



TENDER SPECIFICATIONS

Framework contract for the provision of canteen and catering services for the European Environment Agency (EEA)

Open call for tenders EEA/OSE/10/009

Closing date: 5.1.2011

Prior-information notice reference 2010/S 70 – 104295 of 10 April 2010

1. Purpose and scope of the contract

The European Environment Agency (EEA) intends to establish a framework contract for the provision of canteen and catering services at its premises at Kongens Nytorv 6 and 8, DK-1050 Copenhagen, Denmark.

The scope of the contract is to offer a lunch buffet to EEA staff and its visitors and to cater the meetings held within the premises with coffee and tea, served lunches, dinners and receptions.

According to the Agency's food policy (Annex 4), the main responsibility of the EEA canteen is to provide balanced, healthy and tasty food to EEA staff and its visitors. When used daily by EEA staff, the food provided by the Canteen accounts for a significant portion of total food intake and thereby has a significant impact on staff's health and nutrition. The Canteen is also an integral part of the working environment and moreover accounts for a significant part of the Agency's environmental footprint.

Through its food policy, the EEA strives to:

- Provide an enjoyable, nutritious and attractively presented selection of food and drinks;
- Promote and encourage healthy food choices;
- Offer sustainable menus based on foodstuffs with low environmental impacts;
- Promote societal sustainable choices through the use of fair trade products;
- Reduce environmental impacts of EEA operations, by optimising the use of water and energy, and minimising waste generation;
- Provide staff and canteen operators with a forum to share experience and exchange information concerning food, health and the environment.

2. Type and volume of the contract

The successful company will be offered a framework contract with the EEA for a maximum period of up to four years from the date of entry into force. The framework contract will be implemented through order forms which alone shall bind the EEA. The order forms will include descriptions of the services to be purchased and deliverables to be provided. For details, reference is made to the terms and conditions of the draft framework contract and order forms forming part of the tender documents (Annex 3).

The EEA will pay a subsidy to the canteen in order to offer the EEA staff a lunch buffet at a subsidised rate. The size of the subsidy each year will be determined in November the preceding year when the EEA budget for the coming year is approved by its Management Board. The value of the contract includes 1) the subsidy from the EEA, 2) the EEA payment for catering meetings and 3) the contractors own income from sale of the various offerings to staff and visitors. The estimated total value of the contract over a period of four years is approximately EUR 1.600.000.

3. Location of work

The work will be carried out at the premises of the European Environment Agency in Copenhagen, Kongens Nytorv 6 and a part of Kongens Nytorv 8.

4. Subject of the contract

4.1. Customers

The main scope of the contract is to offer a lunch buffet to EEA staff and its visitors. The potential number customers of the canteen are the approximately 200 EEA staff members and a couple of thousands of participants in the meetings EEA organises every year. In 2009, the average daily number of subsidised lunch customers was 115 and 20 non-subsidised visitors.

The canteen shall also provide one and two course lunches and three course dinners to meetings with external participants. The number of such lunches and dinners is estimated to be approximately 40 yearly. In addition, the canteen shall provide coffee and tea to about 500 meetings of varying size and catering to 5 -10 receptions yearly.

The canteen contractor is free to sell other offerings to the staff and visitors, like coffee/tea, take-away lunches/dinners, fruit, organic drinks and sweets etc.

4.2. Facilities

The Agency canteen is situated in the basement of Kongens Nytorv 6. It consists of about 100 m² kitchen area (incl. storage, dish washing room, office and bathroom/dressing room), staff eating area of 130 m² with about 90 seats and 45 m² of guest canteen with about 50 seats. The kitchen has modern electric oven and facilities for hot and cold kitchen and the dishwashing room has an industrial dishwasher.

The contractor shall – in line with the EEA environmental management system – set yearly reduction targets for the consumption of water and electricity, since the canteen accounts for a considerable amount of the EEA water and electricity consumption.

The canteen provider has also access to a small professional kitchen at the ground floor of Kongens Nytorv 8. It includes kitchen machines and porcelain for coffee and tea.

The following is at the disposal of the contractor, free of charge:

- premises and heating
- water
- light and electricity
- furniture
- cash register (Sharp)
- kitchen machines and equipment (Annex 5)
- tableware (porcelain, glass, cutlery, etc) covering the needs

Further purchase of tableware and maintenance of kitchen machines and equipment will be the responsibility of the contractor following prior written approval by the EEA, for which the contractor will be reimbursed. The items will be the property of the EEA.

To facilitate payments, the contractor has to provide a credit card terminal accepting most common credit cards (at least Visa and MasterCard).

The kitchen facilities and equipment can also be used to cater meetings organised by others (with the EEA prior approval in each individual case) in the EEA facilities. The same goes also for catering to EEA staff's private parties.

