



***Service contract for the provision of
Transformation software to support reporting and exchange of air quality data under Decision
2011/850/EU (e-Reporting)***

Reference: Open call for tenders EEA/OSE/12/008

Closing date: 11/2/2013

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 2009¹. 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 32 member countries.

There are approximately 200 staff members working at the EEA. These staff members come from a wide range of national, professional and cultural backgrounds. Their functions at the EEA vary from environment-related research and data-analysis to administrative or managerial tasks.

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

¹ OJEU L 126 of 21.5.2009, p. 13.

2. 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/OSE/12/008
- The contract title *“Transformation software to support reporting and exchange of air quality data under Decision (2011/850/EU) (e-Reporting)”*
- 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.

(a) 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)

(b) Envelope No 2 – Technical offer shall include the following:

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

(c) 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 5.

Tenders shall be drafted in one of the languages of the EEA member countries, **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 are 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 tenders are packed in such a way as to prevent any accidental opening during its mailing.

3. 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 data².

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>.

4. 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 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 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 agreement³.

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 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.

² OJEU L 8/1 of 12.1.2001

³ At this point in time, tenderers established in one of the following countries are eligible: EU27, Iceland, Liechtenstein, Norway and Turkey; under the stabilisation and association agreements: Croatia, FYROM, Albania and Montenegro; under bilateral agreements: Chile and Mexico.

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 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 or group of service providers 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 or group of service providers 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. 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 contract (see annex 6 to these tender specifications) can be applied to subcontractors. Once the contract has been signed, Article II.13 of the above-mentioned draft contract shall govern subcontracting.

5. Contractual terms

In drawing up their bid tenderers should bear in mind the provisions of the standard contract attached to these tender specifications (annex 6).

6. Subject of contract

6.1. Background

A number of EU legal instruments require EU Member States to monitor and report/exchange air quality data. This information is collated, analysed and shared by the European Environment Agency (EEA). To date much of the data is already reported electronically by the countries concerned, but not in an integrated fashion. Other EIONET countries than the Member States exchange their data following the same reporting mechanism.

The European Commission and the EU Member States have agreed, through an Implementing Decision, to establish a new mechanism of electronic air quality data reporting and data exchange (e-Reporting) within the framework Infrastructure for Spatial Information in Europe (INSPIRE). The Implementing Decision (2011/850/EU) merged several separate legal instruments

with the intention of streamlining the reporting and data exchange. It applies from 1 January 2014.

The EEA, supported by the European Topic Centre for Air pollution and Climate Change Mitigation (ETC/ACM) will assist the Commission to establish and operate the new e-Reporting mechanism for reporting and having air quality information. EEA's role is to institute and perform a number of support activities aimed at a smooth transition to the new reporting and data exchange provisions as well securing the alignment with INSPIRE.

Assisted by ETC/ACM, the EEA has evaluated the options for reporting and exchange of air quality data. By taking into account the requirements of the Implementing Decision, the EEA has also analysed the requirements for the design and operation of the new reporting and exchange mechanism. An EEA Technical Report 5/2012 discusses the options available for this new mechanism⁴. It describes functional algorithms, routines, procedures and concepts that are required or beneficial within the e-Reporting system. The chapter on the logic of e-Reporting describes the legal instruments, activities and rules for e-Reporting, but is independent of any particular IT solution or platform. The procedures presented in the EEA Technical Report are largely those applicable to the current reporting and data exchange mechanism. They are also suitable for the design of the new e-Reporting system. Existing systems are described in detail. The options proposed for e-Reporting take into consideration the fact that there are different information and communication technology infrastructures across Europe. The EEA Technical Report contains a glossary of terms and acronyms.

One of the changes to the current air quality data reporting and exchange brought about by the Implementing Decision relates to a new specification of the reporting format: data are to be conveyed in XML as reporting format under the new mechanism. The structure and content of the XML is constrained by the requirements set out in the latest e-Reporting data model and schemata made available at the Ambient Air Quality Portal⁵. A transformation is needed to enable a data reporting/exchange from the way data is stored at national level into the new prescribed format and participation to e-Reporting.

