



***Framework service contract for the provision of  
Support to implementation of the Shared Environmental Information System (SEIS)  
in Eionet and European neighbouring countries – 3 lots***

**Reference:** Open call for tenders EEA/SES/12/001

**Closing date:** 21/06/2012

**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.

The agency is a networking organisation working in particular with over 350 organisations across its 32 member countries and 7 West Balkan cooperating countries – the European Environment Information and Observation Network (Eionet) – to provide data and information.

There are approximately 230 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>.

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<sup>1</sup> 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/SES/12/001**
- The contract title **“Support to implementation of the SEIS in Eionet and European neighbouring countries”, Lot No. (1, 2 or 3)”**
- 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. Envelope 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 6, 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 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 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 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 tender 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<sup>2</sup>.

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

#### **4.2. Application**

All eligible natural and legal 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 service 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 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

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<sup>2</sup> 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: Mexico and Chile.

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).

Tenderers shall provide a document containing a list of the professional qualifications of the subcontractors and statement of the means of ensuring quality and confidentiality when subcontractors are used. If awarded the contract, contractors may not choose subcontractors other than those mentioned in the bids unless they obtain the prior written authorisation of the EEA. The overall responsibility of the work remains with the contractor.

Tenderers shall acknowledge that 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.

Contractors 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 specific contract attached to these tender specifications (Annex 6).

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

The subject of this contract is to provide the European Environment Agency (EEA) with support in the implementation of the Shared Environmental Information System (SEIS<sup>3</sup>) in Eionet and European Neighbourhood countries. Providing support for SEIS will facilitate the regular/systematic exchange of data and information as a basis for improved assessment and reporting on the state of the environment, monitoring of progress in compliance and enforcement of international agreements as well as for assessments of effectiveness of existing legislation.

The work is envisaged to be executed in three lots, each covering a specific geographic area. In non-EEA member countries, the work on SEIS is at a much earlier stage of development and whilst the range of services required is expected to be the same for all geographical areas, this differentiation in maturity should be reflected in the approach and expertise offered for supporting the extension of SEIS to non-EEA member countries. The work to be carried out will provide specific regional- and country-based support to the EEA and will be used to complement expertise and capacities available in the EEA, in the Eionet (in particular European Topic Centres and National Reference Centres) as well as in other partners and international organisations.

The work will be based on the priorities identified as important for the gradual implementation of SEIS in combination with priorities set in in the EEA Strategy<sup>4</sup> and other relevant EU policies such as: Global Monitoring for Environment and Security (GMES)<sup>5</sup>, European Neighbourhood Policy (ENP)<sup>6</sup>, the Horizon 2020 (H2020) Initiative<sup>7</sup>, the Eastern Partnership<sup>8</sup> and the Marine Strategy Framework Directive<sup>9</sup> (MSFD).

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<sup>3</sup> COM(2008) 46 Final - Towards a Shared Environmental Information System;

<sup>4</sup> EEA Strategy 2009–2013 <http://www.eea.europa.eu/publications/eea-strategy-2009852013-multi-annual-work-programme> ;

<sup>5</sup> COM(2008) 748 final – “Global Monitoring for Environment and Security: we care for a safer planet”;

<sup>6</sup> COM(2004) 373 final – “European Neighbourhood Policy”;

## 6.1 Context of the contract

### 6.1.1 Policy context

The EU Sixth Environmental Action Programme (EAP)<sup>10</sup>, addressing in particular the following priorities : climate change, nature and biodiversity, environment, health and quality of life, as well as natural resources and waste, recognises that information for policy makers and the general public has to be relevant, transparent, up-to-date and easily understandable. The Programme sets out a key role for the EEA alongside other relevant EU bodies in supporting the production and provision of information. The discussions on the focus and objectives of the successor of the 6th EAP (7th EAP) are currently in progress.

In February 2008, the Commission adopted a Communication<sup>11</sup> on establishing a "Shared Environmental Information System" (SEIS) for Europe to improve and streamline the European system for collecting, analysing and reporting environmental information. The Commission Communication sets out the SEIS objectives and its key principles. SEIS is a decentralised but integrated web-enabled information system based on public information providers sharing environmental data and information. It is built upon existing e-infrastructure, systems and services in Member States and EU institutions, focusing on improving integration of existing capacities and facilitating the re-use of available environmental data and information.

The underpinning principles, objectives, and infrastructure for SEIS have been widely explored in EEA member countries<sup>12</sup> through pilot and research projects and numerous country visits as well as through high profile events. This groundwork is further built on through practical steps such as through the production of the EEA 5-year State of the Environment report (SOER) in 2010.