4.3. Opening hours

The canteen shall be open, as a minimum, from 08:00 to 15:00 on the approximately 250 working days per year. The EEA is closed between Christmas and New Year and has altogether approximately 17 holidays per year, not all matching Danish holidays.

4.4. Offerings

From 12:00 to 14:00 the canteen shall serve a lunch buffet, including main courses (hot dishes, - fish, meat and/or vegetarian), soup, salad bar, mixed salads, bread, fruit, cheese and deserts. It should on all days be possible to compose a complete vegetarian lunch from the buffet.

The meals shall be well prepared, fresh, nutritionally correct and taking into account the varying tastes of the multicultural clients. The emphasis should be on local, seasonal and ecological raw materials. Ecological raw material is here defined as raw materials that comply with the criteria for the ecological EU-label or similar or labels with corresponding criteria, for example the Danish Ø-label.

In the mornings the canteen shall offer components for a light breakfast and throughout opening hours the canteen shall offer warm and cold drinks for sale, as well as fruit and snacks. Various take-away offerings should be available for staff dining in other parts of the buildings, for example in connection with the kitchen in Kongens Nytorv 8.

4.5. Prices and EEA financial contribution.

The contractor will receive a yearly contribution from EEA (paid quarterly) to maintain the basic services and to subsidise the prices the staff have to pay for lunch. Currently, the staff price for a full lunch buffet is EUR 5 (DKK 37), while the price for visitors is EUR 11 (DKK 82). The meeting coffee/tea price is currently EUR 3 (DKK 22) per person, while the price for a three-course dinner is EUR 27.50 (DKK 203,50).

The size of the yearly contribution from the EEA is defined by 1) a fixed contribution to maintain the basic services throughout opening hours and 2) a varying contribution, calculated as the difference between the price offered by the tenderer and the price EEA staff actually pays, times the number of subsidised lunches.

4.6. Hygiene and order

The contractor shall sort the waste into cardboard, glass, household, metal, organic and paper waste. It shall commit itself to avoiding unnecessary packaging and reduce the amount of waste to the minimum.

The contractor bears the cost for linen (dish, towels, etc) as well as the washing of linen. Single use consumables shall be eco-labelled or equivalent.

Dishwashing and cleaning of the main kitchen with related spaces is the responsibility of the contractor, who shall carry the costs for cleaning materials, which shall be eco-labelled or equivalent.

The contractor shall make sure that the kitchen is kept clean and meets a high hygienic standard conforming to the standards set by the Danish food safety authorities ("Fødevarestyrelsen").

Cleaning of the canteen's sitting area is the responsibility of the EEA.

5. General obligations of the company

The canteen shall be operated by at least three educated full-time chefs to guarantee high-quality service at all time. It is the responsibility of the successful tenderer to guarantee that an appropriate backup system is in place in case of planned or unplanned absence. Both the chefs and other canteen staff have to be able to communicate in English.

The weekly menus, with information about the nutritional values shall be published in advance on the EEA intranet.

The EEA requires a permanent **contact person** on the part of the Contractor in order to address all issues and concerns in the day to day management.

The contracted company should inform EEA if at any stage they become aware of any more economically/environmentally efficient solutions or any manner to obtain greater satisfaction for the clients.

The contractor shall ensure that tasks are carried out without detriment to the general functioning of services in the buildings and shall be responsible for any damage caused to the buildings and external areas.

6. Visit to the Agency

A presentation of the EEA premises will take place on 9 December at 16.00. One set of drawings of the EEA kitchen and canteen facilities will be provided as handouts during the tour of the buildings. The interested bidders are requested to inform Mr Bo Hansgaard at least 24 hours in advance by email to bo.hansgaard@eea.europa.eu.

7. Prices

The prices 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, 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 orders 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:

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

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 EEA 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 prices tendered must be **all-inclusive** (including in particular all service-related expenses, such as salaries of contracted personnel including social security, holiday and sickness allowances; insurance; tools; equipment; inspection; administration and travel costs)) and expressed in euro. The costs incurred in preparing and submitting tenders are borne by the tenderers and cannot be reimbursed.

Tenderer shall submit a price-list for the following **mandatory** services:

- Non subsidised lunch buffet
- Coffee/tea offering to meetings
- One course lunch, including service and soft drink/beer
- Two course lunch, including service and soft drink/beer
- Three course dinner, including service and soft drink/beer

In addition, the tenderer shall propose the size of the fixed rate subsidy from the EEA to maintain the basic services.

8. Contractual Terms

In drawing up a bid, tenderers should bear in mind the provisions of the standard framework contract and the order form attached to these tender specifications (see Annex 3).

9. 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 3) 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.

9.1. Eligibility:

This call for tenders is open on equal terms to all natural and legal persons from one of the 32 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.