Transformation software is already common procedure to facilitate countries' reporting and data exchange under the current reporting mechanism. Nearly all European countries are using the Air Quality Data Exchange Module (AQ-DEM) developed and made available for the purpose of reporting under the Exchange of Information (EoI) Decision by the European Topic Centre on Air pollution and Climate Change Mitigation (ETC/ACM) consortium.

6.2. Scope of call for tenders

To facilitate a quick and smooth transition to e-Reporting EEA aims through this call for tenders at a specially developed transformation software which will provide an interface for e-Reporting. By October 2013, the interface software needs to be developed, tested and deployed, to be acting as a common mechanism for bridging the gap between national systems and the prescribed XML format.

Transformation software will be used as an interim solution until 2015 (including). EIONET countries are all expected to have adapted their IT systems by 2016, to allow for direct XML reporting without the support of the transformation interface made available by the EEA. It is

⁴ <http://www.eea.europa.eu/publications/reporting-and-exchanging-air-quality>

⁵ <http://www.eionet.europa.eu/aaportal>

expected that some countries will be ready to generate their own XML files in 2013 and will therefore not make use of the transformation software.

The transformation software in support of e-Reporting will need to maintain a large part of the country-end in the current reporting for the Exchange of Information (Eol) Decision and for the questionnaire for the ambient air quality assessment and management (AQQ); meaning the front part, recognized and used by the air quality reporters and reporting systems in the countries. That will render a familiar face of the interface and a sense of continuity in the reporting practices. The software will further need to accommodate the new requirements, by firmly adhering to the latest e-Reporting data model and schemata.

Proposals for transformation software based on either online web services hosted at EEA or an offline desktop application to be installed on the data reporter's local system will be considered.

The transformation software is not required to handle the transformation of shape files to GML as the EEA will provide a generic service for this purpose.

7. General obligations of the tenderer / mandatory requirements

7.1. Mandatory Requirements

1. The transformation software must export the XML files required by e-Reporting for data sets B to G (as defined in <http://rod.eionet.europa.eu/instruments/650>) and further limited to measured data from fixed stations that has been through the national validation procedures.
2. The transformation software must adhere to the e-Reporting data model and schemata. The transformation software will not constitute a delivery format for e-Reporting. As explained above, its purpose is to provide interim support in preparing the delivery format for those countries that are not ready to generate the required XML files from their national system.
3. Definition of the tables/views to be prepared by the data reporters from the data in their national systems for each specified e-Reporting data sets. These will constitute the input to the transformation software.
4. The transformation software must include the necessary quality checks on the reported air quality data to ensure that the generated XML files will validate against the relevant schema when uploaded by the data reporter to the Reportnet central data repository (CDR). If additional quality checks are included in the transformation software, these checks must apply the same logic as the centralized quality checks in the Reportnet central data repository (CDR). The transformation software is not required to aggregate the primary measurement data but if aggregation functions are included then these functions must apply the same logic as the centralized aggregation functions carried out by EEA systems.
5. The transformation software shall be able to import XML files in the specified format for the specified data sets to enable pre-filling from data available in EEA systems.
6. The source code of the transformation software developed through this call for tenders will be the property of EEA. EEA will make it publically available through its SVN repository at <https://svn.eionet.europa.eu/>.
7. The tender shall set out how and to what extent continuity with Eol and AQQ reporting procedures will be maintained in the transformation process.

8. The tender shall set out how the INSPIRE data model, in particular the areas relating to the reporting of air quality data, will impact the transformation process.
9. The tender shall specify in detail how the data reporters should interact with the software for their reporting deliveries to CDR during both the 2013 and 2014 reporting cycles (30 September 2014 will be reporting on validated data and assessment of the year 2013).
10. The tender shall specify in detail how they envisage the interaction between the software and data held within the EEA systems during both the 2013 and 2014 reporting cycles.
11. The tender shall indicate whether the transformation software will be used on the data reporter's local system (offline) or through an internet connection (online) or in combination. The tender should describe the solutions envisaged to avoid the difficulties associated with the type of usage. The tender should take into account the guidance provided at <http://www.eionet.europa.eu/software>.
12. The tender shall specify in details a schedule of the software testing so that the EEA can closely follow and verify progress and milestones.
13. The tender shall describe how changing schemata and updated documentation on aggregation and QA/QC will be managed during the software development phase.
14. The tender shall present options for the level of maintenance and resources required to operate the software in subsequent years.

