



Tender Specification

Framework service contract for expert assistance in the area of Energy and environment

Open Call for Tenders EEA/EAS/07/001

1. Background

Attention to environmental pressures and impacts related to production and consumption of energy have been increasing on the political agenda during the last decade. These pressures and impacts include climate change, air pollution, waste, biodiversity concerns and intrusion in the landscape by infrastructure. All energy sources, including renewable energy (while in most cases reducing emissions of greenhouse gases and air pollutants), contribute to those impacts.

In March 2006¹ the European Commission launched a European strategy for sustainable, competitive and secure energy, in which the Commission has proposed various measures to deal with the challenges of climate change. Recently, the Commission presented a comprehensive package of proposed policies and measures to establish a new Energy Policy for Europe to combat climate change and boost the EU's energy security and competitiveness on 10 January 2007². This package was discussed at the European Council at its meeting on 8-9 March 2007 and the Commission's proposals were to a large extent adopted³. For example a binding target to cut 20% of the EU's greenhouse gas emissions by 2020 (from 1990), a binding overall goal of 20% for renewable energy sources by 2020, and a binding minimum target of 10% for the share of biofuels in overall transport petrol and diesel consumption by 2020 were agreed. A comprehensive energy action plan for 2007-2009 was also adopted. The climate change and energy targets and plans adopted at this Council meeting will form the basis the coming years for new and enhanced EU energy and climate change policies, with increased coordination amongst Member States.

Increasing attention is therefore given by the European Environment Agency to improve the integration of environmental considerations into the future energy policy process. The examples below illustrate EEA activities carried out in the past in the energy sector⁴.

¹ EC, Green paper (8 March 2006), http://ec.europa.eu/energy/green-paper-energy/doc/2006_03_08_gp_document_en.pdf

² European Commission, energy and climate change documents (10 January 2007), http://europa.eu/press_room/presspacks/energy/index_en.htm

³ EU Council conclusions 8/9 March 2007, http://www.consilium.europa.eu/ueDocs/cms_Data/docs/pressData/en/ec/93135.pdf

⁴ The energy sector is defined to include all energy related activities, both energy supply activities (coal, oil and gas exploration and extraction, public electricity and heat production, refineries and other industries engaged in transforming primary energy into other energy products) and energy consumption activities (from the transport, industry, household, services and agriculture sectors).

- Energy and environment reporting mechanism. Its outputs include a regular energy and environment indicator based report, annual energy and environment indicator factsheets, and indicator-based energy and environment chapters in other EEA publications (web links: http://reports.eea.europa.eu/eea_report_2006_8/en and http://themes.eea.europa.eu/Sectors_and_activities/energy/indicators)
- Renewable energies work, including analysing the environmentally compatible potential of bio-energy in the EU (web link: http://reports.eea.europa.eu/eea_report_2006_7/en).
- Low carbon energy scenarios, as contribution to the 5-yearly EEA State of the Environment and Outlook report 2005 (web: http://reports.eea.europa.eu/eea_report_2005_1/en)

EEA activities and products are to support the European institutions (European Commission and European Parliament) and EEA's 32 member countries in their decision making processes with transparent and reliable information and at the same time make such information publicly available. In doing so EEA is assisted by its five topic centres and furthermore EEA closely cooperates with the EIONET network in the member countries, and the European Commission – in particular DG Environment, DG TREN, Eurostat and JRC.⁵

2. Duration and scope of the contract

The EEA will conclude a framework service contract with the successful tender for 48 months from its entry into force which, depending on the EEA's demand shall be implemented by means of Specific Contracts (Annex III to the Framework contract) to be concluded in accordance with these specifications.

The Contractor shall work closely with and be guided by the respective EEA Project manager/staff, and, under instruction of the latter, also with experts from Eurostat, JRC and the European Topic Centres (ETCs), in particular the ETC Air and Climate Change⁶.

The main part of the work can be executed from the Contractor's offices, with very regular contacts with the relevant EEA Project Managers for Energy and Environment. Periods of work at the EEA (long term and short term) may be required.

Reference is made to the terms and conditions of the Framework contract which forms part of the tender documents.

