



**Tender Specifications**  
**Operation of the European Environment Agency's Security**  
**Open call for tenders EEA/ADS/06/004**

**1. Introduction**

The purpose of the contract is to operate the security of the European Environment Agency (hereinafter called the "AGENCY"). EEA operates in two buildings: Kongens Nytorv 6 (aprox 7200 square meters) and Kongens Nytorv 28 (aprox. 650 square meters), 1050 Copenhagen K, Denmark.

**2. Purpose of the contract**

The AGENCY is contracting out the operation of its security, alarm systems, first aid boxes and emergency transportation of AGENCY staff.

**a. Definition**

The AGENCY has four different systems in place:

- Access control,
- Burglary/intruder alarm,
- Automatic fire alarm,
- CCTV system.

Please refer to paragraph 2.c "Facilities and equipment" for more details.

For the purpose of the contract, the expression "AGENCY staff" means all officials and other servants who come within the framework of the Staff Regulations and the Conditions of Employment of other servants but also other persons working for the AGENCY such as persons employed under private law contracts, experts on secondment from national civil services or trainees.

**b. Performance of services**

The operation of the European Environment Agency security will start 1 January 2007.

The existing AGENCY security systems shall be maintained improved and updated (both hardware and software).

On normal AGENCY working days, gate-facility and reception area must be manned by a stationary Security Guard during the following hours:

One Security Guard between 07:00 a.m. to 15:00, and one Security Guard between 12:30 p.m. to 20:30.

On special occasions, the AGENCY may require the Security Guard to stay beyond the fixed hours.

The last Security Guard on the location closes the building between 19:30 to 20:30 p.m. and connects the alarm in Kongens Nytorv 6 and 28.

On normal AGENCY working days the security service must make one security round during nighttime to control the alarm system, switch off the lights and machines, close windows, etc.

On AGENCY holidays and in weekends the security service must make two security rounds per day, one round during daytime and one round during nighttime.

In case one of the security systems breaks down in one of EEA's buildings, outside the working hours, the contractor must provide, without extra cost, a permanent guard at the respective building until the security system is back in place.

The Security Guard must operate the reception and switchboard during the daily lunch break.

The Security Provider must present valid authorization to perform Guard and Security Services in Denmark.

The Security Provider may only use security personnel approved by Danish police.

All security personnel must be able to speak English.

The Security Provider must supply and maintain AGENCY fire-fighting equipment and first-aid equipment boxes, as well as the locking systems of the buildings.

In case of water damage, the AGENCY will require assistance from the Security Provider to remove water.

### **c. Facilities and equipment**

The existing security installation consists of:

- an automatic fire alarm system;
- an access control system;
- an intruder alarm system;
- a CCTV system with live monitoring from a Control Centre approved by the Danish Police;
- fire fighting equipment.

These, respectively, comprise the following:

#### **Automatic fire alarm system (ABA)**

- 2 central fire alarm units including power supply and emergency power supply
- 2 signal transmission devices for contact with the Copenhagen fire service
- 2 signal transmission devices for contact with the Dansikring A/S control centre

- 93 alarm sirens
- 149 optical smoke detectors
- 252 ion smoke detectors
- 233 heat detectors
- 53 alarm buttons

The installations are covered by the inspection scheme of Dansk Brand- og Sikringsteknisk Institut (the Danish Fire Safety Institute).

#### **Access control system (Secon)**

- 4 control boxes KK 12
- 9 power supply units
- 18 card readers
- 29 electric striking plates
- 17 magnetic locks
- 1 alarm transfer to the Dansikring A/S control centre

#### **Intruder alarm system (Thor)**

- 2 Thor central units with power supply and emergency power supply
- 2 signal transmission devices for contact with the security company control centre
- 1 Aktiv IR Aritech
- 135 opening contacts
- 75 breaking glass detectors
- 2 vibration detectors
- 6 sirens
- 5 Camera Sony 1/3" Super ExwaveHAD
- 3 Camera Samsung 1/3"
- 2 harddisk recorders

#### **Fire-fighting equipment**

- 17 carbon dioxide extinguishers (CO2)
- 4 hand pumps
- 45 water fire extinguishers
- 5 dry-powder extinguishers
- 1 fire blanket
- 6 AFDR-system
- 96 emergency light and exit signs
- 1 Inergen Fire eater
- 1 Argonite

### **3. Visits to Premises**

The interested bidders may visit the premises on **Tuesday, 25<sup>th</sup> of July 2006, 16:00 hrs.** They are requested to inform Mr Domingo Zorrilla in advance, by email or letter. Email address: [domingo.zorrilla@eea.europa.eu](mailto:domingo.zorrilla@eea.europa.eu); fax no. +45 33 36 72 72.

### **4. Volume of the contract**

The estimated yearly budget for the requested services is approximately EUR 240,000.

## 5. Duration

The successful tenderer will be offered a framework contract for a period of maximum four years. On the basis of this framework contract, order forms will be issued detailing the subject, duration, price and implementing conditions.