7.2. Time table and deliverables

The dates indicated in the table below are merely indicative and may be updated in line with EEA objectives and priorities.

PHASE 1		
What		When
1.	Draft transformation software + draft system documentation + draft user guidance. Tables of contents for the system documentation and user guidance must be completed. Some text can be just bullet point at this stage.	two months after contract signature
2.	Run training workshop for up to 40 countries The purpose of the workshop is to show data providers what they will see and what they will have to do when reporting data sets B to G. Emphasis should be on transition from the EoI and AQQ reporting. Hands on examples with sample data should be prepared for at least data sets B, C, D and two data sets representing E and F annual time series.	18-19.6.2013
3.	Training material used in the training workshop uploaded to the Ambient Air Quality Portal (http://www.eionet.europa.eu/aqportal).	1.7.2013
4.	Brief follow-up written report on issues raised by countries during workshop and proposed actions	1.7.2013

PHASE 2	
What	When
5.	Final delivery of commented software, documentation and user guidance and demonstration of functionality using test data provided by EEA
	15.10.2013

Acceptance criteria for final delivery (Mandatory)		When
<p>The installation will be tested by following the procedures set out in the system documentation in the case of an online solution (transformation software is a web service hosted by EEA) or the procedures set out in the user manual in the case of an offline solution (transformation software is a desktop application to be installed on the data provider's local system).</p>		15.10.2013
1.	<p>The software must support generation of XML files that validate correctly in the Reportnet central data repository (CDR) maintained by the EEA for the data sets B to G (as defined in http://rod.eionet.europa.eu/instruments/650).</p> <p>Tested by validation result outcome of generated XML files for each data set in CDR Test data will be prepared by the EEA according to the instructions in the user manual.</p>	
2.	<p>The software must import data from validated XML files for the data sets B to G (as defined in http://rod.eionet.europa.eu/instruments/650).</p> <p>Tested by import of test data provided by EEA; a typical manual update of the data in the transformation software followed by repeat of test 1 above.</p>	
3.	<p>Quality checks in addition to those required to deliver XML files that validate correctly may be included in the transformation software. However, any such checks must demonstrate that they apply the same logic as the centralised quality checks applied to data delivered by countries that do direct XML reporting (i.e. not making use of the transformation software).</p> <p>Tested by import of test data provided by EEA and comparison of quality check results with those provided by CDR for the same data.</p>	
4.	<p>Routines that aggregate measured data may be included in the transformation software. However any such aggregation routines must demonstrate that they apply the same logic as the centralised aggregation routines applied to data delivered by countries that do direct XML reporting (i.e. not making use of the transformation software).</p> <p>Tested by import of test data provided by EEA and comparison of aggregation results with those provided by EEA system for the same data.</p>	

All communications with the EEA will be in English, being the working language at the EEA, and all deliverables must be provided in English.

7.3. Qualification, experience of experts/company;

The tender should describe the technical experience of the team that would carry out the work. The size of the team should take into account both the timetable of deliveries in section 7.2 and the time each expert would be available. The tender should refer to specific events in the CVs of the team members (see section 11.2.3) in order to illustrate their experience.

The experience offered should include:

- multiannual experience of EoI and AQQ reporting processes followed by countries;
- knowledge of the Implementing Decision (2011/850/EU) and its Guidance document;
- multiannual experience with developing software to support national reporting of environmental data under EU legislation;
- good knowledge of XML/gml and the INSPIRE data model and specifications in the areas related to air quality.

The team should be led by a person with strong project management skills who can ensure the effective interaction required between the team members with air quality expertise and those developing the software.

The team should include experience of running a technical hands-on workshop.

8. Place of performance of the services

The services shall be performed at the contractor's premises and occasionally at the premises of the EEA in Copenhagen 1050 K, Kongens Nytorv 6, according to the following schedule:

1. Face-to-face meeting with the EEA while preparing the training workshop (around 1.6.2013);
2. Training workshop mid-June 2013;
3. Face-to-face meeting with the EEA at handover of the final delivery (15.10.2013).

