



***Framework service contract for the provision of printing, layout and design services***

**Reference:** Open call for tenders EEA/OSE/14/001

**Closing date:** 02/05/2014

## **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<sup>1</sup>.

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).

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

## **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/14/001**
- The contract title ***“Provision of printing, layout and design services for the EEA”***
- 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)

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<sup>1</sup> OJEU L 126 of 21.5.2009, p. 13.

- 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(s) on exclusion criteria as required under section 9.1.2 drawn up in accordance with the template in annex 2
- The legal entity form as required under section 9.2.1 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 9.2.2 (economic and financial capacity) and 9.2.3 (technical and professional capacity)

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

The technical offer providing all information requested under sections 6 and 9.3.1 including, where appropriate, 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 8 and 9.3.2, drawn up in accordance with the template in annex 5.

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

It is important that tenders are 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 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 their 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 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>.

#### **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 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<sup>2</sup>.

As proof of eligibility tenderers must indicate in the tender submission form (see annex 1) 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 tenderer 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 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 other partners) will have an equal standing towards the EEA in executing the framework contract and they will be jointly and severally liable to the EEA.

The participation of ineligible natural or legal persons 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

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<sup>2</sup> At this point in time, tenderers established in one of the following countries are eligible: EEA member countries, i.e. EU-28, Iceland, Liechtenstein, Norway, Switzerland and Turkey; and under the stabilisation and association agreements: Former Yugoslav Republic of Macedonia, Albania and Montenegro.

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 this section and in section 4.1 above and provide the required documents listed in these tender specifications under sections 9.1 and 9.2 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. If awarded the contract, the contractor may not choose subcontractors other than those mentioned in the bids unless he obtains 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 9.1 and 9.2 below).

If awarded the contract, the contractor must ensure that Article II.17 of the draft framework contract (see annex 6) can be applied to subcontractors. Once the contract has been signed, Article II.12 of the above-mentioned draft framework contract shall govern subcontracting.

### **5. Contractual terms**

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

### **6. Subject of contract**

The purpose of this call for tender is to establish a framework contract with an economic operator who can provide printing and layout services, which are further detailed below.

#### **6.1. Location**

The services shall be carried out at the Contractor's premises.

The sometimes urgent need to print high quality material within a short turnaround time often requires hand-delivery of material to and from the service provider's premises, as well as frequent direct consultation between the EEA and the service provider.

Consequently, to meet this need, and to ensure that a minimum turnaround time can be

guaranteed, the successful tenderer will be required to offer the possibility of providing printing services in the vicinity of Copenhagen.

## **6.2. Printing**

The Agency prepares its publications in InDesign and, as a rule, files are therefore delivered to the contractor as high-resolution PDF files.

### **6.2.1. File preparation**

The contractor must:

- check the technical quality of the files in all EEA languages (the Agency has recently published some of its material in 33 languages – see [www.eea.europa.eu/publications](http://www.eea.europa.eu/publications)).
- provide the Agency with proofs for the “passed for press” order as from the second working day after receipt of the files, irrespective of number of language versions.
- guarantee a turnaround time for processing orders of within five – ten working days after receiving the “passed for press” order, depending on the size of the publication and the print-run.

### **6.2.2. Materials**

The contractor is required to use plant-based printing inks, water-based varnish and paper with an environmentally recognised label.

### **6.2.3. Finishing**

This will be agreed with the contractor on a case-by-case basis, as detailed in the order form.

### **6.2.4. Packaging, labelling and place of delivery**

Per batch of 5–500 copies, wrapped in paper/plastic and labelled with details of the publication. Upon completion of a print-run, delivery of some batches on the same day to the European Environment Agency, Kongens Nytorv 6, 1050 Copenhagen K (if not otherwise agreed with the EEA) and thereafter delivery of remaining batches to the warehouse of the Publications Office of the European Union, 2, rue Mercier, 2985 Luxembourg, as instructed by the EEA.

