



TENDER SPECIFICATIONS
Open Call for Tenders EEA/BSS/06/007
Supporting EEA in statistical and probabilistic issues related to
spatial integration supporting environmental assessment

1. Title of contract

Framework contract to assist the European Environment Agency (EEA) in statistical and probabilistic issues related to spatial integration supporting environmental assessment.

2. Purpose and context of the contract

Developments in EEA tasks necessitate a) increasingly frequent use of statistical and probabilistic tools, especially in integration of spatial data, and b) re-sampling of existing heterogeneous data sets, especially in the accounting of ecosystems and habitats.

The expertise currently available to the EEA, either through core staff or the European Topic Centres (ETCs), covers traditional application of statistics. However, this expertise is not sufficient to address the specific, complex and non-standard questions raised by spatial integration.

The purpose of the framework contract is to reinforce the EEA by providing specialised expertise in the following areas:

- In close cooperation with EEA project managers, identify and define relevant questions;
- Suggest and rationalise sound statistical/probabilistic solutions to the defined question;
- Suggest ways of implementing solutions, including proxy solutions, if the scientifically-backed solution cannot be implemented in a simple, practical or economical way;
- Review and comment topical solutions and reports.

3. Subject of the contract

3.1 Objective

Spatial integration consists of combining different sources of information using specific procedures and models designed to produce expected answers to complex questions. In many cases, the available data sets come from various sources,

address several themes and comprise multiple scales. Some may be rather static (no change of date or not dated), others are rather dynamic, covering a range or a series of years/periods.

Samples of the most common types of questions that the EEA has to respond to are:

- Can the observed trend in the spatial area of determinant X be assessed as being different to the trend of determinant Y? What is the certainty of the assessment? Does the trend have a measurable probability of being inconsistent considering characteristics X, Y, etc.?
- In which time slot will determinant X in this spatial area meet target T? What is the certainty of the assessment?
- What is the likelihood (i.e. ‘probability’) that characteristic X in this area will be met, considering the existence (probability/distribution/observed frequency) of characteristics Y, Z, etc. in this exact area and in its neighbouring areas? To which extent can the probability of meeting characteristic X be analysed (reported) as a proportion in the area? How can the information from different neighbouring/unconnected areas be combined?
- To which extent could observations made under a certain programme be used/ considered as a sample of a population of objects? Conversely, how can better strata be defined when the types that can be used are, by nature, fuzzy and intertwined?

Whereas the sample questions are deliberately neutral and general, work performed under the contract is expected to provide practical solutions that can be applied in a timely manner with the available data and with limited consumption of resources. More detailed sample problems can be found in Annex 4.

3.2 Qualifications

The tenderer should provide evidence of the following qualifications:

- Strong expertise in statistics with recognised experience in probabilistic approaches. In this context, ‘statistics’ is defined as the science that applies to large samples, for which distribution or uncertainty laws are known (or considered achievable), whereas ‘probabilities’ address the way of obtaining information (and deriving conclusions) from a small sample size, and where the distribution and uncertainty laws are unknown (or cannot be achieved);
- Through evidence of experience and past work, **demonstrate the capacity to address** the sample problems in Annex 4 and to offer practical solutions founded on a sound, theoretical basis, i.e. the capacity to ‘engineer’ a solution and not only ‘demonstrate’ it (the tenderer is NOT asked to solve the sample problems at this stage);

- Ability to present the suggested solutions in a popular and easily-understandable way to make it accessible to users who do not necessarily have a strong, mathematical background.

3.3 Place of performance

The work will mainly be performed from the contractor's premises. Any travel undertaken under the contract must be based on EEA's rules, as per Annex 3 attached (Reimbursement of Travel Expenses).

3.4 Duration of contract

The framework contract will be awarded for a period of two years, renewable twice for a period of one year, its maximum duration being restricted to four years. On the basis of this framework contract, specific contracts will be issued detailing the subject, duration, price and implementing conditions.

3.5 Working language

The working language is English, and deliverables under specific contracts shall be provided in English.

4. Participation in the tendering procedure

Participation in the tendering procedure is open on equal terms to all natural persons, companies or consortia of companies with the requisite expertise.