9. Type and volume of contract

The successful tenderer will be awarded a service contract which will enter into force upon signature by the EEA. The period of execution of the tasks shall not exceed 15.10.2013. The estimated maximum budget is EUR 125 000 (one hundred twenty five thousand) covering all services.

10. Price

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

- 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)) 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.

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.

11. 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 Union⁶.

11.1.2. Evidence to be provided by the tenderers

When submitting their bids, each tenderer (including any subcontractor) 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 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 subcontractor(s) 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 represent less than 20 % of the contract.

11.2.2. Economic and financial capacity

⁶ 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

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 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.

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.

○ **Human resources:**

Tenderers shall provide the following documents:

CVs detailing the educational and professional qualifications of the firm's managerial staff as well as those of the staff designated to provide the services indicating the required professional experience as follows:

- **Managerial staff:** Minimum 1 CV (contract manager) documenting a minimum of 5 years' relevant experience;
- Persons responsible for providing the knowledge on reporting processes followed by countries for the Exchange of Information Decision (Eol) (97/101/EC) and the Questionnaire for annual reporting on ambient air quality assessment and management (2004/461/EC): Minimum 2 CVs providing clear references and examples and documenting a minimum of 5 years' relevant experience;
- Persons responsible for providing the knowledge of the Implementing Decision (2011/850/EU) and its Guidance document: Minimum 1 CVs providing clear references and examples and documenting relevant experience;
- Persons responsible for providing the knowledge of XML/gml and the INSPIRE data model and specifications in the areas related to air quality: Minimum 2 CVs providing clear references and examples and documenting relevant experience;

- Persons responsible for providing the experience of developing software to support national reporting of environmental data under EU legislation: Minimum 2 CVs providing clear references and examples and documenting relevant experience;

○ **Past contracts:**

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

○ **Environmental policy:**

The tenderer 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)
- the financial value of the tender (Price – P)

11.3.1. Technical merit (TM) (max. 60, min. 50 points)

Tenders will be evaluated following the award criteria outlined below, producing a total potential score of 60 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, the EEA may decide to give a zero mark for the relevant quality criterion.

No	Award criteria	Maximum points (60)	Minimum points (50)
1	<p>Understanding of the objective of the contract and the complexities of the tasks to be undertaken and the services to be provided</p> <p>as documented in a thorough description of how the requirements listed in section 7 above will be met. Use of clear diagrams will be preferred to lengthy text.</p>	30	25
2	<p>Methodological and management approach</p> <p>as documented by means of the proposed solutions for the development, testing and deployment of the transformation software, with a detailed presentation of</p>	30	25

	<p>the methodology intended to be used for the provision of all the services required under section 7 above, as well as a description of the proposed team, a description of the measures proposed to ensure the delivery of high quality services and terms and conditions in regard to customer service (e.g. how the training workshop will be used to introduce the software to the countries; how user guidance will be used to support countries in the use of the software; etc.).</p>		
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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.

11.3.2. Price (P) (max. 40 points)

Tenderers are requested to submit a financial offer giving the **all-inclusive** (i.e. including all relevant costs and all expenditures (e.g. travel, management and administrative costs) and covering all the deliverables listed under section 7.2 above) fixed price in **euro** as follows:

	Price (EUR)
Total price, including 4 trips to Copenhagen for 2 people and all other costs	

For that purpose, tenderers shall use the template attached in annex 5. Tenderers shall bear in mind that all fields are compulsory and non-compliance will lead to exclusion of the tender from the award process. Tenders exceeding the estimated maximum budget specified in section 9 above will be discarded.

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

$$P = (P_{min} / P_0) \times 40$$

where, P_{min} = the lowest price offered among the received tenders; P_0 = the price of the tender being considered; and 40 = the maximum number of points that can be awarded under this award criterion.

11.3.3. Final Assessment

A service 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 contract. Should the contractor fail to do this during the validity of the contract, another vender from the tenders may be chosen.

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: Price quotation

Annex 6: Draft service contract