**Title: Expert assistance with indicators, analysis, assessments and policy evaluation in support of the 7th Environmental Action Programme**

**Reference: Open call for tender EEA/IEA/14/006**

**Closing date: 12.1.2015**

1. **Introduction to EEA**

The European Environment Agency (EEA) is a European Union public body governed by Regulation (EC) No 401/2009 of the European Parliament and of the Council of 23 April 2009[[1]](#footnote-1). The EEA role is to support the European Union in the development and implementation of environmental policy by providing relevant, reliable, targeted and timely information on the state of the environment and future prospects. The EEA also provides the necessary independent scientific knowledge and technical support to enable the Union and the member countries to take appropriate measures to protect and improve the environment as laid down in the Treaty and by successive Community action programmes on the environment and sustainable development. Currently, the EEA has 33 member countries (the Member States of the European Union, Iceland, Liechtenstein, Norway, Switzerland and Turkey).

The EEA is the hub of the European Environment Information and Observation Network (Eionet), a network of around 350 organisations across Europe through which it collects and disseminates environment-related data and information, including European Topic Centres. The EEA and Eionet contribute to the European Shared Environmental Information System (SEIS), a distributed, integrated, web-enabled information system based on a network of public information providers sharing environmental data and information. It builds on existing e-infrastructure, systems and services in the Member States and EU institutions.

Further information about the work of EEA can be obtained on its website: <http://www.eea.europa.eu>.

1. **Presentation of the tender**

Tenders shall be submitted in accordance with the ***double envelopes system***:

The outer envelope or parcel should be sealed with adhesive tape and signed across the seal and carry the following information:

|  |
| --- |
| * The call for tenders reference No **EEA/IEA/14/006** * The contract title “***Expert assistance with indicators, analysis, assessments and policy evaluation in support of the 7th EAP”*** * The name of the tenderer * The indication ***“Tender – Not to be opened by the internal mail services”*** * The address for submission of tender (as specified in the letter of invitation to tender) * The date of submission shall be legible on the outer envelope or parcel |

The outer envelope or parcel must contain three inner envelopes, i.e. Envelopes No 1, 2 and 3, corresponding to the following three sections: administrative section, technical offer and financial offer.

* 1. **Envelope No 1 – Administrative section** shall include the following:
  + The Tender submission form drawn up in accordance with the template in annex 1
  + The declaration on exclusion criteria as required under section 11.1.2 drawn up in accordance with the template in annex 2
  + The legal entity form as required under section 11.2.1 drawn up in accordance with the template in annex 3
  + The financial identification form drawn up in accordance with the template in annex 4
  + The evidence and documentation demonstrating the fulfilment of the selection criteria as required under sections 11.2.2 (economic and financial capacity) and 11.2.3 (technical and professional capacity) and including annex 5
  1. **Envelope No 2 – Technical offer** shall include the following:

The technical offer providing all information requested under sections 6, 7 and 11.3.1, including, where applicable, information relevant to subcontracting as requested under section 4.3.

* 1. **Envelope No 3 – Financial offer** shall include the following:

The financial offer providing all information requested under sections 10 and 11.3.2, drawn up in accordance with the template in annex 6.

Tenders shall be drafted in one of the official languages of the European Union, **preferably in English** (supporting evidence does not need be translated) and submitted **in triplicate** (one signed original unbound and two copies).

It is important that tenders be presented in the correct format and include all documents necessary to enable the evaluation committee to assess them. Failure to respect these requirements will constitute a formal error and may result in the rejection of the tender.

Tenderers shall observe precisely the indications in points 2, 3, 4 and 6 of the letter of invitation to tender to ensure their tender is admissible. Late delivery will lead to the non-admissibility of the tender and its rejection from the award procedure for this contract. Offers sent by e-mail or by fax will also be non-admissible and discarded. Envelopes found opened at the opening session will also lead to non-admissibility of the tender. Consequently, tenderers must ensure that their tender is packed in such a way as to prevent any accidental opening during its mailing.