## **6.3. Layout**

The contractor must be able to offer staff or subcontractors who can lay out publications in Adobe InDesign and can produce graphs in Adobe Illustrator, in accordance with both EEA style guidelines<sup>3</sup>, and EEA standard templates.

The layouters must work in the versions of these programs used by EEA (currently the CS6 version under MS Windows). It is a prerequisite that they will upgrade to new versions according to future EEA requirements.

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<sup>3</sup> <http://www.eea.europa.eu/about-us/documents/corporate-identity-manual>

#### 6.4. Design

For production of brochures and promotional leaflets and other publications that are not based on the EEA's standard templates, the contractor must be able to offer adequate staff or subcontractors with experience in designing publications and producing new InDesign templates (EEA currently uses the CS6 version under MS Windows).

#### 7. Type and volume of contract

The successful tenderer will be awarded a framework service contract for a period of 48 months, starting from the date of signature. The services will be implemented through order forms depending on the EEA's demand.

The aggregated total estimated value of the contract ranges between EUR 1.200.000 and 1.400.000 over a maximum period of 48 months.

#### 8. Price

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

- To avoid misunderstandings and for the purpose of comparing bids, the price terms for the contract should be set out in the form provided (annex 5 to these specifications). The prices tendered must include **all costs and be expressed in euro**. No additional costs may be introduced/charged (e.g. administrative, environmental etc.) at a later stage. 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;
- 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 order forms 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](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:

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

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 costs incurred in preparing and submitting tenders are borne by the tenderers and cannot be reimbursed.

## **9 Criteria**

### **9.1. Exclusion criteria**

#### **9.1.1. 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<sup>4</sup>.

#### **9.1.2. 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 9.1.1 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).

### **9.2. Selection criteria**

#### **9.2.1. Legal capacity**

Tenderers are required to prove that they are 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 they provide represent less than 20 %

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<sup>4</sup> 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.

of the contract.

### **9.2.2. Economic and financial capacity**

Tenderers must be in a stable financial position and have the economic and financial capacity to perform the contract.

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 covering at least the indicated amount;
- 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;
- 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 any of 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.

### **9.2.3. 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.

Tenderers shall provide the following documentation:

Remark:

In the event of a joint offer submitted by a consortium, **each member** of the consortium shall provide the documentation requested below, limited to the relevant range of activities.

- *Past contracts*

Evidence that the tenderer's core business is relevant to the subject of the contract: tenderers shall detail similar services provided in the last three years (including the value, dates, brief description of the services provided and recipients of the services (whether public or private) ;

- *Human resources*



- (i) A description of the tenderer’s average annual manpower and the number of managerial staff for the last three years;
  - (ii) A minimum of two detailed CVs of layouters, showing at least three years of experience in use of Adobe InDesign and Illustrator;
  - (iii) A minimum of two detailed CVs of designers, showing at least three years of experience, plus some samples of previous works.
- *List of equipment, tools and facilities*
    - (i) A description of the technical equipment, tools, materials and plant to be employed for performing the contract;
    - (ii) Evidence of ability to receive, transmit and access material through internet-based services (FTP servers, etc).
    - (iii) a description of the network management facilities, customer support centre, contact point and customer report tools in place at the tenderer;

### 9.3. 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)

#### 9.3.1. Technical merit (TM) (max. 30, min. 20 points)

Technical merit		Max score	Min score
TM1	<b>Presentation of the tender</b>	<b>15</b>	<b>10</b>
	Tenders will be evaluated in terms of their technical merits on the basis of a description (max. 2 A4 pages) of the proposed approach towards duly and successfully meeting the objectives of the contracts (both in terms of printing, design and layout), as well as a description of the organisation of the work, coordination of tasks, customer service and a description of the tenderer’s ability to respond quickly to requests for services.		
TM2	<b>Environmentally friendly production</b>	<b>15</b>	<b>10</b>
	Tenders will be evaluated in terms of their technical merits on the basis of a description (max. 2 A4 pages) of the tenderer’s environmental policy, including any environmental certifications held (or details of any environmental accreditations for which they have applied) and the practical implementation of an environmental friendly strategy in the production process.		