3. EEA activities and services likely needed

3.1 EEA activities

The EEA's work programme is developed in consultation with a range of stakeholders and approved by the Management Board consisting of the EEA member countries, the European Commission and the European Parliament. Although the Council has adopted a comprehensive climate change and energy strategy in March 2007, it is at this stage not possible to specify in full detail what specific projects will be carried out by the EEA in the coming years. However, an indicative overview can be made of areas to be dealt with by the EEA:

⁵ See EEA web site: <http://www.eea.europa.eu/>

⁶ <http://etc-acc.eionet.europa.eu/>

- further development of the energy and environment reporting mechanism, including energy and environment indicator-based reports as well as focus reports and technical papers; this activity should also address wider sustainability concerns;
- developing further data, indicators and methods for monitoring and assessing progress with the integration of environmental considerations into the energy sector and environmental progress achieved;
- conducting specific studies on the effectiveness of environmental, energy and other policy instruments and measures;
- scenario and outlook activities on energy and environment, specifically for the next EEA state of the environment and outlook report (due to be published in 2010);
- work on renewable energy, including analysing the environmentally compatible potentials, identifying benefits and environmental pressures of different shares of renewable energies and analysing environmentally good solutions;
- work with energy related experts, organisations and authorities throughout Europe, including among others the development of web-based networking tools and organising and participating in expert meetings and workshops.

3.2 Services likely needed

The Contractor is expected to support all of the above mentioned activities, if and to the extent requested by the EEA. The exact service, timing for its provision, etc. will be specified in Specific Contracts which alone shall be binding. The Contractor may be required to provide services in particular with regard to the following (indicative list):

- energy and environment reports;
- energy and environment indicator fact sheets for a set of countries (e.g., accession countries, EU countries) or for specific countries;
- chapter contributions to EEA reports;
- focus reports devoted to specific energy/environment issues;
- technical reports dealing with analytical issues, scenario, method and data development;
- background papers for and minutes of expert meetings and workshops;
- web products;

The reporting language is English. The word processor used is Word. Data are exchanged as spreadsheets and/or as databases compatible with the EEA data IT system. All materials are to be delivered in a format compatible with the EEA's IT system.

4. Price

The price quoted shall be fixed and not subject to revision for implementation during the first year of duration of the 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 the contract was signed. 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:

$$Pr=Po (0,2+0,8*Ir/Io)$$

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 Agency shall purchase on the basis of the prices in force on the date on which orders are signed. Such prices shall not be subject to revision.

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 tenderers and cannot be reimbursed.

Prices must be quoted in EUR. The tenderer shall quote daily rates for: project leader, senior consultant, junior consultant and assistant which will be evaluated on the basis of a calculated average (as indicated under 5.3).

5. Criteria

5.1 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) 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 one 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.

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.

5.2 Selection Criteria as indicated in Section III.2 (Conditions for participation) of the Contract notice

5.3 Award criteria

The contract will be awarded to the most economically advantageous tender in terms of the following criteria:

5.3.1 Technical merit (100 points max./60 min.)

No	Criteria	Max Points	Min. required

1	Good knowledge of energy and environment policies, evaluation of the effectiveness of related policy measures and instruments. Expertise should cover all energy related activities.	12	7
2	Good knowledge of energy technologies, in particular renewable energy and energy efficiency technologies, and their costs.	12	7
3	Good knowledge of integrated assessment of pressures and impacts caused by the energy sector	12	7
4	Good knowledge on the development of energy and environment indicators as well as energy balance methodologies.	10	7
5	Good knowledge on the development of energy outlooks/scenarios	12	7
6	Good knowledge on analysis of energy pricing, taxation, external costs of energy, use of economic instruments and subsidies.	12	7
8	A strong network with international organisations, NGOs and industry; experience in organising and running expert and stakeholder meetings involving people from several countries.	8	4
9	Working methodology to address EEA's substance and quality demands	8	5
10	Working methodology ensuring a high-quality service which is of relevance to all EEA member countries	8	5
11	Team management ensuring efficiency, continuity, timeliness and appropriateness of service	6	4

5.3.2 Price

The tenderer shall quote daily rates for the following categories of staff, the average of which (as indicated) will be taken into account for the price evaluation leading to the award of points according to the following formula:

Profile	Description	Daily rate (EUR)
Project leader (PL)	Experienced manager with a solid overview of the different fields of work	
Senior consultant (SC)	Highly experienced consultant/analyst	
Junior consultant (JC)	Less experienced consultant/analyst	
Assistant (A)	Support staff, e.g., data assistant	

TOTAL (Average): $P_{PL} * 0.1 + P_{SC} * 0.4 + P_{JC} * 0.4 + P_A * 0.1 =$	(EUR)
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All fields are compulsory, non-compliance will lead to exclusion.

The contract will be awarded to the tenderer meeting at least all minimum criteria set out above and offering the best value for money (highest number):

Best value for money = $\text{Technical merit}_{(\text{min. } 60)} / \text{Price}_{\text{AVG}}$

6. 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.

7. Further information

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

ANNEXES

Annex 1: Declaration on exclusion criteria

Annex 2: Identification sheet