The SEIS initiative reflects also a changing approach towards open data exchange and partnership, elements in relation to the EU Neighbours<sup>13</sup> in the framework of ENP/Horizon 2020 initiative (H2020), the "Union for the Mediterranean" (UfM<sup>14</sup>) policy and the Eastern Partnership.

The success of the SEIS initiative is strongly dependant on INSPIRE implementation which will result in the creation of a European spatial information infrastructure that will provide measures and standards for exchange, sharing, access and use of interoperable spatial data and services in Europe. The INSPIRE Directive<sup>15</sup> will make geographic data and information much easier to discover and re-use, especially in a Community and trans-boundary context. INSPIRE working groups are in the process of finalising , the implementing rules on Metadata, Data Specifications, Network Services, Data and Service Sharing and Monitoring and Reporting.

GMES, as a joint initiative of the European Commission and European Space Agency, aims at achieving an autonomous and operational Earth observation capacity. The Commission emphasises that GMES rests in three elements – space observation, in-situ observation, and information services; but its major added value will be in supporting and harnessing sustainable space-based observation resources. The European Commission is implementing GMES initial operations for the period 2011-2013, starting with land monitoring, emergency management and atmosphere services. GMES services are likely to complement the planned activities under

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<sup>7</sup> COM(2006) 475 final – "Establishing an Environment Strategy for the Mediterranean";

<sup>8</sup> COM(2008) 823 final – "Eastern Partnership";

<sup>9</sup> Directive 2008/56/EC, establishing a framework for community action in the field of marine environmental policy (Marine Strategy Framework Directive)

<sup>10</sup> 6th EAP: <http://ec.europa.eu/environment/newprg/intro.htm>

<sup>11</sup> See footnote 3, Link: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:52008DC0046:EN:NOT>.

<sup>12</sup> EEA member countries <http://eionet.europa.eu/countries>

<sup>13</sup> The new EU policy towards its neighbours - the European Neighbourhood Policy – launched in 2004 is setting in place a coherent and consistent approach towards all EU neighbours. The ENP policy is assisted by a unique funding instrument, the European Neighbourhood and Partnership Instrument (ENPI), aiming to facilitate the implementation of the policy in a consistent and streamline way across all neighbours.

<sup>14</sup> COM(2008) 319 Final - Barcelona Process: Union for the Mediterranean.

<sup>15</sup> Directive 2007/2/EC of the European Parliament and of the Council establishing an Infrastructure for Spatial Information in the European Community (INSPIRE).

Horizon 2020 and also SOER 2010, in addition to which EEA also has a role in coordinating the in-situ component.

Environmental issues are incorporated into the portfolio of actions of both the UfM, with its H2020 aim to de-pollute the Mediterranean by 2020, and the Eastern Partnership, as part of which the European Commission suggested to promote good environmental governance as one of the flagship initiatives.

The Euro-Mediterranean Partnership, formerly known as the Barcelona Process, was re-launched in Paris in July 2008<sup>16</sup> as the "Union for the Mediterranean" (UfM), reinforcing the political dimension of de-polluting the Mediterranean and facilitating the financial leverage for pollution reduction investments, and capacity building projects. Support to the implementation of the Horizon 2020 Initiative and to the Promotion of Sound Environmental Governance should be provided also by setting up a Mediterranean Shared Environmental Information System (SEIS)<sup>17</sup>, jointly with key partners in the region.

The objective of combating pollution and achieving good environmental status of all seas around the EU, including the Mediterranean, has become enshrined in EU law through the Marine Strategy Framework Directive (MSFD), which came into force in summer 2008. This Directive calls for enhanced cooperation between EU Member States sharing a marine region and where possible neighbouring countries, notably through regional sea conventions such as the Barcelona and Black Sea Conventions. It gives particular importance to monitoring activities, the development of indicators and, finally, the adoption of adequate programmes of measures and realistic targets. Therefore, there is a gradual convergence between the environmental objectives of the initiatives being undertaken in the context of regional fora, such as those under the UfM or the Barcelona Convention, and the latest EU legal framework in marine issues.

In early July 2009 the Eastern Partnership initiative was endorsed by initiating concrete steps for enhanced EU cooperation with the following 6 countries: Armenia, Azerbaijan, Belarus, Georgia, Republic of Moldova and Ukraine. This would imply new association agreements including comprehensive free trade agreements with those countries willing and able to enter into a deeper engagement and gradual integration in the EU market, as well as an enhanced platform under ENP policy for cooperation with EU Eastern neighbours. One of the main focuses of the partnership is to strengthen environmental governance in the region creating a Regional Shared Environmental Information System, making available reliable and relevant data and information as basis for decision making.