1. **Confidentiality and protection of personal data**

For the processing of this tendering procedure, the EEA observes the rules set in Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by Community institutions and bodies and on the free movement of such data (OJEU L 8 of 12.1.2001, p. 1).

For further detailed information please refer to the privacy statement available on the EEA external website at the following address: <http://www.eea.europa.eu/about-us/tenders/privacy-statement>

1. **Participation in the tendering procedure**

Submission of a tender implies acceptance of the terms and conditions set out in the invitation to tender, in these tender specifications and in the draft framework contract attached to the latter (see annex 6) and, where appropriate, waiver of the tenderer’s own general or specific terms and conditions. It is binding on the tenderer to whom the contract is awarded for the duration of the contract.

***4.1. Eligibility***

This call for tenders is open on equal terms to all natural and legal persons from one of the 33 EEA member countries and to all natural and legal persons established in a third country which has a special agreement with the European Union in the field of procurement on the conditions laid down in that agreement[[2]](#footnote-2).

As proof of eligibility tenderers must indicate in which country they have their headquarters, registered office or residence, and provide the necessary supporting documents in accordance with their national law. If the tender is a natural person, he/she must provide a copy of identity card/passport or driving license and proof that he/she is covered by a social security scheme as a self-employed person.

***4.2. Application***

All eligible natural and legal person (as per above) or groupings of such persons (consortia) may apply.

A consortium may be a permanent, legally established grouping or a grouping, which has been constituted informally for a specific tender procedure. If awarded the contract, the members of the consortium (i.e. the leader and all the other partners) will have an equal standing towards the EEA in executing the framework service contract and they will be jointly and severally liable to the EEA.

The participation of an ineligible natural or legal person will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

The EEA will not request consortia to have a given legal form in order to be allowed to submit a tender, but reserves the right to require a consortium to adopt a given legal form before the contract is signed if this change is necessary for proper performance of the contract. This can take the form of an entity with or without legal personality but offering sufficient protection to the EEA contractual interests (depending on the member countries concerned, this may be for instance, incorporation or partnership or a temporary association). Consortia must identify one of their members as coordinator who will interface with the EEA.

Each member of a consortium must fulfil the conditions for participation mentioned in sections 4.1 above and 4.2 and provide the required documents listed in these tender specifications under sections 11.1 and 11.2 below. Therefore, each member of a consortium shall specify his role, qualifications and experience.

***4.3. Subcontracting***

A contractor may subcontract part of the services.

Tenderers must state what part of the work, if any, they intend to subcontract, and to what extent (for instance % of the total contract value), specifying the names, addresses and legal status of the subcontractors. If subcontracting is **not** envisaged, tenderers shall clearly state so in the tender submission form (see annex 1).

Legal persons must provide a document containing a list of the professional qualifications of the subcontractors and statement of the means of confidentiality when subcontractors are used. Subcontractors shall follow the same quality procedures as the tenderer, i.e. as described in the response to section 11.3.1, or later agreed with EEA. If awarded the contract, contractors may not choose subcontractors other than those mentioned in the bids unless they obtain the prior written authorisation of the EEA. The overall responsibility of the work remains with the contractor.

Tenderers shall acknowledge (see annex 1) that the EEA reserves the right to request them at a later stage to provide documentation in relation to exclusion and selection criteria for any proposed subcontractors (see sections 11.1 and 11.2 below).

The contractor must ensure that Article II.17 of the draft framework service contract (see annex 7) can be applied to subcontractors. Once the contract has been signed, Article II.13 of the above-mentioned draft framework service contract shall govern subcontracting.

1. **Contractual terms**

In drawing up their bid, tenderers should bear in mind the provisions of the standard framework service contract and standard specific contract attached to these tender specifications (annex 7).

1. **Purpose, context and scope of contract**

**6.1 Purpose of contract**

The purpose of this call for tenders is to establish a framework service contract with one service provider or a grouping of service providers (consortium) who can provide expert assistance with indicators, analysis, assessments and policy evaluation in support of the 7th Environmental Action Programme.