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

9.2. Application:

All eligible natural and legal persons (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 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 States 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 or group of service providers must fulfil the conditions for participation mentioned in sections 9.1 and 9.2 above and provide the required documents listed in these tender specifications under section 10.2 below. Therefore each member of a consortium or group of service providers shall specify his role, qualifications and experience.

9.3. Sub-contracting:

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.

Legal persons must provide a document containing a list of the professional qualifications of the subcontractors. 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.

Contractors must ensure that Article II.17 of the draft framework contract (see Annex 3 to these tender specifications) can be applied to subcontractors. Once the contract has been signed, Article II.13 of the above-mentioned draft framework contract shall govern subcontracting.

10. Criteria

The assessment will be based on the information provided in the tender. The EEA reserve the right to use any other information from public or specialist sources.

All the information will be assessed in the light of the criteria set out in these tender specifications. The procedure for the award of the service contract, which will concern only admissible bids, will be carried out in three successive stages.

The procedure foresees:

1. To check, on the basis of the exclusion criteria, whether tenderers can take part in the tendering procedure;
2. To check, in the second stage on the basis of the selection criteria, the technical and professional capacity and the economic and financial capacity of each tenderer who has passed the previous stage;
3. To assess, in the third stage on the basis of the award criteria, each tender which has passed the exclusion and selection stages.

10.1. Exclusion Criteria

10.1.1. 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 EEA 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 EEA 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.

The cases referred to in paragraph 10.1.1. (e) above shall be the following:

- (a) cases of fraud as referred to in Article 1 of the Convention on the protection of the European Communities' financial interests established by the Council Act of 26 July 1995 (OJ/C 316 of 27.11.1995, p. 48);
- (b) cases of corruption as referred to in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, established by Council Act of 26 May 1997 (OJ/C 195 of 25.6.1997, p. 1);
- (c) cases of involvement in a criminal organisation, as defined in Article 2(1) of joint Action 98/733/JHA of the Council (OJ/L 315 of 29.12.1998, p. 1);
- (d) cases of money laundering as defined in Article 1 of Council Directive 91/308/EEC (OJ/L 166 of 28.6.1991, p. 77).

Exclusion from awarding:

In addition, contracts may not be awarded to tenderers who, during the procurement procedure:

- (a) are subject to a conflict of interest;

Tenderers must declare:

- that they do not have any conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties, or any other relevant connection or shared interest;
- that they will inform the EEA, without delay, of any situation constituting a conflict of interest or which could give rise to a conflict of interest;
- that they have not made and will not make any offer of any type whatsoever from which an advantage can be derived under the contract;
- that they have not granted and will not grant, have not sought and will not seek, have not attempted and will not attempt to obtain, and have not accepted and will not accept, any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to the award of the contract.

The EEA reserves the right to verify the above information.

- (b) are guilty of misrepresentation in supplying the information required by the EEA as a condition of participation in the contract procedure or fail to supply this information;
- (c) find themselves in one of the situations of exclusion, referred to in paragraph 10.1.1 above, for this procurement procedure.

10.1.2. Evidence to be provided by the tenderers

When submitting their bids, each tenderer (including subcontractor(s) or any member of a consortium or grouping) must provide a declaration on their honour, duly signed and dated, stating that they are not in any of the situations mentioned under paragraph 10.1.1 above. For that purpose, they shall complete and sign the form attached as annex 1 to these tender specifications.

The tenderer to whom the contract is to be awarded shall provide within 15 calendar days following receipt of the letter informing him of the proposed award of the contract and preceding the signature of the contract, the evidence specified in the last but one paragraph of the form attached as annex 1 to these tender specifications confirming the declaration aforementioned.

10.2. Selection criteria

Tenderers must have the legal capacity, the economic and financial capacity as well as the technical and professional capacity to perform the tasks required under this call for tenders.

For this purpose, tenderers shall demonstrate sufficient economic and financial capacity to guarantee continuous and satisfactory performance throughout the envisaged lifetime of the contract, as well as sufficient turnover in relation to the tasks expected under this call for tenders. Similarly, tenderers shall demonstrate a previous expertise and experience in carrying out the requested services, as well as the technical skills necessary to deliver the requested services.

Tenderers shall read this section carefully and supply the specific documents and information requested and any other documents that they wish to include by way of clarification.

10.2.1. 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 subcontractor(s) or any member of a consortium or grouping) is required to submit an identification sheet (Annex 2) 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 in or provide those documents when the services represent less than 20% of the contract.

10.2.2. 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 supplies or services covered by the contract during the last three financial years.

If, for some exceptional reason, which the EEA considers justified, the tenderer is unable to provide the references 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.

10.2.3. 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 the performance of the contract.