At pan-European level during the 7<sup>th</sup> Ministerial Conference held in September 2011 in Astana, Kazakhstan, the Ministers recognised the progress achieved in the region in the provision of environmental information and reporting on the state of the environment as well as on the existing gaps and shortcomings, and decided to establish a regular process of environmental assessment and to develop SEIS across the region. Environmental monitoring and information management was also recognised by the 3rd Euro-Mediterranean Ministerial Conference on the Environment held in Cairo in 2006 to be an integral part of the Horizon 2020 initiative to reduce the most significant pollution sources focussing on industrial emissions, municipal waste and urban waste water, responsible for up to 80% of pollution in the Mediterranean Sea.

### **6.1.2 Organisational context**

A collaborative initiative between DG Environment (DG ENV), Eurostat<sup>18</sup>, Joint Research Centre (JRC)<sup>19</sup> and the EEA underpinned by a technical arrangement sets out the role of these partners in relation to SEIS and European data centres.

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<sup>16</sup> [http://ec.europa.eu/environment/enlarg/med/pdf/038%20joint%20declaration\\_en.pdf](http://ec.europa.eu/environment/enlarg/med/pdf/038%20joint%20declaration_en.pdf)

<sup>17</sup> COM(2008) 319 Final – pag.11

<sup>18</sup> Eurostat: Statistical Office of the European Communities - <http://ec.europa.eu/eurostat>

<sup>19</sup> Joint Research Centre - <http://ec.europa.eu/dgs/jrc/index.cfm>

## **European Environment Agency (EEA) and European Environment Information and Observation Network (Eionet)**

The Regulation<sup>20</sup> establishing the EEA and Eionet sets out the objectives as to provide the Union and Member States with:

- (a) objective, reliable and comparable information at European level enabling them to take the requisite measures to protect the environment, to assess the results of such measures and to ensure that the public is properly informed about the state of the environment, and to that end;
- (b) the necessary technical and scientific support.

The tasks set out in article 2 of the EEA Regulation include promoting the incorporation of European environmental information into international environment monitoring programmes as well as publishing a report on the state of, trends in, and prospects for, the environment every five years, supplemented by indicator reports focusing on specific issues; and also ensuring the broad dissemination of reliable and comparable environmental information, in particular on the state of the environment, to the general public and, to this end, promote the use of new technology.

Eionet is a partnership network of the EEA and its member and cooperating countries<sup>21</sup>. It consists of the EEA itself, a number of European Topic Centres (ETCs) and a network of around 1000 experts from 39 European countries in over 350 national environment agencies and other bodies dealing with environmental information<sup>22</sup>. The Eionet partnership is crucial to the EEA in supporting the collection and organisation of data and the development and dissemination of environmental information. Information technology infrastructure (sometimes referred to as e-Eionet or Reportnet) supports the organisations and individuals in the network and facilitates the exchange.

### **DG Environment (DG ENV)**

DG Environment is the specialized EC directorate responsible for developing and monitoring the implementation of the EU environmental policy. DG ENV is also coordinating the work of EEA in order to better assist the policy development process through reliable and relevant environmental information and supporting services. DG ENV is a key coordinator in the SEIS implementation process strongly supported by EEA and Eionet.

In cooperation with other Commission services (DG EuropeAid, DG Relex, DG Research) DG ENV has the overall thematic coordination of the Horizon 2020 Initiative, for the de-pollution of Mediterranean by 2020. With respect to this, EEA is facilitating the implementation of H2020 priorities across EEA member and cooperating countries and furthermore to EU southern neighbours. In doing so a strong partnership and cooperation is envisaged with relevant key players in the region such as UNEP/MAP<sup>23</sup>.

Concerning the on-going EU Eastern Partnership, DG ENV is responsible for environmental thematic aspects, implementation of multilateral environment agreements and support to the improvement of environmental governance. An Environmental Panel on climate change was launched in March 2010 with one more meeting (in September 2011) held to date.

