



Framework contract for the provision of interim staff for the European Environment Agency

Reference: Open call for tenders EEA/ADS/14/002

Closing date: 1.9.2014

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 2009¹. The EEA role is to support the European Union in the development and implementation of environmental policy by providing relevant, reliable, targeted and timely information on the state of the environment and future prospects. The EEA also provides the necessary independent scientific knowledge and technical support to enable the Union and the member countries to take appropriate measures to protect and improve the environment as laid down in the Treaty and by successive Community action programmes on the environment and sustainable development. Currently, the EEA has 33 member countries (the Member States of the European Union, Iceland, Liechtenstein, Norway, Switzerland and Turkey).

The EEA is the hub of the European Environment Information and Observation Network (Eionet), a network of around 350 organisations across Europe through which it collects and disseminates environment-related data and information, including European Topic Centres. The EEA and Eionet contribute to the European Shared Environmental Information System (SEIS), a distributed, integrated, web-enabled information system based on a network of public information providers sharing environmental data and information. It builds on existing e-infrastructure, systems and services in the Member States and EU institutions.

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

Staff members employed by the EEA are subject to the Staff Regulations and the Conditions of Employment of Other Servants of the European Union (Regulation (EEC, Euratom, ECSC) No 259/68 of the Council of 29.2.1968 (OJ L 56/1 of 4.3.1968) as last amended by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22.10.2013 (OJ L 287/15 of 29.10.2013). EEA staff members are not subject to national employment law.

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

¹ OJEU L 126 of 21.5.2009, p. 13.

2. Presentation of the tender

Tenders shall be submitted in accordance with the **double envelopes system**:

The outer envelope or parcel should be sealed with adhesive tape and signed across the seal and carry the following information:

- The call for tenders reference No **EEA/ADS/14/002**
- The contract title **“Provision of interim staff 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)
- The date of submission shall be legible on the outer envelope or parcel

The outer envelope or parcel must contain three inner envelopes, i.e. Envelopes No 1, 2 and 3, corresponding to the following three sections: administrative section, technical offer and financial offer.

(a) Envelope No 1 – Administrative section shall include the following:

- The Tender submission form drawn up in accordance with the template in annex 1
- The declaration on exclusion criteria as required under section 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 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 be presented in the correct format and include all documents necessary to enable the evaluation committee to assess them. Failure to respect these requirements will constitute a formal error and may result in the rejection of the tender.

Tenderers shall observe precisely the indications in points 2, 3, 4 and 6 of the letter of invitation to tender to ensure their tender are admissible. Late delivery will lead to the non-admissibility of

the tender and its rejection from the award procedure for this contract. Offers sent by e-mail or by fax will also be non-admissible and discarded. Envelopes found opened at the opening session will also lead to non-admissibility of the tender. Consequently, tenderers must ensure that their tenders are packed in such a way as to prevent any accidental opening during its mailing.

3. Confidentiality and protection of personal data

For the processing of this tendering procedure, the EEA observes the rules set in Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by Community institutions and bodies and on the free movement of such 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 agreement².

As proof of eligibility tenderers must indicate in the tender submission form (see annex 1) in which state they have their headquarters, registered office or residence, and provide the necessary supporting documents in accordance with their national law. If the tender is a natural person, he/she must provide a copy of identity card/passport or driving license and proof that he/she is covered by a social security scheme as a self-employed person.

4.2. Application

All eligible natural and legal persons (as per above) or groupings of such persons (consortia) may apply.

A consortium may be a permanent, legally established grouping or a grouping, which has been constituted informally for a specific tender procedure. If awarded the contract, the members of the consortium (i.e. the leader and all the other partners) will have an equal standing towards the EEA in executing the framework service contract and they will be jointly and severally liable to the EEA.

² 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: FYROM, Albania, Montenegro and Serbia.

The participation of ineligible natural or legal person will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

The EEA will not request consortia to have a given legal form in order to be allowed to submit a tender, but reserves the right to require a consortium to adopt a given legal form before the contract is signed if this change is necessary for proper performance of the contract. This can take the form of an entity with or without legal personality but offering sufficient protection to the EEA contractual interests (depending on the member countries concerned, this may be for instance, incorporation or partnership or a temporary association). Consortia must identify one of their members as coordinator who will interface with the EEA.

Each member of a consortium must fulfil the conditions for participation mentioned in this section and 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 service contract and standard order form attached to these tender specifications (annex 6).