5. Documentation for tenderers

Annex 4 contains three sample problems which might form the basis of specific contracts under the framework contract.

6. Volume of the contract

It is estimated that the yearly budget will be in the region of EUR 50 000, depending on the needs of the EEA.

7. Price

The tenderer should indicate the daily fees for a senior expert and for a junior expert, respectively. Prices must be quoted 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. It is for the tenderer to select an exchange rate and assume the risks or the benefits deriving from any variation.

The price quoted must be fixed and not subject to revision during the first year of duration of the framework contract.

From the beginning of the second year of duration 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. The EEA shall purchase on the basis of the prices in force on the date on which specific contracts are signed. Such prices shall not be subject to revision.

This revision shall be determined by the trend in the harmonised consumer price index published by the European Commission on Eurostat web page (Theme 2 - Economy and Finance; Prices; HICP – Harmonized Indices of Consumer Prices; HMIDX – Monthly data (index); GEO – Eurozone; COICOP cp00).

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

Under Articles 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, the Agency is exempt from all charges, taxes and dues, including value added tax; such charges may not therefore be included in the calculation of the price quoted; the VAT amount must be indicated separately.

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

8. Contractual terms

In drawing up their bid, tenderers should bear in mind the provisions of the standard contract attached to this invitation to tender.

9. Criteria

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 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 of an environmental offence in the exercise of their 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.

Tenderers must certify that they are not in one of the situations listed above. 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 1).

Potential contractors may 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 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 2) duly filled out and signed, a copy of inscription in a 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 works, supplies or 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 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.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links, which it has with them. It must in that case prove to the contracting authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal.

Technical and professional capacity

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

- (a) the educational and professional qualifications of the tenderer and/or those of the firm's managerial staff and, in particular, those of the person or persons responsible for providing the services (CVs of the proposed staff);
- (b) a list of principal services provided in the past three years, with sums, dates and recipients, public or private;

- (c) a description of the measures employed to ensure the quality of supplies and services, and a description of the firm's study and research facilities;
- (d) an indication of the proportion of the contract which the service provider may intend to subcontract.

Award criteria

The contract will be awarded to the tenderer whose offer is the economically most advantageous taking into account quality and price.

Regarding quality, a minimum of 50% under each criterion 1-3 should be achieved and a total minimum of 70 points scored across the following criteria (with the weighing between brackets):

1. quality and relevance of the approaches the tenderer would develop to respond to questions, and quality of the expertise offered (30 points);
2. understanding of the objectives of the contract and the work to be carried out (25 points);
3. efficiency, quality and usefulness of the proposed product and solution (25 points);
4. price¹ (calculated as (fee senior expert + fee junior expert)/2) (15 points);
5. environment policy of the company (5 points).

10. Tenders

The tender must comprise:

- a technical offer containing a description of the proposed responses to the requirements and addressing the different issues mentioned in the award criteria;
- a financial offer containing the daily rates for project staff;
- declaration on Exclusion criteria
- documents proving legal status
- documents proving financial and technical capacity
- if the tenderer intends to subcontract part of the work, an indication of the proportion of the contract intended to be subcontracted and the circumstances under which the tenderer would sub-contract;

¹ For the price, the points will be awarded using the following formula: Price = (lowest average fee/average fee of the tender being considered) x 15%

- tenders from consortiums of firms or groups of service providers must specify the role, qualifications and experience of each of the members of the consortium. Declarations on exclusion and documents on selection criteria must be supplied by each member of the consortium or group of service providers submitting a single tender;
- tenders should preferably be drafted in English.

11. 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 successful tenderer will, therefore, be requested to consider the EEA environmental management guidelines in their work, in particular those relating to business travel, paper and energy consumption. Further information on the EMAS system can be found on the EEA homepage:

<http://org.eea.europa.eu/documents/emas>

Moreover, we strongly recommend the tenderers to submit the tenders in an environmentally friendly way, as follows:

- enclosing only material mentioned in the technical specifications (no additional material);
- printed on both sides of paper;
- without plastic folders or binders;
- with consecutive page numbering and with a list of contents.