### **DG Joint Research Centre (JRC)**

The Joint Research Centre is a research based policy support organisation and an integral part of the European Commission. The JRC is providing scientific advice and technical know-how to support a wide range of EU policies. The mission of the JRC is to provide customer-driven scientific and technical support for the conception, development, implementation and monitoring

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<sup>20</sup> <http://www.eea.europa.eu/about-us/documents/mandate.html>

<sup>21</sup> <http://www.eionet.europa.eu/countries>

<sup>22</sup> <http://eionet.europa.eu>

<sup>23</sup> United Nations Environment Programme/Mediterranean Action Plan, <http://www.unepmap.org/>

of EU policies. By way of example, JRC is currently involved in the review, monitoring and research activities under Horizon 2020 (Work group 3) in integrating new research results with regular monitoring for the review and monitoring of “progress” with Horizon 2020.

#### **Eurostat (DG ESTAT)**

The Statistical Office of the European Commission (Eurostat) collects and disseminates socio-economic and environment statistics on natural resources, products and waste, hazardous substances, water use, air pollution, biodiversity, soil, forest and land use. This information is used both within EC by various institutions and bodies (EEA, JRC, DG ENV), but also coordinated with the UN and OECD statistical services. DG Eurostat is also responsible for the Structural Indicators under the Lisbon Agenda and the EU Sustainable Development Indicators (Eurostat, 2005).

Eurostat is also coordinating the MEDSTAT programme<sup>24</sup>. Within the MEDSTAT programme, a specific module was dedicated to the **Environmental Statistics**. Despite considerable progress in the ENPI South countries towards production of better statistics during MEDSTAT I (1996-2003) and MEDSTAT II (2006-2009) a lot remains to be done to bring these countries up to international and EU standards. MEDSTAT III (2010-2011) will focus on six priority thematic sectors - agriculture, energy, migration, social statistics, transport, trade and balance of payments. Environment statistics is not covered in this programme, but in order to retain and build further some key elements of the work done, a close cooperation between EEA and Eurostat is envisaged within the framework of the ENPI cooperation.

Furthermore, in ENP East region, Eurostat was also involved over time in capacity building activities and support to the national statistics (i.e. Moldova, Russia). Having a clear overview of the work done, institutional networks involved and main results achieved, especially in relation with key trans-boundary issues (such as air, water, waste, etc.) ensures a more targeted approach towards the tasks foreseen under the present project.

In extending the SEIS elements to EU neighbours, other international partners need to be considered, based on their experience and regional focus, such as:

- **For the Southern neighbours**

#### **UNEP/MAP (United Nations Environment Programme / Mediterranean Action Plan<sup>25</sup>) and its operational structures (Regional Activity Centres - RACs<sup>26</sup>)**

The Mediterranean Action Plan (MAP), together with the Barcelona Convention and its protocols, form part of the Regional Seas Programme under UNEP's umbrella. MAP activities are coordinated and carried out by a Secretariat assisted by 7 RACs. EEA is in a process of establishing a partnership with UNEP/MAP as one of the key partners responsible for the environmental information in the region for implementation of activities in the ENP South component (including H2020 initiative priority areas).

- **For the Eastern neighbours**

#### **UNECE (United Nations Economic Commission for Europe)**

The United Nations Economic Commission for Europe (UNECE) is one of the five regional commissions of the United Nations. Its major aim is to promote pan-European economic

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<sup>24</sup> MEDSTAT programme was launched by the European Commission in 1996 for reinforcing production capacities and leveraging statistics in the twelve southern and eastern countries or authorities participating in the Euro-Mediterranean Partnership Agreement.

<sup>25</sup> Since UNEP/MAP does not have legal personality, possible contracts will be made through UNEP under FAFA agreement

<sup>26</sup> Regional Activity Centres (RACs): MEDPOL, Athens; Blue Plan Regional Activity Centre (BP/RAC), France; Priority Actions Programme Regional Activity Centre (PAP/RAC), Croatia; Specially Protected Areas Regional Activity Centre (SPA/RAC), Tunisia; Regional Marine Pollution Emergency Response Centre for the Mediterranean Sea (REMPEC), Malta; INFO/RAC, Italy; Cleaner Production Regional Activity Centre (CP/RAC), Spain;



integration, bringing together 56 countries from Europe, Central Asia, U.S., Canada and Israel. All these countries dialogue and cooperate under the aegis of the UNECE on economic and sectoral issues, including environment. Of particular interest is the work of the Joint inter-sectoral task force between Working Group on Environmental Monitoring and Assessment (WGEMA) and the European conference of statisticians. The task force is currently working on indicator production for the EECCA region building on the previous EEA and UNECE/WGEMA work. EEA will ensure a strong cooperation with UNECE, while working with the countries from the ENP East region, West Balkans and Central Asia. Considering the ENP project geographical coverage, cooperation links continue to be maintained with UNECE WGEMA and its activities in the field of indicators and assessments. In 2011 this was particularly in the context of the preparation of the "Assessment of Assessments" that EEA was leading for the Ministerial conference in Astana in 2011. Furthermore, EEA is looking jointly with UNECE on concrete possibilities for cooperation with relevant UNECE Conventions' secretariats (e.g. Trans-boundary water convention and environmental and health protocol, LRTAP, etc.).