**6.2 Context**

Article 4 of the [Decision No 1386/2013/EU](http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:354:0171:0200:EN:PDF) of the European Parliament and of the Council on a General Union Environment Action Programme to 2020 ‘Living well, within the limits of our planet’[[3]](#footnote-3), that is the “7th EAP”, describes the basis on which the European Commission shall monitor and evaluate this Programme.

Article 4 foresees a role for the EEA in relation to this. More specifically, it states:

‘1. The Commission shall ensure that the implementation of the relevant elements of the 7th EAP is monitored in the context of the regular monitoring process of the Europe 2020 Strategy. This process shall be informed by the European Environment Agency’s indicators on the state of the environment as well as indicators used to monitor progress in achieving existing environment and climate-related legislation and targets such as the climate and energy targets, biodiversity targets and resource efficiency milestones.

2. The Commission shall also carry out an evaluation of the 7th EAP. That evaluation shall be based, inter alia, on the European Environment Agency’s report on the state of the environment and on a consultation with interested stakeholders. …’

EEA intends to develop a series of annual indicator-based reports for the period 2016-2019 (possibly extending also to 2020) in order to support the monitoring of priority objectives of the 7th EAP. These reports will be based on indicators that are already available or are under development by the EEA as well as by other European and international institutions. The reports may also include indicators that could be specifically developed to meet the monitoring needs of 7th EAP priority objectives.

EEA also plans to develop environmental assessments and policy evaluations (of overall environmental policies or of specific environmental policy topics or instruments) in support of the evaluation of the 7th EAP and of its own EEA state of the environment report (SOER).

**6.3 Scope**

The overall scope of the work is to support and provide expert assistance in developing

* the contents and writing of these annual indicator based reports that will track progress towards the achievement of goals of the 7th EAP both short term (2020) and long term (2050) goals;
* new indicators and in adapting existing indicators;
* assessments of past and future environmental trends as well as of associated drivers (e.g. socio-economic, technological);
* policy evaluations (of overall environmental policies or of specific environmental policy topics or instruments) in support of the evaluation of the 7th EAP and/or to the SOER.

In addition:

* the work will include facilitation in discussions that EEA will undertake with e.g. partners and key stakeholders in relation to, for example, indicator methodology and selection, contents of reports, outcomes of environmental assessments and policy evaluations;
* EEA is increasingly moving away from traditional paper reports towards more web based and more interactive products. This could bear influence on the way the analytical content will be developed, disseminated and communicated and this needs to be taken into the account by the contractor;
* effective communication through clear storyline structuring, sharp writing and editing and eye-catching presentations of key results will be part of the overall work throughout the contract duration.

A considerable amount of environmental indicators have already been developed and are maintained either by the EEA[[4]](#footnote-4), or by other organisations, such as the European Commission Directorates-General Eurostat, Environment, Climate Action and the Joint Research Centre, the United Nations, the Organisation for Economic Cooperation and Development, non-governmental organisations, research institutes, or jointly.

Many reports have also been published by the EEA[[5]](#footnote-5)and other organisations analysing, assessing or evaluating overall or specific environmental policy areas.

The EEA does not seek to repeat any of the existing or on-going work. Rather, to capitalise on the wealth of this work in order to effectively monitor, analyse, assess or evaluate progress, challenges and opportunities in relation to the 7th EAP objectives, including its overall long term (2050) vision.

Finally, EEA’s next State of the Environment and Outlook Report (SOER 2015) [[6]](#footnote-6) will be launched in early March 2015. It builds on an analysis of global megatrends, thematic state of the environment information and country level state of the environment information. This report synthesises, inter alia, the current knowledge base on progress with achieving environmental policy objectives and future threats and opportunities with progressing with the aspirations of European environmental policy. The knowledge base as synthesised in this report will form an important basis on which the work within this contract will carry on building.

1. **General tasks**

The list of tasks below covers the main areas of service required but is **not** exhaustive.