## 6. Price

Prices shall be fixed and not subject to revision for implementation during the first year of duration of the Contract.

From the beginning of the second year of duration of the Contract, each price 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 Agency shall purchase on the basis of the prices in force on the date on which orders or specific contracts are signed. Such prices shall not be subject to revision.

This revision shall be determined by the trend in the harmonised consumer price index EEAICP published for the first time by the Office for Official Publications of the European Communities in the Eurostat Database <http://epp.eurostat.cec.eu.int/> (Theme 2 - Economy and Finance; Prices; HICP – Harmonized Indices of Consumer Prices; HMIDX – Monthly data (index 2005=100), COICOP - CP00).

Revision shall be calculated in accordance with the following formula:

$$Pr = Po \left( 0,2 + 0,8 \frac{Ir}{Io} \right)$$

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

The European Environment Agency is exempt from all charges, taxes and dues, including value added tax pursuant to Article 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; such charges may not therefore be included in the calculation of the price quoted; the VAT amount must be indicated separately.

Prices shall be all-inclusive and expressed in **EURO**. The tenderer should present the financial offer in the format of Annex 3.

The costs incurred in preparing and submitting tenders are borne by the tenderers and cannot be reimbursed. Travel time and costs incurred during the journey to the EEA offices are not reimbursed to the contractor.

## **7. Contractual Terms**

In drawing up his bid the tenderer should bear in mind the provisions of the standard contract attached to this invitation to tender

## **8. Terms of payment**

Payments shall be made monthly, upon delivery of the services requested, within 30 calendar days upon receipt by the Agency of an invoice and any supporting documents relating to the services carried out, provided the services have been accepted by the Agency.

## **9. Criteria**

### **(i) Exclusion Criteria**

Candidates or tenderers shall be excluded from participation in a procurement procedure if:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- (d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- (e) they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- (f) they have been convicted for an environmental offence in the exercise of the profession;
- (g) following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

Candidates or tenderers must certify that they are not in one of the situations listed above. The tenderer shall provide an auto-declaration, preferably made on oath before a judicial or administrative authority, a notary or a competent professional or trade body by a person competent to do so on behalf of the tenderer, which states that none of the grounds for exclusion apply to the tenderer (See Annex 1). N.B. additional evidence may be requested at a later stage prior to signature of the contract.

Contracts may not be awarded to candidates or tenderers who, during the procurement procedure:

- (a) are subject to a conflict of interest;
- (b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information.

## **(ii) Selection Criteria**

### **(a) Legal status**

The tenderer is requested 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.

The tenderer should also provide an identification sheet (Annex 2) duly filled out and signed.

### **(b) Financial capacity**

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

- appropriate statements from banks or evidence of professional risk indemnity insurance;
- the presentation of balance sheets or extracts from balance sheets for at least the last two years for which 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 for the last three financial years.

If, for some exceptional reason, which the contracting authority considers justified, the tenderer or candidate is unable to provide the references requested by the contracting authority, he may prove his economic and financial capacity by any other means which the contracting authority considers appropriate.

### **(c) Technical capacity**

The evidence of the technical and professional capacity should be furnished on the basis of the following documents:

- the educational and professional qualifications of the service provider and/or those of the firm's managerial staff and, in particular, those of the person or persons responsible for providing the services (CVs of the proposed staff);
- a list of the principal services provided in the past three years, with the sums, dates and recipients, public or private
- an indication of the proportion of the contract which the service provider may intend to subcontract.

### (iii) Award Criteria

The contract will be awarded to the tender with the best price-quality ratio, taking into account the following criteria:

**Quality** of the services offered: **30%**;

**Efficiency**: response time in case of alarm, assistance in emergency cases: **30%**;

**Environmental policy**: the tenderer shall describe the environmental policy of the company or present evidence of environmental management measures: **10%**

**Price**<sup>1</sup>: **30%**

## 10. 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 successful tenderer will, therefore, be requested to consider the EEA environmental management guidelines in their work, in particular those relating to business travel, paper and energy consumption. Further information on the EMAS system can be found on the EEA homepage: <http://org.eea.europa.eu/documents/emas>

Moreover, we strongly recommend the tenderers to submit the tenders in an environmentally friendly way, as following:

- Only material mentioned in the technical specifications attached (no additional material);
- Printed on both sides of paper;
- Without plastic folders or binders;
- With consecutive page numbering and with a list of contents.

## 11. General comments

The tender must comprise:

- A technical offer containing the description of the services to be delivered to the EEA
- A financial offer as per Annex 3.
- Declaration on Exclusion Criteria
- Documents proving the Legal Status
- Documents proving the Financial and Technical Capacity

Tenders from consortiums of firms or groups of service providers must specify the role, qualifications and experience of each of the members or of the group.

Declaration on exclusion and documents on selection criteria must be supplied by each member of the consortiums of firms or groups of service providers submitting a single tender.

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<sup>1</sup> For the price, the points will be awarded using the following formula:  
Price = (lowest total yearly rate / total yearly rate of the tender being considered) x 20%