



## Procedure for submitting an offer for Tender EEA/RNC/03/010

1. Tenders are to be submitted (according the publication in the Official Journal)
  - either by registered mail, posted not later than **08.09.2003** (postmark);
  - or by delivery (in person or by an authorised representative or private courier service) to Hans Vos, The European Environment Agency, Kongens Nytorv 6, DK-1050 Copenhagen K, Denmark, **not later than 16.00 on 08.09.2003**, in which case a receipt must be obtained as proof of submission, signed and dated by an EEA official.
2. Tenders must be submitted in **three copies** and placed inside **two** sealed envelopes. The inner envelope, addressed to the person indicated above, should be marked: **“Reply to call to tender No. EEA/RNC/03/010. Not to be opened by the internal mail department”**. If self-adhesive envelopes are used, they must be sealed with tape and the sender must sign across the tape.
3. Submission of a tender implies acceptance of the terms specified in our “General terms and conditions applicable to contracts awarded by the EEA” in all matters not governed by this invitation to tender and waiver your companies own terms of business.
4. Period of validity of the tender: Six months from the closing date of this call for tender
5. You will be informed whether or not your tender has been successful.
6. Your attention is drawn to the following points regarding the tender price:
  - tenders should be expressed in accordance with the technical specifications in Annex II to this invitation
  - prices must be a fixed rate, including all costs
  - prices should be quoted free of VAT, as the EEA is exempt from such charges under Articles 3 and 4 of the Protocol on the privileges and immunities of the European Communities;
  - prices **must be quoted in EUR**.
7. Further information can be obtained from the address indicated in paragraph 1 above.

## **DK-Copenhagen: Economic instruments in Europe**

### **Open call for tender EEA/RNC/03/010**

#### **Description of work**

##### **Introduction**

The European Environment Agency has been dealing, among other topics, with the issue of policy instruments with a focus on economic incentives and voluntary approaches. EEA has published a couple of reports on the application and impact of market-based instruments, notably on environmental taxation (1996 and 2000), and on environmental agreements (1997). The EEA plans to publish a new report on the issue of economic instruments in Europe by 2004. The results will be also be used amongst others for the next State of the Environment and Outlook Report, due by 2005, and for ongoing work on policy effectiveness analysis.

Together with OECD and supported by the European Commission, EEA published the database for economic instruments, covering the above-mentioned instruments in over 40 countries, including all of Central Europe<sup>1</sup>. The new report is first and foremost meant to present an overview of the application of these instrument in the area covered.

Secondly, the report is to review the most interesting developments in this area in the last four to eight years. In order to have a broader opinion on exactly which developments deserve most attention, the EEA plans to organise an expert workshop where recommendations will be sought on the broad outline of the report.

##### **Goals of this contract**

This service contract aims to seek support to the EEA for the execution of two tasks:

- Organising an expert workshop
- Drafting a report with the working title: "Economic instruments in Europe"

##### **The Workshop**

A workshop will be organised by inviting a small group of experts in the area (e.g. 10-15) to discuss the issue of economic instruments, recent developments, important conditions, promising applications and shared policy learning. The venue will be the EEA in Copenhagen. The contractor will select experts to be invited, in consultation

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<sup>1</sup> <http://www1.oecd.org/scripts/env/ecoInst/index.htm>

with the EEA, prepare an introductory document, and draft a short concluding document summarising the results of the workshop. This document might be published as a Technical Report. Other organisational tasks will be done by EEA staff.

### **The report**

The focus of the report will be on recent developments in the thinking about and the application of economic instruments in environmental policy and natural resources management. One major source of information will be the OECD/EEA database of economic instruments. The following instruments are included in the database:

- Environmentally related taxes and charges
- Environmentally motivated subsidies
- Tradable (emission) permits
- Deposit-refund systems
- Voluntary approaches<sup>2</sup>

The scope of the report should not necessarily be restricted to separately describing these instruments. Instrument mixes and new approaches (issuing property rights?) are explicitly welcome as subjects of the report.

Since the report will cover all economic instruments, it should start with a more general assessment of their current position and role vis-à-vis other types of policy instruments, primarily instruments that have a direct regulatory nature such as licenses, permits, bans and other target or implementation oriented forms of ‘command-and-control’.

The geographical coverage of the report will include current and acceding EU Member States, Bulgaria, Romania and the countries in the Balkan area (Albania, Bosnia-Herzegovina, Croatia, F.Y. of Macedonia, Serbia and Montenegro), the EFTA countries Iceland, Liechtenstein, Norway and Switzerland, and Turkey. Much of the focus of the report should be practice and developments in Central Europe. Much of the focus of the report should be practice and developments in Central Europe.