The contractor(s) is/are expected to provide support in:

* the compilation and analysis of datasets and indicators, including forward looking elements;
* developing aggregate and composite measures, and dashboards of indicators;
* developing indicators that link environmental issues to e.g. social or economic issues;
* developing ways, methods and techniques to improve the timeliness of data and of derived indicators;
* developing methods and techniques to measure progress towards short (2020), medium (2025-2040) and long term (2050) environment policy targets;
* analysing, assessing and explaining underlining past and future indicator trends;
* the elaboration and application of monitoring, assessment and policy evaluation methods and frameworks for the 7th EAP;
* developing the contents of the annual indicator-based reports through, for example, dedicated analysis and assessment;
* developing environmental assessments and policy evaluations (of overall environmental policy or of specific environmental policy topics or instruments) – this may include both ex-ante and ex-post assessment or evaluation as well as links of environmental issues to e.g. social, economic or technology-related issues;
* writing (for both paper and web products), editing and producing texts and multimedia outputs with emphases on communicating technical analyses to non-technical audiences and on sharp writing skills in easily accessible English;
* the technical and copy editing of final outputs;
* the communication of results, with emphases on the development of story-based structures, and on the use of eye-catching tools such as info graphics; and
* the facilitation of internal meetings and external stakeholder events.

1. **Place of performance of the services**

Work will be carried out primarily at the contractor’s premises (extramural) and in close collaboration and regular communication with EEA staff. Depending on the requirements of the specific contract, it could be that some activities involving close and constant interactions with EEA staff will require work to be carried out at the premises of the EEA in Copenhagen (intramural). Travel to other locations, may be required on an ad-hoc basis in which case travel and subsistence costs will be paid according to EEA standard rules and rates (see Annex 8). The same applies for shorter visits to EEA for consultants otherwise working extramural.

1. **Type and volume of contract**

The successful tenderer will be awarded a framework service contract for a maximum period of 60 months, starting from the date of signature with an initial period of 24 months and the possibility of three renewals of a period of 12 months each. The services will be implemented through specific contracts depending on the EEA’s demand. The total aggregated value of the contract is estimated at EUR 1,000,000 over the period of 60 months covering all services.

1. **Price**

Tenderers are required to quote prices for the services to be provided as follows:

* Prices must be quoted per category of service as described under section 11.3.2. below.
* Prices quoted must be **all-inclusive** (i.e. inclusive of all costs involved in the performance of the contract (e.g. administrative and travel costs, with the exception specified in section 8 above in regard to travel to destination other than Copenhagen)) and expressed in **euro**, including for tenderers established in countries that are not part of the Eurozone. For tenderers in countries that do not belong to the Eurozone, the price quoted may not be revised in line with exchange rate movements. It is for the tenderers to select an exchange rate and assume the risks or the benefits deriving from any variation
* No additional expenses incurred in the performance of the services will be reimbursed separately by EEA.
* The price quoted must be fixed and not subject to revision during the first year of duration of the contract.

From the beginning of the second year of duration of the contract, 80% of the 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 3 (three) months before the anniversary of the date on which it was signed.

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

The revision shall be determined by the trend in the harmonised indices of consumer price (HICP) published by the European Commission on Eurostat web page at http://epp.eurostat.ec.europa.eu/portal/statistics/search\_database (Theme 2 – Economy and Finance; Price; HICP – Harmonised Indices of Consumer Prices; HMIDX – Monthly data (index); GEO – Euro area (EA11-2000, EA12-2006, EA13-2007, EA15-2008, EA-16-2010, EA17); COICOP – cp00).

Revision shall be calculated in accordance with the following formula:

Pr = Po x (0,2 + (0,8 x 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.

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 EEA 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.

1. **Criteria**

***11.1. Exclusion criteria***

**11.1.1.** Exclusion from participation and award in the procurement procedure

To be eligible to participate in this contract award procedure, tenderers must not be in any of the exclusion situations referred to in Articles 106 and 107 of the financial rules applicable to the general budget of the European Union[[7]](#footnote-7).