### **Regional Environmental Centres (RECs)**

RECs are a network of independent international environmental organisations. Their mission is to assist in solving environmental problems in Central and Eastern Europe by providing information on the environment, promoting public participation and encouraging cooperation among regional stakeholders on the environment, including non-governmental organisations, governments, and businesses. Their involvement in the ENPI-SEIS project might focus on networking, regional and country-based support in the organisation of various project activities, awareness raising campaigns, as well as translation, dissemination, communication and access to information.

### **EEA previous work beyond EEA member countries**

The EEA has a long standing tradition in working with EU neighbouring countries and beyond. Under the TACIS programme, activities in the field of assessment and indicators with countries to the East, date back to the year 2000. The work led, among others, to the production of two pan-European assessment reports (Kiev 2003<sup>27</sup> and Belgrade 2007<sup>28</sup>) as well as to the production of a methodological guide for the production of Eastern Europe, Caucasus and Central Asia (EECCA) core set of indicators<sup>29</sup>. A wide network of governmental organisations and experts from EECCA countries was involved in this cooperation. The areas addressed ranged from water, air, waste areas to assessment and reporting. No direct contacts were established with the statistical networks from this region, the focus being kept on environmental related networks.

In late 2009, the Commission (DG EuropeAid) assigned EEA to implement a project "Towards a Shared Environmental Information System (SEIS) in the European neighbourhood" covering both East and South Neighbours during the upcoming four years (2010-2014).

The priority themes identified jointly with the countries during the first consultation meeting held in November 2010 were agreed for the initial phase of the cooperation as follows:

- for the East and Russian Federation: water particularly freshwater both in terms of quality and quantity (with Black Sea as first marine waters); municipal/household waste; as well as air emissions, climate change, eventually air quality;
- for the South: urban waste water; municipal waste; industrial emissions as well as fresh and marine water, both in terms of quality and quantity.

In this context and concerning the ENPI East neighbours, EEA is expected to continue its work, building on previous results (indicators, assessment, networking, capacity building etc...) and focusing in particular on the gradual and consistent extension of SEIS concept and principles, as well as on the work done within the UNECE Joint Task Force on Environmental Indicators.

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<sup>27</sup> [http://reports.eea.europa.eu/environmental\\_assessment\\_report\\_2003\\_10/en](http://reports.eea.europa.eu/environmental_assessment_report_2003_10/en)

<sup>28</sup> [http://reports.eea.europa.eu/state\\_of\\_environment\\_report\\_2007\\_1/en](http://reports.eea.europa.eu/state_of_environment_report_2007_1/en)

<sup>29</sup> <http://www.unece.org/env/documents/2007/ece/ece.belgrade.conf.2007.inf.6.e.pdf>

Concerning the ENPI South, cooperation of particular relevance are the two already published joint EEA-UNEP/MAP reports<sup>30</sup>. As a result of these assessments, three main priority areas have been recognized as causing the majority of pollution in the Mediterranean Sea, namely municipal waste, urban waste water and industrial emissions. In 2006, EEA, in cooperation with relevant partners, particularly UNEP/MAP and the Parties to Barcelona Convention was requested to build an indicator process and monitor the progress of the Commission-led Horizon 2020 initiative. Furthermore EEA was requested to produce a biennial synthesis progress report focusing on the three priorities as well as to develop a five-yearly reporting process on the state of the environment in the Mediterranean Sea. The expertise to be provided through this framework contract should support EEA in responding to this political demand.

In terms of target groups, EEA will continue to liaise primarily with ministries, government agencies and statistical offices as well as with other relevant bodies with responsibilities in the production, storage, and dissemination of environmental data in the participating countries.