Remark:

The mere repetition of 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 the tender specifications are not expressly addressed in the tender, the EEA may decide to give a zero mark.

Only tenders which obtain the indicated minimum score, both for each criterion and in overall, will be considered for the further stage, i.e. the evaluation of the financial offer.

### 9.3.2. Price (P) (max. 70 points)

Tenderers are requested to submit a financial offer giving the **all-inclusive** (i.e. including all relevant costs and all expenditure (e.g. management, transport and administrative costs)) price in **euro** for the following products, including the price per hour for printer's corrections.

All prices of the services listed below will receive the same weighting in the evaluation phase (10%).

Services	Weighting
P <sub>1</sub> Format: A4 - Reports <b>Pages: 300 content + 4 cover</b> Colours: 4+4 content and 4+4 cover Print run: 1000 Paper: Reprint 90 g (or equivalent paper quality) for content pages and CyclusOffset 250 g (or equivalent paper quality) for the cover Finishing: glued spine, cover with four dry creases, gathered and trimmed on three sides	10%
P <sub>2</sub> Format: A4 - Reports <b>Pages: 52 content + 4 cover</b> Colours: 4+4 content and 4+4 cover Print run: 2000 Paper: Reprint 90 g (or equivalent paper quality) for content pages and CyclusOffset 250 g (or equivalent paper quality) for the cover Finishing: saddle-bound, trimmed on three sides	10%
P <sub>3</sub> Format: A5 - Reports <b>Pages: 52 content + 4 cover</b> Colours: 4+4 content and 4+4 cover Print run: 3000 Paper: Reprint 90 g (or equivalent paper quality) for content pages and	10%

	CyclusOffset 250 g (or equivalent paper quality) for the cover Finishing: saddle-bound, trimmed on three sides	
P <sub>4</sub>	Format: A4 - Brochures <b>Pages: 16 content + 4 cover</b> Colour: 4+4 content and 4+4 cover Print run: 2000 Paper: Colorit 110 g (or equivalent paper quality) for content pages and Colorit 225 g (or equivalent paper quality) for the cover Finishing: stapled	10%
P <sub>5</sub>	Correction of proofs - In connection with the printing services, the price (per hour) for corrections to the printer's proofs initiated by the EEA shall also be specified	10%
P <sub>6</sub>	Layout - Price per hour for layout in InDesign based on MS Word source files and production of graphs in Illustrator based on MS Excel data files	10%
P <sub>7</sub>	Design - Price per hour for design and developing InDesign templates	10%

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

$$P_s = (P_{smin}/P_{s0}) \times 70 \times \text{weighting factor (0.1 in all cases)}$$

$P_s$  = Score for price of service,

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

$P_{s0}$  = the price of the tender being considered, calculated as above

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

Price (P) is the sum of the seven  $P_s$

For that purpose, tenderers shall fill in the price quotation template attached in annex 5 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.

### **9.3.3. 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.

## **10. 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 reserves the right to refuse any further service if performance is not satisfactory and/or to choose another vendor from the tenders.

Tenderers shall also refer to the contractual provisions specified under Article II.1 of the draft framework contract (annex 6).

## 11. 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.

## 12. Timetable

The timetable for this call for tenders and signature of the resulting contract is as follows:

	Date	Comments
Call for tenders launch date	10.03.2014	Dispatch of the contract notice to the Office of Publication
Deadline for requests for clarifications	22.04.2014	
Last date on which clarifications are issued by EEA	25.04.2014	
Time limit for submission of tenders	02.05.2014	At 16:00 in case of hand delivery
Opening session	08.05.2014	At 10:00 local time in the EEA premises
Evaluation of tenders	From 12.05.2014 to 23.05.2014	Estimated

Award decision and notification of evaluation results	06.06.2014	Estimated
Contract signature	20.06.2014	Estimated
Implementation of contract		Immediately after contract signature

### **13. 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 framework contract and draft order form