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**Denmark-Copenhagen: Translation of SOER Synthesis into several European languages
2014/S 177-312010**

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1) Name, addresses and contact point(s)

European Environment Agency (EEA)
Kongens Nytorv 6
For the attention of: Mrs Bitten Serena
1050 Copenhagen K
DENMARK
Telephone: +45 33367138
E-mail: procurement@eea.europa.eu
Fax: +45 33367199

Internet address(es):

General address of the contracting authority: <http://www.eea.europa.eu>
Electronic access to information: <http://www.eea.europa.eu/about-us/tenders>

Further information can be obtained from: The above mentioned contact point(s)

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from: The above mentioned contact point(s)

Tenders or requests to participate must be sent to: The above mentioned contact point(s)

I.2) Type of the contracting authority

European institution/agency or international organisation

I.3) Main activity

Environment

I.4) Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities: no

Section II: Object of the contract

II.1) Description

II.1.1) Title attributed to the contract by the contracting authority:

Translation of SOER Synthesis into several European languages.

II.1.2) Type of contract and location of works, place of delivery or of performance

Services

Service category No 27: Other services

Main site or location of works, place of delivery or of performance: At the contractor's premises with regular contact with the EEA project manager responsible.

NUTS code

II.1.3) Information about a public contract, a framework agreement or a dynamic purchasing system (DPS)

The notice involves a public contract

II.1.4) **Information on framework agreement**

II.1.5) **Short description of the contract or purchase(s)**

SOER 2015 (European environment — state and outlook) is the EEA's flagship report published every 5 years and is aimed at providing support to environmental policy making in the EU; it is an exploratory assessment of global megatrends relevant for the European environment which focuses on the impact of major global trends on Europe.

The EEA aims to award a service contract in order to have a part of the SOER 2015, namely the Synthesis, translated from English into several European languages within 20 or fewer working days. The EEA is looking for 1 single service provider who can translate the Synthesis into the requested languages.

II.1.6) **Common procurement vocabulary (CPV)**

79530000

II.1.7) **Information about Government Procurement Agreement (GPA)**

The contract is covered by the Government Procurement Agreement (GPA): no

II.1.8) **Lots**

This contract is divided into lots: no

II.1.9) **Information about variants**

Variants will be accepted: no

II.2) **Quantity or scope of the contract**

II.2.1) **Total quantity or scope:**

The estimated maximum budget available, including all tasks, is 90 000 EUR covering all services.
Estimated value excluding VAT: 90 000 EUR

II.2.2) **Information about options**

Options: no

II.2.3) **Information about renewals**

This contract is subject to renewal: no

II.3) **Duration of the contract or time limit for completion**

Starting 24.11.2014. Completion 31.1.2015

Section III: Legal, economic, financial and technical information

III.1) **Conditions relating to the contract**

III.1.1) **Deposits and guarantees required:**

As specified in the draft service contract attached as Annex 6 to the tender specifications.

III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them:**

As specified in the draft service contract attached as Annex 6 to the tender specifications.

III.1.3) **Legal form to be taken by the group of economic operators to whom the contract is to be awarded:**

Tenders may be submitted by consortia of economic operators. If a consortium is awarded a contract, it may be required 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's contractual interests (depending on the member country concerned, this may be for instance, incorporation or partnership or 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 specified under III.2.1 below.

III.1.4) **Other particular conditions**

The performance of the contract is subject to particular conditions: no

III.2) **Conditions for participation**

III.2.1) **Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers**

Information and formalities necessary for evaluating if the requirements are met: Exclusion criteria — To be eligible for participation in this contract award procedure, tenderers must not be in any situation referred to in Articles 106 and 107 of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25.10.2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 298/1 of 26.10.2012). To that effect, tenderers are required to submit a declaration on their honour (Annex 2 to the tender specifications) in accordance with Article 143 of Commission Delegated Regulation (EU) No 1268/2012 of 29.10.2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union (OJ L 362/1 of 31.12.2012). Under the same provision, the tenderer to whom the contract is to be awarded will be required to produce evidence confirming the prior declaration (see Section 10.1.2 of the tender specifications).

Legal capacity — Tenderers are required to prove that they are authorised to perform the contract under national laws, as evidenced by inclusion in a trade or professional register and/or entry in the VAT register. To that effect, tenderers are required to submit a legal entity form (see Annex 3 to the tender specifications) duly filled out and signed, accompanied by a copy of inscription in the VAT register, where applicable. In addition, 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 (see Annex 1 to the tender specifications).

