



Tender Specifications

Framework Contract for the provision of Medical Services to

1. the European Environment Agency
(*leading institution*);
2. the European Commission, Representation in Denmark (*participating institution #1*); and
3. the Information Office of the European Parliament in Denmark
(*participating institution #2*)

Inter-Institutional Open Call for Tenders EEA/ADS/09/001

1. Introduction

The European Environment Agency (EEA) in Copenhagen, Denmark, is a Community body based on Regulation (EC) No. 401/2009¹. The EEA aims to support sustainable development and to help achieve significant and measurable improvement in Europe's environment through the provision of timely, targeted, relevant and reliable information to policy making agents and the public. More information about the EEA can be obtained on its website at <http://www.eea.europa.eu>.

For information on the European Commission Representation in Denmark please refer to:
http://ec.europa.eu/danmark/index_da.htm

For information on the Information Office of the European Parliament in Denmark please refer to:
<http://www.europarl.dk/>

2. Purpose, scope and volume of the contract

The European Environment Agency (EEA), as *leading institution* for the purpose of this inter-institutional open call for tenders, intends to award a framework contract to the successful tenderer of **48 months** duration from contract signature for the provision of medical services to staff of the EEA (currently 165) and staff of the two *participating institutions*, EC and EP (currently 22 and 7 respectively).

¹ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2009:126:0013:0022:EN:PDF>.

The services to be provided are specified in Section 3 below.

The estimated global value of the framework contract over its entire duration is in the order of (range) **250.000-300.000 EUR (total for 3 institutions)**. Based on the framework contract which the EEA shall conclude on its own behalf and on behalf of the two participating institutions, each of the three institutions shall implement this framework contract independently through annual specific contracts, which alone shall bind the respective institution having concluded them.

The services to be provided under these annual specific contracts are determined by the applicable provisions of the Staff Regulations (SR) for Officials of the European Communities, the Conditions of Employment for other servants of the European Communities (CEOS); as well as any applicable implementing rules thereto, in particular the following:

- Articles 59; and 60 SR;
- Articles 16; 59; 60; and 91 CEOS; and
- [Commission decision of 28 April 2004 introducing implementing provisions on absences as a result of sickness or accident](#) (C(2004) 1597/11) - A.N. 92-2004 of 6 July 2004

Annex 3 to the tender specifications provides the applicable legal rules.

Unless indicated otherwise in the respective specific contracts, all services shall be provided at the contractor's premises.

The language of this contract is English.

3. Services to be provided based on Annex 3

- Medical care of staff of the institutions concerned within the meaning of Article 59 SR;
- Administration of medical files of staff of the EEA in strict compliance with the Data Protection Regulation (EC) No 45/2001²; this service may include, in so far as necessary and appropriate, assistance with the transfer of medical files of EEA staff from the current to the future contractor;
- Pre-recruitment medical examinations (as specified in Annex 4) for future members of staff of the institution concerned;
- Annual medical examinations (as specified in Annex 5) of staff of the institution concerned;
- Vaccinations of staff of the institution concerned as requested;
- Any other medical examinations as requested by the institution concerned;

² http://europa.eu/eur-lex/pri/en/oj/dat/2001/l_008/l_00820010112en00010022.pdf.

- Any medical advice as requested by the institution concerned, for example, concerning the work of the Invalidation Committee; the examination of applications requesting payment of certain medical expenses; applications based on Article 60 SR;
- Attendance of contractor's medical staff, as observer for the EEA of the meetings of the Inter-Institutional Medical College of the European Communities as requested; the EEA will reimburse travel and subsistence costs in accordance with the applicable rules (see Annex IV to the Framework contract) and also pay, for the duration of the meetings, the hourly fee to be specified in Section 5.3.2, table, 3.); and
- Any other medical services related to the above as requested by the institution concerned.

