



## Annex 1

### Tender specifications

#### Framework contract for support on public and private cost and investment assessments

#### Open call for tender EEA/IEA/09/010

##### 1. Title of contract

Framework contract for support on public and private cost and investment assessments.

##### 2. Purpose and context of the call

The framework contract will be concluded in order to acquire support on public and private cost and investment assessments as possible elements in EEA's environmental assessments.

The EEA's Strategy for 2009-2013 states that there is an increasing focus on economic damage and welfare loss in the case of inadequate action or inaction. At the same time policies and measures must induce effective and least-cost solutions. The economic component of environmental analysis and evaluations is getting stronger as reflected in the further development of methods such as ex-ante-type cost of policy inaction, impact assessments and integrated analysis

The EEA's objective is to support and deliver integrated economic analysis including modelling across themes (e.g. biodiversity, climate change, marine, spatial planning, environment and health) and driving forces (e.g. agriculture, transport, (bio) energy) with the focus on cost of policy inaction, cost of measures, benefits of improved environmental quality and ecosystems services, and the role and impact of market-based instruments and environmental tax reform.

##### 3. Subject of the contract

Assessing the costs and economic feasibility of proposed environmental policy measures and facilities and of sustainability-improving investments in the context of private economic as well as public sector activities is an important condition for promoting acceptance and accommodating implementation. This covers a broad range of measures and investments, for example, not excluding other cases, future feasibility of larger shares of renewable energy sources and substantial shifts to more environment-friendly transport modes. It also includes assessing *in situ* capacities for GMES (Global Monitoring for Environment and Security).

This requires knowledge of cost-benefit analysis and similar techniques, as well as of micro-economic calculus, including assessing financing needs for and returns of public and private investments.

With this contract EEA seeks to acquire support for these specific tasks.

##### 4. Duration and volume of the contract

The framework contract will be awarded for a period of **48 months** from its entry into force. The framework contract will be implemented through specific contracts which alone shall bind the Agency. Annexes to such specific contracts will include detailed descriptions of the services and deliverables to be provided. For details reference is made to the terms and conditions of the draft framework contract and draft specific contract which form parts of the tender documents (Annex 4).



The maximum budget available for the framework contract is estimated at € 250 KEUR for the four-year period (62 500 EUR per year on average).

#### 5. Geographical area to be covered

The geographical area encompasses the 32 member countries of the EEA. Assessments may extend to the pan-European or global scale where relevant.

#### 6. Place of performance

Work will have to be executed at the consultants' own premises. Missions to the EEA premises in Copenhagen will occur regularly, and intra-muros work for specified periods cannot be ruled out.

For any work carried out elsewhere than the contractor's premises and EEA premises, travel and subsistence costs will be paid according to EEA standard rules and rates (Annex IV to the framework contract).

#### 7. Working language

Working language will be English.

#### 8. Documentation for tenderers

Relevant documents about the EEA include the new EEA Strategy 2009-2013, the Annual Management Plan for 2009, and Annual Reports, which can be found on the EEA's website:

<http://www.eea.europa.eu/about-us/documents>

The website also provides older management plans and other documents.

The potential tenderer may get an impression of the economics in EEA's work by having a look at EEA's products (reports, briefings, etc.), also available via EEA's website:

<http://www.eea.europa.eu/products>

Tenderers are reminded of the expanding role of economics in the EEA's work, implying that past products may not be representative for its future economic content.

#### 9. Price

Prices must be quoted in EUR. The tenderer shall quote daily rates (using the price quotation attached as Annex 3 to these tender specifications) for senior consultant (SC) and junior consultant (JC) the calculated average of which shall form the basis of the price evaluation (as indicated under 10.3). Prices shall be **all-inclusive** (*inter alia* of administrative and travel costs with the exception specified in Section 6 above).

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, 80% of each price may be revised upwards or downwards each year, where such revision(s) 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/they were 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, MUICP, published for the first time by the Office for Official Publications of the European Communities in the Eurostat monthly bulletin at <http://www.ec.europa.eu/eurostat/>.

Revision shall be calculated in accordance with the following formula:

$$Pr = Po \left( 0,2 + 0,8 \frac{I_r}{I_o} \right)$$

where:

Pr = revised price;

Po = price in the original tender;

Io = index for the month corresponding to the final date for submission of tenders;

Ir = index for the month corresponding to the date of receipt of the letter requesting a revision of prices.

## 10. Criteria

### 10.1 Exclusion criteria

Tenderers must provide a declaration on their honour, duly signed and dated, stating that they comply with the exclusion criteria listed in Annex 1. Non-compliance with these criteria will lead to exclusion.

### 10.2 Selection criteria (as indicated in Section III.2. (Conditions for participation) of the Contract notice)

#### 10.3 Award criteria

The framework contract will be awarded to the tenderer with the best price-quality ratio, taking into account the following criteria:

#### A. Technical merit (TM) – 60 points maximum; 45 points minimum

1. **Understanding of the objectives of the contract and the scientific complexities of the work to be carried out as documented in a short presentation (max. one A4 page) of a representative reference project undertaken by the tenderer – 24 points maximum; 18 points minimum;**
2. **Composition of the team with regard to its levels of inter-disciplinarity as well as international exposure and geographical coverage – 36 points maximum; 24 points minimum;**

#### B. Price (P) – 40 points maximum

Tenderers must quote **all-inclusive daily rates** for each of the required profiles (as defined in section III.2. (technical and professional capacity) of the Contract notice), the total calculated average of which will be taken into account for the price evaluation. For that purpose they shall complete the price quotation attached as Annex 3 to these tender specifications.

Tenders meeting all mandatory requirements including the minima for technical merit will score points in function of the following formula:

$$(P_{min}/P) \times 40,$$



in which P<sub>min</sub> being the lowest financial offer and P the financial offer being considered.

The contract will be awarded to the tenderer whose tender achieves the highest total score for technical merit and price. Should tenders obtain the same final score and tie for first place, the winning tender will be decided on the basis of the highest score achieved for technical merits.

## 11. Further information

- Tenders must comprise a technical offer and a financial offer and be submitted in triplicate, containing one original and two copies.
- Tenders should preferably be drafted in English. Supplementary material does not need to be translated.
- Tenders from consortiums of firms or groups of service providers must specify the role, qualifications and experience of each of the members or of the group, and contain a letter of intent to form a consortium from each partner. The same requirements apply for subcontracting.
- Declaration on exclusion and documents on selection criteria must be supplied by each member of the consortiums or firms or groups of service providers submitting a single tender.
- Submitting an offer implies acceptance by the tenderer of all terms and conditions of the draft contracts and their annexes.

## 12. 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.

### Annexes:

- 1 Declaration on exclusion criteria
- 2 Identification sheet
- 3 Price quotation
- 4 Draft Framework contract with annexes (draft specific contract and rules for the reimbursement of travel expenses)