III.2.2) **Economic and financial ability**

Information and formalities necessary for evaluating if the requirements are met: 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 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 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.

III.2.3) **Technical capacity**

Information and formalities necessary for evaluating if the requirements are met:

The tenderer shall provide the following documents:

— Human resources:

CVs detailing the educational and professional qualifications of the staff designated to provide the services, indicating the required professional experience as follows:

managerial staff: minimum 1 CV (contract manager) documenting a minimum of 3 years' relevant experience;

persons responsible for providing the translation services: minimum 1 CV/per language, with at least 3 years' experience in translating from English and statement of language skills;

proof of experience with translation of topics covered in the Synthesis,

— Tools and equipment:

Tenderers shall provide a description of any technical equipment, tools or materials to be used,

— Past contracts:

Tenderers shall provide a list of references from assignments thematically relevant for this contract that have been undertaken, with a special attention to experiences with other EU institutions, over the last 3 years,

— 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.

III.2.4) **Information about reserved contracts**

III.3) **Conditions specific to services contracts**

III.3.1) **Information about a particular profession**

Execution of the service is reserved to a particular profession: no

III.3.2) **Staff responsible for the execution of the service**

Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service: yes

Section IV: Procedure

IV.1) **Type of procedure**

IV.1.1) **Type of procedure**

Open

IV.1.2) **Limitations on the number of operators who will be invited to tender or to participate**

IV.1.3) **Reduction of the number of operators during the negotiation or dialogue**

IV.2) **Award criteria**

IV.2.1) **Award criteria**

The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document

IV.2.2) **Information about electronic auction**

An electronic auction will be used: no

IV.3) **Administrative information**

IV.3.1) **File reference number attributed by the contracting authority:**

EEA/COM/14/006.

IV.3.2) **Previous publication(s) concerning the same contract**

no

IV.3.3) **Conditions for obtaining specifications and additional documents or descriptive document**

IV.3.4) **Time limit for receipt of tenders or requests to participate**

22.10.2014 - 16:00

IV.3.5) **Date of dispatch of invitations to tender or to participate to selected candidates**

IV.3.6) **Language(s) in which tenders or requests to participate may be drawn up**

Any EU official language

IV.3.7) **Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 6 (from the date stated for receipt of tender)

IV.3.8) **Conditions for opening of tenders**

Date: 29.10.2014 - 10:00

Place:

EEA premises at Kongens Nytorv 6, 1050 Copenhagen K, DENMARK.

Persons authorised to be present at the opening of tenders: yes

Additional information about authorised persons and opening procedure: Representatives of tenderers (1 per tenderer) are allowed to participate in the opening session. They are requested to inform the EEA's procurement services in advance and at the latest by 27.10.2014 (16:00), CET by e-mail at procurement@eea.europa.eu or by fax at number +45 33367199.

Section VI: Complementary information

VI.1) **Information about recurrence**

This is a recurrent procurement: no

VI.2) **Information about European Union funds**

The contract is related to a project and/or programme financed by European Union funds: no

VI.3) **Additional information**

All tender documents and any additional information are available for consultation and download from the EEA's external website at the following address: <http://www.eea.europa.eu/about-us/tenders>

VI.4) **Procedures for appeal**

VI.4.1) **Body responsible for appeal procedures**

General Court

rue du Fort Niedergrünwald

2925 Luxembourg

LUXEMBOURG

E-mail: generalcourt.registry@curia.europa.eu

Telephone: +352 4303-1

Internet address: <http://curia.europa.eu>

Fax: +352 4303-2100

Body responsible for mediation procedures

European Ombudsman

1 avenue du Président Robert Schuman

67001 Cédex Strasbourg

FRANCE

E-mail: eo@ombudsman.europa.eu

Telephone: +33 388172313

Internet address: <http://www.ombudsman.europa.eu>

Fax: +33 388179062

VI.4.2) **Lodging of appeals**

Precise information on deadline(s) for lodging appeals: Within 2 months of the notification to the plaintiff (date of receipt), or, in the absence thereof, the day on which the person concerned had knowledge of the relevant information, an appeal may be lodged with the General Court. A complaint to the European Ombudsman has no impact on the above deadline for lodging an appeal.

VI.4.3) **Service from which information about the lodging of appeals may be obtained**

General Court

rue du Fort Niedergrünwald

2925 Luxembourg

LUXEMBOURG

E-mail: generalcourt.registry@curia.europa.eu

Telephone: +352 4303-1

Internet address: <http://curia.europa.eu>

Fax: +352 4303-2100

VI.5) **Date of dispatch of this notice:**

4.9.2014