

Procurement of audiovisual equipment for EEA

1. Introduction

An important element of the European Environment Agency's mandate is to make the environmental information it produces known and available to current and potential users. The diversity of information needs, areas of interest and advance knowledge of the various end user groups necessitates adaptation of the information to suit their different profiles.

In many cases it is desirable to make use of audiovisual presentation techniques. This requires both acquiring suitable equipment and preparation of content derived from base material in the form of for instance reports or fact sheets. In order to ensure a high professional standard in connection with selection of equipment and the preparation and production of content, there is a need to supplement the Agency's own capacity in this area with that of an external provider of audiovisual equipment.

2. Task description

The contractor will be expected to advise and assist the Agency in procurement of various types of audiovisual equipment. Tasks will include to:

- analyse the Agency's needs and advice on choice of technical solutions
- undertake market surveys and formulate concrete proposals on the choice of equipment that gives best value for money
- procure and arrange for delivery of equipment chosen
- manage service and repair agreements with providers

Although the following list is not exhaustive, the equipment in question will include:

- data/video projectors and screens
- CRT, TFT and plasma screens
- still and video cameras with additional equipment
- video editing equipment
- software needed for audiovisual processing and presentation
- rental of still and video images and material from sound libraries or procurement of licence-free versions of such material
- PA and other sound equipment
- film, video tapes, CD/DVD discs, cables and connectors, batteries and miscellaneous other equipment

The contractor is expected to take part in planning meetings at the Agency premises when required, to advise and propose alternative technical solutions, if needed accompanied with cost and time estimates. However, after an initial run-in period it is expected that much planning communication and exchange between the Agency and the contractor can be undertaken electronically.

3. Qualifications - conditions for participation (selection criteria)

Legal status

Copy of documents confirming the tenderer's:

- inclusion in a trade register

and/or

- VAT registration.

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.

Exclusion cases: The tenderer shall provide evidence that he/she is not in the situation described in Article 2.2 of the Agency's general terms and conditions applicable to contracts. The evidence shall be a recent certificate issued by the competent authority of the country concerned. Where no such certificate is issued it may be replaced by a sworn, or failing that, a solemn statement made before a judicial or administrative authority, a notary, or a qualified professional body in his/her country of origin or provenance.

Technical capacity

Provision of evidence in the tender documents:

- that the business activity of the company is relevant from the standpoint of the task in question by listing the principal services provided and supplies delivered in the past three years, with the sums, dates and recipients, public or private.

- of relevant knowledge, by enclosing CVs of the staff proposed for delivery of the consultancy services.
- of the average annual manpower and the number of managerial staff of the tenderer in the last three years.

4. Award criteria (and relative weighting)

The economically most advantageous tender in terms of the following criteria:

- quotations of costs for procurement of specimen items as described in Annex IIa – 70%
- price per day, consultancy service for procurement tasks – 30%

The purpose of the specimen quotations is to facilitate comparison between bids, and it is therefore important that they are completed.

5. Contract details

The winning contractor will be awarded a framework contract for four years on the condition that the criteria in the call for tender are constantly met.

Specific agreements will be issued under the framework contract as and when needed.