## **6.2 Purpose of the contract**

The framework contract to be awarded will be implemented through specific contracts. The tasks under the specific contracts will provide regional- and specific country-based support to EEA in the implementation of SEIS. Furthermore, by working with both Eionet and neighbouring countries, the contractor will provide to EEA a flexible and tailor-made support combined with a good knowledge of the countries' environmental and statistical information networks. The main tasks foreseen are to:

1. Provide a pool of experts familiar with environmental information systems, with relevant knowledge of environment and statistical networks in the listed countries, having a demonstrated ability to support the EEA in undertaking activities such as:
  - identification of relevant national/regional institutional partners responsible for environmental data management to be engaged in the work, their expertise and technical capabilities;
  - identification and access to the relevant data flows available at national/regional level, their consistency and comparability across regions as basis for the development of indicators, scorecards, regional assessments;
  - identification of data and information gaps as well as institutional gaps necessary to be addressed and provision of alternative options in a SEIS compliant system;
  - facilitating partnerships with national/regional partners involved in activities related to indicator production and assessments activities (environmental networks, statistics, others);
  - identification and assessment of the monitoring capabilities and reporting tools available, QA/QC procedures etc. in order to assess the compliance with SEIS principles and SEIS development in the countries;
  - identification of existing initiatives for setting up a Spatial Data Infrastructure in countries and the evaluation of the use of GMES /GEOSS for monitoring trans-boundary environmental issues.
2. Support thematic and SEIS relevant missions to countries (visit preparation, contact with national authorities, local organisations and networks, preparation of short country-based information reports on the topic of the mission/meeting etc.);
3. Organise meetings and workshops (preparation of content and logistics handling – including facilitating translation services);

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<sup>30</sup> EEA Report 5/2000 (State and pressure of the marine and coastal Mediterranean environment); EEA Report 4/2006 (Priority issues in the Mediterranean);

4. Support the review and production of relevant indicators and country profiles driven by the needs of the specific assessments and ensuring that the relevant data flows behind are in place and accessible;
5. Input to the maintenance and update of a SEIS guidance document (SEIS "cookbook") and exchange of information on best practices of SEIS implementation in the countries;
6. Support the negotiation and conclusion of data policy agreements for data and information exchange, as well as the development of data policy related documents;
7. Support maintenance of inventories and content in information systems;
8. Support the organisation or undertaking of advocacy and user oriented related activities for use of modern information systems (such as GMES) in support of environmental management and policies.

Most of the tasks are interrelated, building on each other and running over the period 2012-2014 (current duration of the ENPI-SEIS project) with a possibility of another two-year extension. More detailed task descriptions as well as respective timetables with deadlines will be defined in each specific contract. The volume and nature of tasks are linked to the geographic area covered by the respective lots, existing capacities in place and policy objectives.

The call for tender is divided into three lots, according to the geographical scope as follows:

- **Lot 1:** ENPI East<sup>31</sup> region including Russian Federation
- **Lot 2:** ENPI South<sup>32</sup> region, covering also South East Europe<sup>33</sup> (with focus on Mediterranean region)
- **Lot 3:** EEA member<sup>34</sup> and cooperating<sup>35</sup> countries.

Tenderers may place an offer for one or more lots based on their expertise and experience. In case tenderers submit offers for more than one lot, they are requested to submit their bids separately for each individual lot, specifying the number and subject of the lot and comprising a section giving the technical offer (Envelope No 2) and a section giving the financial offer (Envelope No 3) for each individual lot. The administrative section (Envelope No 1) providing information as to the legal, economic and financial, professional and technical capacity of the tenderer and including annexes 1 and 2 to these tender specifications need to be submitted only once. In this respect and owing to the variety of profiles and services required, tenderers may choose presenting the evidence related to their technical and professional capacity in one or more sub-sections for each lot for which they want to submit an offer.

Tenders will be evaluated separately, lot by lot, as to their merits (see section 11.3 below). For each lot, a framework contract will be awarded (maximum 1 per lot).

## **7. General obligations of the tenderer / mandatory requirements**

To support the above tasks, tenderers are expected to provide a wide range of expert capacity, including:

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<sup>31</sup> Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine and Russian Federation; pending availability of EU funding the work under this lot can be also extended to the countries from Central Asia (Kazakhstan, Kyrgyzstan, Uzbekistan, Turkmenistan and Tajikistan). In addition, and depending on the context, certain EEA cooperating countries may be involved under lot 1.

<sup>32</sup> Algeria, Egypt, Israel, Jordan, Morocco, Palestinian Authority, Lebanon, Syria (cooperation suspended by the Commission in September 2011 until further notice) and Tunisia. In addition, and depending on the context, certain EEA cooperating countries may be involved under lot 2

<sup>33</sup> EEA cooperating countries involved in Eionet: Albania, Bosnia and Herzegovina, Croatia, the Former Yugoslav Republic of Macedonia, Kosovo under UN Security Council Resolution No 1244/99, Montenegro and Serbia..