**11.1.2.** Evidence to be provided by the tenderers

When submitting their bids, each tenderer (including any subcontractor or any member of a consortium) must provide a declaration on their honour in accordance with the form attached as annex 2, duly signed and dated, stating that they are not in any of the situations mentioned under section 11.1.1 above.

The tenderer(s) to whom the contract is to be awarded will be required, prior to the signature of the contract, to provide the evidence specified in the penultimate paragraph of the declaration of honour mentioned above (see annex 2).

***11.2. Selection criteria***

**11.2.1.** Legal capacity

Any tenderer is required 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.

To that effect, each service provider (including any subcontractor or any member of a consortium) is required to submit a legal entity form (see annex 3) duly filled out and signed, accompanied by a copy of inscription in trade register and/or a copy of inscription in VAT register, where applicable. However the subcontractor(s) shall not be required to fill out or provide those documents when the services provided represent less than 20 % of the contract.

**11.2.2.** Economic and financial capacity

Evidence of economic and financial capacity shall be furnished by (**one or more of**) the following documents:

* appropriate statements from banks or evidence of professional risk indemnity insurance;
* the presentation of balance sheets or extracts from balance sheets for at least the last two years for which account 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;
* a statement of overall turnover and turnover concerning the services covered by the contract during the last two financial years.

If, for some exceptional reason, which the EEA considers justified, a tenderer is unable to provide the reference(s) requested above, he may prove his economic and financial capacity by any other means which the EEA 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 EEA 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.

**11.2.3.** Technical and professional capacity

Tenderers should show their degree of technical and professional capacity to carry out the requested tasks by providing information on the criteria described below. If several service providers or subcontractors are involved in the tender, the selection criteria for the technical and professional capacity will be assessed in relation to the combined capacities of the service providers and subcontractors, as a whole, to the extent that service providers or subcontractors put their resources at the disposal of the tenderer for performance of the contract.

In accordance with Article 148(8) of the rules of application of Regulation (EU, Euratom) No 966/2012 on the financial rules applicable to the general budget of the European Union, EEA reserves the right to reject a tenderer where it is established that he has conflicting professional interest which may negatively affect the performance of the contract.

Tenderers shall provide the following documentation:

* ***Human resources:***

1. CVs detailing the educational and professional qualifications of the staff responsible for providing the services indicating the required professional experience as follows:

* Minimum 1 CV of a senior expert, with at least 15 years of experience covering all of the following topics: environmental assessments and policy evaluation as well as development and interpretation/assessment of environmental indicators;
* Minimum 1 CV of a senior expert with at least 10 years of experience covering all of the following topics: development and interpretation/assessment of environmental indicators;
* Minimum 1 CV of a senior expert with at least 10 years of experience covering all of the following topics: environmental assessments and policy evaluation;
* Minimum 1 CV of a junior expert, with at least 5 years of experience covering all of the following topics: environmental and socio-economic data flow processing, analysis and interpretation;
* Minimum 1 CV of a junior expert, with at least 5 years of experience covering all of the following topics: development of environmental indicators and environmental assessment based on indicators;
* Minimum 1 CV of a junior expert, with at least 5 years of experience (in total) on environmental assessments;
* Minimum 1 CV of a junior expert, with at least 5 years of experience (in total) on policy evaluation;
* Minimum 2 CVs of experts with at least 5 years of experience each covering all of the following topics: editing and producing texts and multimedia outputs that communicate technical information for non-technical audiences (2 CVs);
* Minimum 2 CVs of experts with at least 5 years of experience each on facilitation of meetings and events;
* Minimum 10 CVs of experts with at least 5 years of experience in areas of expertise necessary for the monitoring and evaluation of the 7th EAP and in line with its 9 priority objectives as well as its long term vision. Such areas of expertise include: environmental and climate policies and the environmental media involved (e.g. air, water, soils, etc.), socio-economic drivers of environmental change and relevant sector policies (e.g. transport, agriculture, energy), analysis of Europe’s environment in the global context (particularly footprints from consumption and production patterns and trade in goods and services), sustainable development, environmental law, valuation of natural capital and ecosystem services, externalities, environment and health, urban planning, forward looking analysis, scenario development, integrated modelling.