6. Subject of contract

The EEA may need interim staff, as a compliment to its statutory staff, for the following reasons:

- to replace staff absent because of maternity leave, extended sick leave or other reasons;
- to cope with peak periods which require additional workforce for a fixed period of time;
- to carry out, on a temporary basis, tasks which require specific competencies which are not available within the EEA.

By launching this call for tenders, the EEA seeks to contract an employment agency who can provide interim staff within a reasonable timeframe and in line with the requested professional profiles.

To this end the contractor shall comply with the relevant Danish laws on employment, taxes, social and pension contributions. The contractor will ensure the fulfillment of all legal and financial obligations towards the interim staff, which include, in addition to the gross salary, all social and pension contributions foreseen by the Danish law for the employer.

The contractor shall supply only interim staff with the required level of training and professional qualifications and shall take every step and precaution to ensure that only interim staff who are trustworthy, of good reputation and showing conduct in keeping with the duties to be performed are engaged.

6.1 Services to be provided

Upon request from the EEA, the selected contractor is expected to provide interim staff for the following frame of activities:

- secretarial support;
- filing and archiving;
- general administrative support;
- facilities assistance;
- support to the organisation of meetings, conferences and events;
- drafting of correspondence and editing of documents;
- data input and financial assistance

Remark: the list above is not exhaustive and is merely indicative of the type of assignments likely to arise.

As **examples**, two possible profiles for interim staff are provided below:

Job profile n. 1	Secretary
Overall purpose of the activity:	To provide secretarial and administrative support within a programme/group of the EEA.
Main tasks:	<ul style="list-style-type: none"> ▪ Reception, registration, distribution and follow up of correspondence; ▪ Organisation of missions, including travel arrangements and accommodation; ▪ Organisation of meetings, conferences and events; ▪ Drafting and editing of texts; ▪ Filing, archiving and photocopying; ▪ Other general secretarial tasks.

Education:	Successfully completed an advanced level of secondary education, preferably in the field of administration.
Work experience:	Previous experience in secretarial and administrative support functions is advantageous.
Computer skills:	Very good knowledge of the main office tools (Word, Excel and Outlook). Knowledge of databases is advantageous.
Language skills:	Very good command of both written and spoken English. Other official EU languages (and to a minor extent, other non-EU languages) would be an asset.

Job profile n. 2	Assistant (administrative assistant / financial assistant / communication assistant)
Overall purpose of the activity:	To provide assistance of an administrative or financial nature, or in the area of communication.
Main tasks:	<p>Tasks will include a certain degree of independence in the carrying out of duties.</p> <p>Task may include e.g. some of the following:</p> <ul style="list-style-type: none"> ▪ Library tasks; ▪ Online information searches; ▪ Project coordination; ▪ Administrative tasks encompassing a certain degree of autonomy; ▪ Monitoring of contracts; ▪ Other tasks of a similar nature and level of responsibility.
Education:	Successfully completed an advanced level of secondary education, preferably in the field of administration, communication or finance, according to the profile required.
Work experience:	Previous experience in the respective fields is advantageous. For the communication assistant profile, knowledge of environmental issues is essential

Computer skills:	Very good knowledge of the main office tools (Word, Excel and Outlook). Knowledge of databases is advantageous.
Language skills:	Very good command of both written and spoken English. Other official EU languages (and to a minor extent, other non-EU languages) would be an asset.

Eligibility criteria:

Interim staff is requested to have a very good command of English (both written and spoken). For specific activities the knowledge of other languages might be required.

Interim staff will be nationals of one of the 33 EEA member countries unless, in exceptional cases, the EEA agrees otherwise and no suitable EU/EEA candidate is available.

The interim staff supplied to the EEA will be assigned to the EEA offices in Denmark, Kongens Nytorv 6 and 8, 1050 Copenhagen K.

The estimated needs for the two profiles above are as follows:

- Secretary – 75 %;
- Assistant (administrative/financial/communication) – 25 %

6.2 Ordering procedure

As a rule, the EEA will send its request for interim staff to the contractor at least 7 (seven) working days prior to the foreseen starting date. The EEA will specify the job description, the required profiles and competences, and the expected contract duration (foreseen start and end date).

Within 4 (four) working days from the date of receipt of the EEA request, the contractor shall provide the EEA with at least 3 (three) CVs of candidates matching the requested profile. In exceptional cases, the EEA may grant the contractor additional response time. CVs of candidates shall be submitted, preferably at the same time, in EU format (see attachment) in order to ensure comparability. The EEA will have the right to invite one or more of the proposed candidates for interviews and tests at its premises. The EEA will inform the contractor of its decision concerning the proposed candidates within a reasonable timeframe prior to the planned starting date.

