (numbers and continents/countries) **max. 10 (min. 6) points.**

## **B Price/P – max. 40 points**

Tenders having reached the minima under Technical merit/TM will score points on the basis of a comparison of the tenderers' pricing policies as applied to a given scenario (**Annex 4**) amounting to a total price and by means of the following formula:

$$P_{\min} (\text{lowest financial offer}) / P (\text{financial offer being considered}) \times 40.$$

**Tenderers must strictly follow the instructions in Annex 4. Non-observance will lead to exclusion from the procedure.**

## **7. Environmental considerations**

The EEA runs a certified environmental management system (EMAS) and aims to minimise the environmental impact of all its activities, including those carried out under contract. The future contractor will, therefore, be requested to consider the EEA environmental management guidelines in the implementation of the contract, in particular, those relating to business travel/electronic means of communication, paper and energy consumption. Further information on the EMAS system can be found on the EEA homepage: <http://www.eea.europa.eu/documents/emas>.

Moreover, it is strongly recommended that tenders are submitted in an environmentally friendly way, e.g., by choosing a simple and clear structure (list of contents and consecutive page numbering), double-sided printing, limiting attachments to what is required in the technical specifications (no additional material) and avoiding plastic folders or binders.

## **8. Further information**

Submitting an offer implies acceptance by the tenderer of all terms and conditions of the draft contract and its Annexes.

Annex 1 – Declaration on exclusion criteria

Annex 2 – Identification sheet

Annex 3 – List of books (Lot 1) to be price-quoted

Annex 4 – List of newspapers and periodicals (Lot 2) to be price-quoted