Excellent writing skills in English are required by all experts; hence the requested CVs shall include relevant information on language skills.

With respect to the last bullet point, it is permissible to

1. propose the CV of the same expert more than once;
2. combine experiences of experts in order to reach the required amount of years of experience;
3. propose the CV of an expert that has been proposed already in any of the previous bullet points.
4. An overview in a cross table complying with the requirements set out in annex 5 Overview of technical and professional expertise of all staff responsible for providing the services giving the total amount of months worked in the areas specified in paragraph (i) above.

* ***Past contracts:***

Tenderers shall provide details of contracts awarded to them relevant to the services required by the EEA, indicating the value, brief description of the services undertaken and recipients of the services (public or private), under the following two categories: (1) contracts currently undertaken; and (2) contracts that have been undertaken over the last three years.

* ***Environmental policy:***

Tenderers shall provide a description of their environmental policy specifying the status of implementation. In the event of a joint offer submitted by a consortium, **each member** of the consortium shall provide the requested description.

**11.3. Award criteria**

The assessment method that will be used to determine the choice of the tender will be based on the criteria given below, on the basis of the economically most advantageous tender in terms of:

* The quality of the tender (Technical merit – TM); and
* The financial value of the tender (Price – P)

**11.3.1. Technical merit (TM) (max. 70, min. 45 points)**

Tenders will be evaluated following the award criteria and weights outlined below, producing a potential total score of 70 points.

Tenderers shall elaborate on all criteria referred to below in order to score as many points as possible. The mere repetition of mandatory requirements set out in these tender specifications, without going into details or without giving any added value will only result in a low score. If essential elements of these tender specifications are not expressly addressed in the tender, EEA may decide to give a zero mark for the relevant quality criteria.

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Award criteria** | **Maximum**  **points (70)** | **Minimum**  **points (45)** |
| **1** | **Quality of the proposed approach, expected challenges and suggested ways to overcome them in order to deliver on indicator-related support tasks, such as:**  a. compilation and analysis of datasets and indicators, including forward looking elements;  b. developing aggregate and composite measures, and dashboards of indicators;  c. developing indicators that link environmental issues to e.g. social or economic issues;  d. developing ways, methods and techniques to improve the timeliness of data and of derived indicators;  e. developing methods and techniques to measure progress towards short (2020), medium (2025-2040) and long term (2050) environment policy targets. | **18** | **11** |

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Award criteria (continued)** | **Maximum**  **points (70)** | **Minimum**  **points (45)** |
| **2** | **Quality of the proposed approach and value added offered by the tenderer in order to deliver on framing and on environmental assessment and policy evaluation-related support tasks, such as:**  a. analysing, assessing and explaining underlining past and future indicator trends;  b. the elaboration and application of monitoring, assessment and policy evaluation methods and frameworks for the 7th EAP;  c. developing the contents of the annual indicator-based reports through, for example, dedicated analysis and assessment;  d. developing environmental assessments and policy evaluations (of overall environmental policy or of specific environmental policy topics or instruments) – this may include both ex-ante and ex-post assessment or evaluation as well as links of environmental issues to e.g. social, economic or technology-related issues. | **18** | **11** |
| **3** | **Quality of the proposed approach and value added offered by the tenderer in order to deliver on writing, communication, and facilitation support tasks:**  a. writing (for both paper and web products), editing and producing texts and multimedia outputs with emphases on communicating technical analyses to non-technical audiences and on sharp writing skills in easily accessible English;  b. technical and copy editing of final outputs;  c. communication of results, with emphases on the development of story-based structures, and on the use of eye-catching tools such as infographics;  d. facilitation of internal meetings and external stakeholder events. | **18** | **11** |
| **4** | **Quality and relevance of the organisation of the work and of the allocation of human resources** including description of the availability and involvement of experts (specifying the role of each expert), interaction and coordination of tasks (both internally as well as vis-a-vis the EEA), distribution of the work between the team members and subcontractors, where applicable, and quality assurance and quality control processes put in place. | **16** | **12** |

Only tenders which obtain the indicated minimum number of points for each award criterion will be considered for the next stage, which involves determining the financial value of the tender (price index) and for the final assessment.