Human resources:

Tenderers must provide the following documents:

- CVs detailing the educational and professional qualifications of the firm's managerial staff as well as the staff designated to provide the services indicating the required professional experience as follows:
 - Managerial staff: Minimum one CV (contract manager and daily leader) documenting a minimum of 5 years' relevant experience
 - Persons responsible for providing the services: Minimum five CVs (3 chefs and 2 kitchen assistants) documenting a minimum of 5 years' relevant experience (chef) and 2 years' relevant experience (kitchen assistant), including language skills.

Subcontracting:

- An indication of the proportion of the contract which the service provider may intend to subcontract.
- If subcontracting is envisaged as part of this contract, tenderer shall provide a statement of the service provider's policy on the use of sub-contractors, and of the means of ensuring quality and confidentiality when sub-contractors are used.

NB. Tenderers must acknowledge that the EEA reserves the right to request at later stage tenderers to provide documentation in relation to exclusion and selection criteria for any proposed subcontractor (see section 9.3 above).

Past contracts:

- List and description of the principal services provided in the past 3 years, indicating the value, date and recipients of the services (public or private).

Quality assurance and environmental management:

- Description of any quality assurance and environmental management certifications that the service provider currently holds.
- Any accreditations applied for and their current status.

If no accreditations are held, tenderers shall provide an outline of their quality assurance and environmental policy.

10.3. Award Criteria

The assessment method which will be used to determine the choice of the bid will be based on the criteria given below, on the basis of the economically most advantageous tender (quality/price ratio):

- Quality of the tender (Technical merit – TM)
- Financial value of the tender (Price – P)

A. Technical merit (TM) (max. 50, min. 35 points)

Tenders will be evaluated following the award criteria and weights outlined below, producing a total score of 50 points. Only tenders which obtain the indicated minimum number of points, both for each award criterion and in total, will be considered for the next stage, which involves determining the financial value of the tender (price index) and for the final assessment.

No	Award criteria	Maximum points (50)	Minimum points (35)
1	Understanding of the EEA food policy as documented by a description of a proposal for a nutritious menu, covering one week in November, as well as a proposal for the served lunches and dinners.	30	21
2	Understanding of the environmental impacts of the canteen operation as documented by a short presentation of an action plan for optimising the use of water and energy and minimising waste generation	10	7
3	Understanding the EEA need for flexibility and services, as documented by a presentation of staffing structure, including back-up measurements and management support, and what other services than the mandatory ones the service provider would offer, including services in Kongens Nytorv 8.	10	7

B. Price (P) – Max. 50 points)

Tenderers are requested to submit a financial offer for the fixed subsidy and the following services:

- EEA fixed subsidy (weighing factor 20%)
- Price for a non subsidised lunch buffet (weighting factor 40%)
- Price for a coffee/tea offering to meeting (weighting factor 10%)
- Price for a one course lunch, including service and soft drink/beer (weighting factor 10%)
- Price for a two course lunch, including service and soft drink/beer (weighting factor 10%)
- Price for a three course dinner, including service and soft drink/beer (weighting factor 10%)

For each category above, tenders will score points in function of the following formula: $P_s = (P_{s_{min}}/P_{s_0}) \times 50 \times \text{weight percentage}$, where:

P_s = Score for price of service

$P_{s_{min}}$ = the lowest price offered among the received tenders;

P_{s_0} = the price of the tender being considered

Price (P) is the sum of the six P_s

C. 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.

11. Performance

Once a framework contract has been signed the company must be able to offer employees with the required skills and experience to carry out the work in question within 10 days after having been sent an order form.

EEA maintains the right to refuse any person if performance is not satisfactory.

Competence in both selection and award criteria must be maintained throughout the period of the contract.

12. General comments

Tenders should preferably be drafted in English (supporting evidence does not need to be translated), in triplicate (one original unbound and two copies) and must comprise:

- A section giving the technical offer and a section giving the all-inclusive financial offer;
- A declaration on exclusion criteria (Annex 1 to these tender specifications) duly filled out and signed;
- An identification sheet (Annex 2 to these tender specifications), duly filled out and signed accompanied by the appropriate supporting evidence;
- Tenders from consortia of firms or groups of service providers must specify the role, qualifications and experience of each of the members or of the consortium or of the group and contain a letter of intent to form a consortium from each partner;
- Declaration on exclusion criteria and documents on selection criteria must be supplied by each member of the consortium of firms or group of service providers submitting a single tender; the same requirements apply to sub-contractors with the exception specified under section 10.2.1 above.
- If subcontracting is envisaged, tenderers should provide a description of the services to be subcontracted, specifying the role, qualifications and experience of each of the proposed subcontractors and contain a letter of intent on the part of those subcontractors to place their resources at their disposal.

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 comply with 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 website: <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: Declaration on exclusion criteria

Annex 2: Identification sheet

Annex 3: Draft framework service contract and specific contract

Annex 4: EEA Food policy

Annex 5: List of kitchen machines and equipments