Since the report is to cover a broad area, applications of economic instruments and developments therein can only be dealt with in a general way. In addition, the contractor should include a good number of case studies describing concrete situations, reflecting more general trends. These case studies should concentrate on new applications, or important changes in existing instruments, and be interesting for shared policy learning. There should be special attention for environmental effectiveness analyses of the instruments.

As regards the time frame the report needs to cover the developments in the last four to six years in particular. Explicit reference should be made to the report “Environmental taxes – Recent developments in tools for integration”, published by EEA in 2000, and comparisons should be made with the situation with regards to taxes and charges as described in that report.

As regards specific subjects the report should describe, there are many developments that may be of interest. Relevant categories of instruments as well as some aspects

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<sup>2</sup> Included here, although not always seen as an economic instrument

that might be of particular interest for the readers of the new report are described below. The latter is not carved in stone and the tenderer is invited to express his/her opinions on the issue and come forward with other suggestions. The planned workshop will of course be a major steer in this respect.

Relevant to taxes and charges, what are recent developments in ecological fiscal reform? And in thinking about the issue of competitiveness? Have there been major changes in applying or thinking about environmental taxation in the areas of chemicals, and transport (infrastructure charging in road transport, aviation, maritime shipping)? What will the impact be of the energy taxation directive?

As regards subsidies, possible progress in removing environmentally harmful subsidies, the impact of government budget cuts as part of fundamental restructuring of European economies, EU financial aid rules.

There is a lot of attention nowadays for emissions trading, with the go-ahead for the emissions trading directive as a recent highlight. National schemes for CO<sub>2</sub> are in place in Denmark and the UK, whereas the Netherlands is introducing a trading scheme for NO<sub>x</sub> emissions.

Deposit-refund systems have been in use since decades, with the focus on beverage packaging. In some cases such systems are used as a “stick behind the door” to encourage stakeholders to complying with return or recycling targets. Are there new applications of this instrument? Or new roles in the policy instrument mix?

Voluntary approaches are a relatively new set of instruments. They have been hailed as valuable alternatives, but concerns have been expressed about their environmental effectiveness. What are the latest developments?

### **Deliverables**

The project includes the following deliverables:

1. A detailed Workplan to be delivered at the start of the project
2. The Workshop
  - a. Listing and selection of 10-15 experts
  - b. Preparation of an introductory document (5-10 pages)
  - c. Drafting a concluding document (5-10 pages)
3. The Report
  - a. A draft text
  - b. The final text

Please note that the working language will be English. The persons responsible for providing the service need to be able to communicate and write reports in English.

The texts must be written in MS-Office 2000 format

### **Financial aspects**

A maximum budget of EUR 60,000 (all costs included) is foreseen for the project. The project budget will cover the costs of fees and reimbursable costs for travelling. Three meetings in Copenhagen should be budgeted, including the Workshop. Other Workshop costs will not be part of the project budget.

**IDENTIFICATION SHEET**

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Director: \_\_\_\_\_

Contact person: \_\_\_\_\_

Consultant(s): \_\_\_\_\_

VAT No: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Bank details:**

Bank: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Account No: \_\_\_\_\_

Swift code: \_\_\_\_\_

IBAN code: \_\_\_\_\_

Signed by: \_\_\_\_\_

Company stamp:  
**(must be added)**

**SERVICE CONTRACT**

**CONTRACT No. XXXX/BXXXX.EEA.XXXXX**

The European Environment Agency, hereinafter called “the Agency”,  
Whose official address and contact person are:

- Kongens Nytorv 6, DK-1050 Copenhagen K, Denmark,
- Hans Vos

Which, for the purpose of the signature of this contract, is represented by Jock Martin,  
Programme Manager of the Agency,

Of the one part,

And ..... [Name of the contractor]

Hereinafter referred to as “the contractor”

Whose official address is: .....

Whose bank account no is: .....

With ..... [Name of establishment, city, bank identification code]

VAT registration number:.....

Represented by: ..... [Name of the signatory] , .....  
..... [Position of the signatory],

Of the other part,

Have agreed as follows:

Article 1 – Subject

In the framework of this contract, the contractor hereby undertakes, subject to the conditions laid down in this contract and the annexes thereto, which form an integral part thereof, to perform the following tasks:

**Organising a workshop and drafting a report on the use of economic instruments in environmental policy in Europe**

The description of work is set out in Annex I.

## Article 2 – Duration

1. This contract shall enter into force from the date on which it has been signed by the contracting parties.
2. This contract is awarded for a period of 12 months.