Once a candidate has been selected an order form will be issued. The specific order form will have to be signed by the contractor before the actual starting date of the interim staff.

A contact person who will deal with the provision of interim staff to the EEA will have to be appointed by the contractor. The contact person will need to be fluent in English and be trained in the field of Human Resources, in particular in Danish Labour Law.

For each interim staff member, a trial period of 3 (three) working days will apply.

6.3 Working hours

The normal working week is 37 hours net, Monday to Thursday 7.5 hours and Friday 7 hours.

The services provided by the interim staff will be agreed between the interim staff and the EEA responsible person(s). A minimum lunch break of 30 (thirty) minutes shall be held at any time between 12:00 and 14:00.

Overtime hours above a weekly total of 37 hours are not authorised unless, in exceptional circumstances, the EEA specifically requests supplementary working hours.

6.4 EEA public holiday

The interim staff shall work subject to the EEA holidays calendar, which may differ from the Danish bank holidays calendar.

The following days are normally EEA holidays:

- Maundy Thursday
- Good Friday
- Easter Monday
- Labour Day
- 9 May – Anniversary of President R. Shuman Declaration
- Ascension Day
- Whit Monday
- All Saints' Day
- Christmas Eve to New Year's Day inclusive.

These days may vary from year to year. The updated list of EEA public holidays will be sent to the contractor every year.

6.5 Confidentiality

Interim staff placed at the disposal of the EEA by the contractor shall undertake not to make use of and not to divulge to third parties any facts, information, knowledge, documents or other matters communicated to them or brought to their attention during the performance of the work at the EEA or any matter arising thereof. They will be requested to sign a confidentiality clause and shall continue to be bound by this undertaking after the expiry of their work period at the EEA.

6.6 Invoicing

The contractor shall submit time sheets once per week. It shall be indicated who will sign on behalf of the contractor and will sign for the EEA. Once per month, the contractor shall submit an invoice specifying all the services rendered per interim staff during the month immediately preceding the month in which the invoice is submitted. The invoice must be accompanied by copies of the relevant signed time sheets for the interim staff concerned.

7. Type and volume of contract

The successful tenderer will be awarded a framework contract with the EEA for an initial period of 24 (twenty-four) months, starting from the date of signature, with the possibility of maximum two renewals for a period of 12 (twelve) months each. The services will be implemented through order forms depending on the EEA's demand. Based on the EEA's current level of activities the value of the contract is estimated at a total of EUR 1.500.000 (one million five hundred thousand euro) over a maximum period of 48 (forty-eight) months covering all services.

The EEA reserves the right to adjust the volume of services in line with its needs. Under no circumstances can a minimum volume of services be required by the contractor.

The place of performance of the services shall be at the contractor's premises.

8. Price

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

- Prices must be quoted in compliance with the requirements specified in section 9.3.2 below
- Prices quoted must be **all-inclusive** (i.e. inclusive of all costs involved in the performance of the contract (management, administrative and travel costs) and expressed in **euro** including for tenderers established in countries that are not part of the Eurozone. For tenderers in countries that do not belong to the Eurozone, the price quoted may not be revised in line with exchange rate movements. It is for the tenderers to select an exchange rate and assume the risks or the benefits deriving from any variation;
- No additional expenses incurred in the performance of the services will be reimbursed separately by EEA; travel time and costs incurred during the journey to the EEA premises are not reimbursed to either interim staff nor the contractor;
- Prices quoted must be fixed and not subject to revision during the first year of duration of the contract.

From the beginning of the second year of duration of the contract, 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 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/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 Agency and the Government of Denmark of 17 August 1995, the Agency is exempt from all charges, taxes and dues, including value added tax (VAT); 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 Union³.

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 paragraph 9.1.1 above.

³ 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.

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

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 provided represent less than 20 % of the contract.

9.2.2. Economic and 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;
OR
- the presentation of balance sheets or extracts from balance sheets for at least the last 2 (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; OR
- a statement of overall turnover and turnover concerning the services covered by the contract during the last 2 (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.