<sup>34</sup> EU27 + Iceland, Liechtenstein, Norway, Switzerland and Turkey

<sup>35</sup> See footnote 33.

- legal expertise (data policy, service level agreements partnerships and institutional networking);
- IT (infrastructure, architecture, information systems);
- Thematic and sectoral expertise. The priorities are:
  - o lot 1: air quality and air pollution, climate change, water (Incl. Freshwater and marine), municipal waste, biodiversity
  - o lot 2: marine environment, municipal waste, industrial emissions, waste water treatment
  - o lot 3: atmosphere, climate change, land, marine, waste, emergency response
- Environmental indicators and assessments
- Data management and environmental monitoring
- Event management, including arranging provision of translation and interpretation services (covering also secretarial support).

The reports and other outputs to be provided by the contractor, and their timing, will be detailed in the technical specifications attached to the specific contracts concluded, based on the framework contract(s).

The reporting language will be English. Documents delivered must be in a format compatible with the EEA's IT system and tools. The documents to be produced (guidelines, workshop materials, presentations, country reports) are expected to be translated in Russian or French/Arabic in order to increase their accessibility to the local target audiences.

EEA shall provide the contractor with guidelines on writing styles and formatting of the outputs required.

#### **8. Performance of the work/services**

The main part of the work will be executed in the contractors' offices (subsidiaries, regional offices) in the countries covered by the lots. Extensive travelling in the regions covered by the lots is expected in order to assist EEA experts and to connect with the relevant local networks. Regular contacts with the relevant EEA project managers are envisaged as well as visits to EEA premises in Copenhagen. Other meetings will be done by video-conference. It is possible that some activities involving close and constant interactions with EEA staff will require the work to be done also *intra muros* for shorter or longer periods. For any work carried out elsewhere than the contractor's premises and EEA premises, travel and subsistence costs will be reimbursed according to EEA's standard rules and rates, as described in the EEA Reimbursement of Travel Expenses (see Annex 7).

#### **9. Type and volume of contract**

The successful tenderer(s) will be awarded a framework service contract for an initial period of 24 months, starting from the date of signature, with the possibility of one renewal for 24 months. The services will be implemented through specific contracts depending on the EEA's demand. Based on the EEA's current level of activities, the total value of the contract is estimated at EUR 2,000,000 [two million euros] over a maximum period of 48 months covering all services. The estimated budget breakdown per lot for the maximum duration of the contract is as follows:

- Lot 1: EUR 700 k
- Lot 2: EUR 700 k
- Lot 3: EUR 600 k

#### **10. Price**

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

- o Prices must be quoted per category of service as described under section 6.2 above.
- o Prices quoted must be **all-inclusive** (*inter alia* of administrative and travel costs with the exception specified in section 8 above) and expressed in **euro**, including for tenderers established in countries that are not part of the euro zone. For tenderers in countries that do not belong to the euro zone, 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.
- o No additional expenses incurred in the performance of the services will be reimbursed separately by EEA.
- o 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 three months before the anniversary of the date on which it was signed.

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

The revision shall be determined by the trend in the harmonised indices of consumer price (HICP) published by the European Commission on Eurostat web page at [http://epp.eurostat.ec.europa.eu/portal/page/portal/statistics/search\\_database](http://epp.eurostat.ec.europa.eu/portal/page/portal/statistics/search_database) (Theme 2 – Economy and Finance; Price; HICP – Harmonised Indices of Consumer Prices; HMIDX – Monthly data (index); GEO – Euroarea (EA11-2000, EA12-2006, EA13-2007, EA15-2008, EA16-2010, 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 EEA and the Government of Denmark of 17 August 1995, 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.

## 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 93 and 94 of the Financial Regulation applicable to the general budget of the European Communities<sup>36</sup>.

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

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

If awarded the contract, the tenderer, prior to signature of the contract, will be required to provide the evidence specified in the penultimate paragraph of the declaration of honour (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**

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

- o appropriate statements from banks or evidence of professional risk indemnity insurance;
- o 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;
- o 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

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<sup>36</sup> Council Regulation (EC, Euratom) No 1605/2002 of 25.6.2002, OJEU L 248/1 of 16.9.2002 as last amended by Regulation (EU, Euratom) No 1081/2010 of 24.11.2010, OJ L 311/9 of 26.11.2010.