Mandatory requirements

The future contractor must:

- be fully aware of the medical infrastructure of the Copenhagen region;
- have his/her practice located in the greater Copenhagen area;
- have a thorough knowledge of English;
- ensure provision of medical services from Monday to Friday (during major parts of the office hours of the three institutions: 09:00-17:00);
- ensure an out-of hours emergency call-in service;
- ensure business continuity, if necessary through appropriate replacements, during own holiday periods/absences other than public and bank holidays; and
- strictly comply with any relevant legal rules and codes of medical ethics, etc. applicable in Denmark.

4. Prices

Prices tendered must be all-inclusive and in accordance with Section 5.3.2, table. They shall be fixed and not subject to revision for the first year.

From the beginning of the second year of duration of the contract 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 the contract was signed. The three institutions shall purchase on the basis of the prices in force on the date on which a specific contract is signed and not be subject to revision.

Any revision shall be determined by the trend in the harmonised consumer price index, MUICP, published for the first time by the Office for Official Publications of the European Communities in the Eurostat monthly bulletin at <http://www.ec.europa.eu/eurostat/>.

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; and

Ir = index for the month corresponding to the date of receipt of the letter requesting a revision of prices.

The three institutions are 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, as far as the EEA is concerned, the Headquarters Agreement between the Agency and the Government of Denmark of 17 August 1995. Any such charges may not therefore be included in the calculation of the prices quoted; the VAT amount must be indicated separately.

The prices tendered must be expressed in euro, including for countries that are not part of the euro zone. For tenderers in countries that do not belong to the euro zone, the prices quoted may not be revised in line with exchange rate movements. It is for the tenderer to select an exchange rate and assume the risks or the benefits deriving from any variation.

Any costs incurred in preparing and submitting tenders are to be borne by the tenderers and cannot be reimbursed. Likewise are any travel costs (including travel time) incurred to be borne by the contractor.

5. Criteria

5.1 Exclusion criteria

Tenderers must provide a declaration on their honour, duly signed and dated, stating that they comply with the exclusion criteria listed in Annex 1. Non-compliance with these criteria will lead to exclusion.

5.2 Selection criteria as indicated in Section III.2 (Conditions for participation) of the Contract notice

5.3 Award criteria

The framework contract shall be awarded to the tenderer whose tender is the most economically advantageous in terms of the following criteria:

Technical merit/TM : Price/P – 60 : 40.

5.3.1 Technical merit/TM – max. 60 points:

Tenders meeting the mandatory requirements in Section 3 will score points on the basis of the following criteria:

A) Level of services offered (beyond mandatory requirements) in terms of their professional scope and quality – max. 40 points; and

B) Level of services offered (beyond mandatory requirements) in terms of the tenderer's documented organisational set-up and service-mindedness – max. 20 points

5.3.2 Price/P – max. 40 points

Tenders meeting the mandatory requirements in Section 3 will score points on the basis of the total of their all-inclusive prices for the following three price categories:

Description of service	Price (all-inclusive)
1. Pre-recruitment medical examinations (per staff member)	... EUR
2. Annual medical examinations (per staff member)	... EUR
3. Any other medical services as specified under section 3 (per hour)	... EUR
TOTAL	... EUR

All fields are compulsory, non-compliance will lead to exclusion.

The formula to be used for the award of points is $Y = (P_{min}/P) \times 40$, P_{min} being the price of the lowest technically compliant offer and P being the price of the offer being considered.

The framework contract shall be awarded to the tenderer whose tender achieves the highest total score for technical merit and price.

6. 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.

7. Further information

Submitting an offer implies acceptance by the tenderer of all terms and conditions of the draft contract and its Annexes.

Annexes

Annex 1 – Declaration on exclusion criteria

Annex 2 – Identification sheet

Annex 3 – A. Staff Regulations (SR) for Officials of the European Communities, the Conditions of Employment for other servants of the European Communities (CEOS); as well as any applicable implementing rules thereto

http://ec.europa.eu/civil_service/docs/toc100_en.pdf

- B. Commission decision of 28 April 2004 introducing implementing provisions on absences as a result of sickness or accident (C(2004) 1597/11) - A.N. 92-2004 of 6 July 2004

Annex 4 – Compulsory medical examinations: Pre-Recruitment

Annex 5 – Compulsory medical examinations: Annual medical