9.2.3. Technical and professional capacity

Tenderers should show their degree of technical and professional capacity to carry out the requested tasks as mentioned in section 6 above 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:

○ **Human resources:**

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

- Managerial staff: Minimum 2 (two) CVs (contract manager) each documenting a minimum of 5 years' relevant experience and statement of language skills;
- Persons responsible for providing the services: Minimum 3 (three) CVs each documenting a minimum of 3 years' relevant experience and statement of language skills;

○ **Past contracts:**

Tenderers shall provide details of major contracts awarded to them relevant to the services required by the EEA, indicating the value, dates, brief description of the services provided (i.e. the number of interim staff provided, the type of profiles and languages skills of the interim staff provided) and recipients of the services (public or private), under the following two categories: (1) contracts currently undertaken; and (2) contracts that have been undertaken over the last 3 (three) years;

○ **Organisational structure**

Tenderers shall provide a description of their organisational internal structure with indication of number of employees and the number of managerial staff over the past 3(three) years;

○ **Quality control:**

Tenderers shall provide details of any quality assurance accreditation that they hold. If no accreditation held, tenderers shall provide an outline of any quality assurance policy specifying status of implementation, and details of any quality assurance accreditations for which they have applied.

○ **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, each member of the consortium shall provide the requested description.

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. 70, min. 48 points)

Tenders will be evaluated following the award criteria and weights outlined in the table below, producing a total potential score of 70 points.

Tenderers shall elaborate on all criteria referred to below in order to score as many points as possible. The mere repetition of mandatory requirements set out in these tender specifications, without going into details or without giving any added value will only result in a low score. If essential elements of these tender specifications are not expressly addressed in the tender, the EEA may decide to give a zero mark for the relevant quality criterion.

No	Award criteria Sub-criteria	Maximum points (70)	Minimum points (48)
1	<p><i>Understanding of the scope of the contract and quality of the contract implementation proposal:</i></p> <p>Tenders will be evaluated in terms of their understanding of the objectives of the call for tenders and in terms of the proposed approach and tools to be used for the provision of the required services:</p>	42	28
1.1	<p><i>Sourcing methods and means to establish a sufficient pool of candidates (e.g. existing pool of candidates, advertisement in newspapers, internet and other means, etc.)</i></p>	15	10
1.2	<p><i>Selection methods including:</i></p> <ul style="list-style-type: none"> - <i>General selection methods for interim staff prior to proposing profiles to the client (e.g. assessment of CVs, interviews and tests concerning language and computer skills, etc.); and</i> - <i>Tools and methods ensuring that the proposed candidates match the requested profiles and have the required skills, experience and competence for the job</i> 	15	10
1.3	<p><i>Management of contract including:</i></p> <ul style="list-style-type: none"> - <i>Method proposed for monitoring performance of the interim staff and processing feedback from the EEA (including management of leaves and absences, time sheets, etc.); and</i> - <i>Proposed monitoring/reporting system for expiring contracts</i> 	12	8
2	<p><i>Flexibility and contract management in terms of the following items:</i></p>	28	20
2.1	<p><i>The flexibility of the administrative formalities relative to entry into service, replacement and exit of interim staff</i></p>	14	10

	2.2	<p><i>Customer service policy including:</i></p> <ul style="list-style-type: none"> - <i>Proposed potential response time to the EEA needs</i> - <i>Availability during out-of office hours, service level, assistance, etc.</i> - <i>Ability to adapt to changing circumstances</i> 	14	10
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Only tenders which obtain the indicated minimum number of points, both for each award criterion and in total, will be considered for the next stage, which involves determining the financial value of the tender (price index) and for the final assessment.

9.3.2. Price (P) (max. 30 points)

Tenderers are requested to submit a financial offer giving the **all-inclusive** (i.e. inclusive of all costs involved in the performance of the contract (e.g. management and administrative costs) **hourly rate in euro** for the two interim staff profiles outlined below.

For that purpose tenderer shall use 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.

Price	Profiles	Price (EUR)	Weighting factor
P ₁	Hourly rate for a secretary		75%
P ₂	Hourly rate for an assistant (administrative/financial/communication assistant)		25%

For each category above, tenders meeting all mandatory requirements including the minima for technical merit will score points in function of the following formula $P_s = (P_{s_{min}} / P_{s_0}) \times 30 \times$ weight percentage, where

P_s = score for price of service,

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

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

The Price score for the provision of the interim staff services (P) is the sum of the 2 (two) P_s .

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, the EEA reserves the right to refuse any interim staff if performance is not satisfactory and/or to choose another vender from the tenders.

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. 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