**11.3.2. Price (P) (max. 30 points)**

Tenderers are requested to submit a financial offer giving the **all-inclusive** (i.e. including all relevant costs and all expenditures) price in **euro** for the following services:

|  |  |  |
| --- | --- | --- |
| **Price** | **Services** | **Weighing factor** |
| P1 | Daily rate for senior consultants working intramural at the EEA’s premises for an extended period of time (\*) (daily rate = 8 hours) | 20% |
| P2 | Daily rate for senior consultants working extramural at the Contractor’s premises (or elsewhere) (daily rate = 8 hours) | 50% |
| P3 | Daily rate for junior consultants working intramural at the EEA’s premises for an extended period of time (\*) (daily rate = 8 hours) | 10% |
| P4 | Daily rate for junior consultants working extramural at the Contractor’s premises (or elsewhere) (daily rate = 8 hours) | 20% |

(\*) An extended period of time would be any period over a week.

For each category above, tenders meeting all mandatory requirements including the minima for technical merit will score points in function of the following formula:

PS = (PSmin/PS0) x 30 x weighting factor,

where

PS = Price Score for price of service;

PSmin = the lowest price offered among the tenders received;

PS0 = the price of the tender being considered

30 = the maximum number of points that can be awarded under this award criterion.

The score for the price (P) that will be used as a basis for evaluation of tenders is the sum of the four PS.

For that purpose, tenderers shall complete the price quotation attached as annex 6 to these tender specifications. Tenderers shall bear in mind that all fields are compulsory and non-compliance will lead to exclusion of the tender from the award process.

**11.3.3. Final Assessment**

A framework contract will be awarded to the tenderer whose tender achieves the highest total score for technical merit and price (TM + P). 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 price.

**12. Performance**

Competence in both selection and award criteria must be maintained throughout the framework contract. Should the contractor fail to do this during the validity of the framework contract, EEA maintains the right to refuse any consultant if performance is not satisfactory and/or to choose another vender from the tenders.

**13. 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.

**14. Annexes**

Annex 1: Tender submission form

Annex 2: Declaration on exclusion criteria

Annex 3: Legal entity form

Annex 4: Financial identification form

Annex 5: Overview of professional and technical experience (cross table)

Annex 6: Price quotation

Annex 7: Draft framework contract and draft specific contract

Annex 8: Rules for the reimbursement of travel expenses

1. OJEU L 126 of 21.5.2009, p. 13. [↑](#footnote-ref-1)
2. At this point in time, tenderers established in one of the following countries are eligible: EU-28, Iceland, Liechtenstein, Norway, Switzerland and Turkey; under the stabilisation and association agreements: FYROM, Albania, Montenegro and Serbia. [↑](#footnote-ref-2)
3. OJEU L 354 of 28.12.2013, p. 171-200 [↑](#footnote-ref-3)
4. Please see: http://www.eea.europa.eu/data-and-maps/indicators/#c5=&c7=all&c0=10&b\_start=0 [↑](#footnote-ref-4)
5. Please see: http://www.eea.europa.eu/publications#c14=&c12=&c7=en&c9=all&c11=5&b\_start=0 [↑](#footnote-ref-5)
6. The previous SOER 2010 reports, including the synthesis SOER 2010 report are available at: <http://www.eea.europa.eu/publications#c14=&c12=&c7=en&c9=all&c11=5&b_start=10&c13=SOER> [↑](#footnote-ref-6)
7. Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25.10.2012, OJEU L 298/1 of 26.10.2012. [↑](#footnote-ref-7)