## Article 3 - Financial provisions

1. In consideration of the services performed under this contract, the Agency shall pay to the contractor a sum of up to a maximum of EURO .....[Amount in figures] ([Amount in words] .....) (VAT Excluded) covering all expenses incurred in the course of execution of this contract, including all travel and subsistence expenses.
2. Payments shall be made as follows:

- a) Concerning the sums agreed in paragraph 1;

EURO .....[Amount in figures], payable within 30 calendar days upon receipt by the Agency of a request for pre-financing following the signature of the contract (20 %),

EURO .....[Amount in figures], payable within 30 calendar days upon approval by the Agency of the interim report, subject to the acceptance of the invoice and, where appropriate, of the other documents accompanying the interim payment request (40 %),

And EURO .....[Amount in figures] payable within 30 calendar days upon approval by the Agency of the final report, subject to the acceptance of the invoice and, where appropriate, of the other documents accompanying the final payment request (40 %)

The time allowed for approval of the reports may not exceed 45 days as from the date of their receipt by the Agency.

- b) Invoices shall indicate the contract number and shall be sent to the Agency at the address and to the contact person as referred above.
3. Payments shall be made to the contractor into the bank account mentioned above.

## Article 4 – General conditions

This contract shall be governed by the General terms and conditions applicable to contracts awarded by the European Environment Agency as laid down in Annex II to this contract.

Article 5 – Administrative provisions

All communications, reports, and complaints concerning the performance of this contract shall be in written form and indicate its number as well as its subject, and shall be sent to the address of the interested contracting party and, where appropriate, to the contact person as mentioned above.

Article 6 – Taxation

1. The contractor shall have sole responsibility for compliance with the tax laws which apply to him.
2. The Agency is exempt from duties, levies and taxes, 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. The contractor shall accordingly complete the necessary formalities with the relevant authorities to ensure that the goods and services required for the performance of the contract are exempt from tax and customs charges, including VAT.
3. The VAT number of the Agency is: DK 18 13 98 39.

Article 7 – Annexes

1. The following are annexes to this contract:
 

- Annex I	Description of work
- Annex II	General terms and conditions applicable to contracts awarded by the Agency
- Annex III	VAT exemption form
- Annex IV	Reimbursement of travel expenses
- Annex V	The tender
2. In case of conflict between provisions of the contract and those of the annexes, the provisions of the contract shall take precedence. In case of conflict between provisions of Annex II and the provisions of other annexes, those of Annex II shall take precedence.

For the contractor:For the Agency:

[.....]

[Jock Martin  
Programme Manager]Signed in duplicate in English  
in ..... on .....[Date]Signed in duplicate in English  
in Copenhagen on .....[Date]



**GENERAL TERMS & CONDITIONS APPLICABLE TO CONTRACTS (Framework contract-Service/Study contract-specific agreement) AWARDED BY THE EUROPEAN ENVIRONMENT AGENCY (Hereinafter “the Agency”)**

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**Article 1 - Performance of the contract**

- (1) The contract shall be performed in such a way as to exclude the possibility of the Contractor or his staff undertaking tasks under conditions identical to those governing the tasks entrusted to a member of the Agency’s staff. The Contractor and his staff may not be members of the Agency’s administrative structure.
- (2) If the Contractor is a natural person, he shall be required to provide proof of his status either as a self-employed person or an employee for the duration of the contract. To this end, he shall provide the Agency with information about his occupation, in particular with regard to social security and VAT.

**Article 2 - Secondary obligations of the Contractor**

- (1) The Contractor shall perform the contract according to the highest professional standards and in accordance with the principles of sound financial management. In performance of the contract, the Contractor is required, depending on the circumstances, to use only his own highly qualified, professional staff
- (2) The Contractor shall not be in one of the following situations:
  - Being bankrupt, wound up or have his/her business activities suspended;
  - Have his/her affairs being administered by the court; have entered into an arrangement or similar measures with creditors or be the subject of any proceedings of that nature;
  - Having been convicted of an offence with regard to his/her professional conduct by a judgement which is not open to appeal;
  - Be guilty of grave professional misconduct;
  - Having been 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;
  - Having not fulfilled his/her obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country in which he/she is established or those of the country of the contracting authority or those where the contract is to be performed;
  - Following another procurement procedure or grant award procedure financed by the Community budget, having been declared to be in serious breach of contract for failure to comply with their contractual obligations.
- (3) The Contractor undertakes to provide the Agency with any information it may request for the management of the contract.
- (4) In the event of termination of the contract for one of the reasons referred to in Article 7 of these terms and conditions, the Contractor shall undertake to send the Agency all information and documents in his possession concerning the tasks assigned to him.