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.

o **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:

- Project leader/senior consultants: minimum 5 CVs in total documenting a minimum of 3 years relevant management experience – for the PL – and 5 years in any of the expert fields mentioned in section 7 as senior expert or project lead, including statement of language skills;
- Local expert consultants: minimum 3 CVs documenting a minimum of 3 years relevant experience in any of the expert fields mentioned in section 7 in a particular country including statement of language skills;
- Junior consultants: minimum 3 CVs documenting minimum of 3 years relevant experience in any of the expert fields mentioned in section 7 including statement of language skills;
- Administrative assistant/secretary: minimum 2 CVs documenting a minimum of 3 years relevant experience in event management and administrative support.

Relevant experience is considered to be professional or academic activity in the areas listed in section 7 in the countries covered by the lots or in international organisations working in the regions covered by the lots.

o **Past contracts:**

Tenderers shall provide a list of similar services provided in the past three years, indicating the value, dates and recipients of the services (public or private);

o **Environmental policy:**

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

- o The quality of the tender (Technical merit – TM)
- o The financial value of the tender (Price – P)

**11.3.1. Technical merit (TM) (max. 80, min. 50 points)**

Tenders will be evaluated following the award criteria and weights outlined below, producing a total potential score of 80 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 added value, will only result in a low score. If essential elements of these tender specifications are not expressly addressed in the tender, EEA may decide to give a zero mark for the relevant quality criteria.

No	Award criteria	Maximum	Minimum
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		points (80)	points (50)
<b>Competence and methodology</b>			
1	Understanding of the context and objectives of the contract, as described in the tender, including quality and relevance of expertise in synthesizing information related to environmental information systems, as further evidenced in the composition and structure of the team with regard to the range and level of expertise, language skills and geographical coverage in relation to the tasks and area covered by the lot (this should be supported by brief CVs of the actual staff providing the services)	40	26
2	Quality of the proposed work approach with a detailed presentation of the methodology intended to be used.	20	12
<b>Management approach of the tenderer in terms of, flexibility and service orientation, to meet the contracting authorities' requests.</b>			
	Tenders shall provide a short presentation (max 5 A4 pages) of the provision of the services in terms of inter alia project management with regard to continuity, timeliness, responsiveness and interaction with the EEA, adaptability to specific needs, proposed approach to ensure continuous customisation of the services to meet the requests of the EEA, measures employed to ensure the quality of the services, etc.	20	12

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 and for the final assessment.

### 11.3.2. Price (P) (max. 20 points)

Tenderers are requested to submit a financial offer giving the **all-inclusive** (i.e. include all relevant costs and all expenditure (e.g. management and administrative costs, travel costs, etc...)) average daily rate in **euro** for the following categories of expertise:

Role	Profile <sup>37</sup>	Daily rate (EUR)
Project leader (PL) and senior consultant (SC)	See section 12.2.3 (Technical and professional capacity) and section 7 (expertise) for requirements for each role	
Local expert consultant (LEC)		
Junior consultant (JC)		
Assistant/secretary (A)		
TOTAL (average) $P_{AVG} = (P_{PL,SC} + P_{LEC} + P_{JC} + P_A) / 4$		(EUR)

<sup>37</sup> It is expected that overall, each profile will contribute with an equal amount of person days in the provision of services.



**Legend:**

- $P_{AVG}$ : average price
- $P_{PL,SC} + P_{LEC} + P_{JC} + P_A$ : prices respectively of project leader and senior consultant ( $P_{PL, SC}$ ), Local expert consultant ( $P_{LEC}$ ), junior consultant ( $P_{JC}$ ), and assistant ( $P_A$ )

For each category above, tenders will score points in function of the following formula

$$P = (P_{s_{min}}/P_{s_0}) \times 20, \text{ where}$$

- $P$  = Total calculated price;
- $P_{min}$  = the lowest price offered among the received tenders;
- $P_0$  = the price of the tender being considered
- 20 = the maximum number of points that can be awarded under this award criterion

For that purpose, tenderers shall complete the price quotation attached as 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.

### **11.3.3. Final Assessment**

A framework contract will be awarded to the tenderer whose tender achieves the highest total score for technical merit and price (TM + P). Should tenders obtain the same final score and tie for first place, the winning tender will be decided on the basis of the highest score achieved for price.

## **12. Performance**

Once a framework contract has been signed the service provider must be able to offer experts with the required skills and experience to carry out the work in question within 10 (ten) calendar days after having received a request for service.

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 framework contract. Should the contractor fail to do this during the validity of the framework 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 framework contract and draft specific contract

Annex 7: Reimbursement of travel expenses