### **Article 3 - Confidentiality**

- (1) The Contractor undertakes not to make use of and not to divulge to third parties any facts, information, knowledge, documents or other matters communicated to him or brought to his attention during the performance of the contract or any matter arising there-from. He shall continue to be bound by this undertaking after the expiry of the contract.
- (2) If the Contractor uses his own staff in the performance of the contract, he shall obtain from each staff member a written undertaking that they will respect the confidentiality of any information brought to their attention during the performance of the work and that they will not divulge to third parties or use for their own benefit or that of any third party any document or information not available publicly, even after completion of their assignment. A copy of the undertaking shall be sent to the Agency.
- (3) If the Contractor's staff are working at Agency premises, the Contractor shall replace, immediately, at the Agency's request and without compensation any person considered undesirable by the latter.

### **Article 4 - Permits and licences**

The Contractor shall be solely responsible for taking the necessary steps to obtain any permit or licence required for the performance of the contract under the laws and regulations in force at the place where the tasks assigned to the Contractor are to be performed.

### **Article 5 - Spread of risk**

The Contractor shall not be entitled to payment if he is prevented by force majeure from performing the tasks assigned to him. Part performance only of any such task shall result in part payment. Provided it is specified in the contract, the above provisions shall not affect the Contractor's entitlement to reimbursement of travel and subsistence expenses and of costs for the shipment of equipment incurred in the performance of the contract.

### **Article 6 - Liability of the contracting parties**

- (1) The Agency may not under any circumstances or for any reason whatsoever be held liable for damage sustained by the Contractor himself or by his staff during the performance of the contract. The Agency shall not accept any claim for compensation or repairs in respect of such damage.
- (2) Except in case of force majeure, the Contractor shall be required to indemnify the Agency for any damage it may sustain during the performance, poor or otherwise, of the contract.

### **Article 7 - Termination of contract**

- (1) Each contracting party may, of his own volition and without being required to pay compensation, terminate the contract by serving formal notice two months in advance. If the contract is terminated by the Agency, the Contractor shall be entitled to payment for the part performance of the contract only.
- (2) In the event of a serious failure by the Contractor to the Agency, duly noted by the Agency, to fulfil his obligations under the contract, the contract may be terminated at any time by registered letter without formal notice or payment of any compensation

whatsoever by the Agency. This provision shall not affect the application of Article 6(2) of these General Terms & Conditions.

- (3) In the event of non performance of the contract by the Contractor, except for reasonable and justifiable technical or economic reasons, of any of his obligations, and after having given notice by registered mail requiring performance of the obligations concerned, the Agency may terminate the contract if the Contractor is still in breach of his obligations one month after receiving formal notice.
- (4) In the event of circumstances, which are liable to prejudice or delay the performance of the contract, the Contractor shall forthwith inform the Agency, with the relevant details. The parties shall agree together on the measures to be taken. If no agreement can be reached, the Agency may terminate the contract without recourse to any legal proceedings, where no action is taken by the Contractor within one month of receiving formal notice by registered mail.
- (5) The Agency may terminate the contract without notice if the Contractor is unable, through his own fault, to obtain any permit or licence required for the performance of the contract as referred to in Article 4 above.
- (6) Without prejudice to the termination referred to in paragraphs 3 and 4 above, the Agency may require reimbursement of all or part of the amounts paid, having regard to the nature and the scale of the work carried out, before the date of termination of the contract.

#### **Article 8 - Assignment and services to third parties**

- (1) The Contractor shall not assign the rights and obligations arising out of the contract in whole or in part or sub-contract any part of the contract to third parties without the prior and written approval of the Agency.
- (2) Even where the Agency authorises the Contractor to sub-contract part or all of the work to third parties, he shall nonetheless remain bound by his obligations to the Agency under the contract.
- (3) Save where the Agency expressly authorises an exception, the Contractor shall be required to include in any sub-contracts for all or part of the work such provisions as enable the Agency to enjoy the same rights and guarantees in relation to the sub-Contractors as it enjoys in relation to the Contractor himself.

#### **Article 9 - Ownership**

- (1) Any result or patent obtained by the Contractor in the performance of the contract shall belong to the Agency, which may use them as it sees fit.
- (2) Copyright and any other rights of ownership in respect of manuscripts or parts thereof shall belong exclusively to the Agency except where copyright or other property rights already exist.
- (3) On the date of acceptance of the manuscripts and subject solely to the exception referred to in paragraph (2) above, all rights in respect of manuscripts, including amongst others the right to use, print, publish and sell all or part thereof in any manner and in any language whatsoever, shall be acquired by the Agency which may transfer all or part of such rights to third parties on its own terms.

- (4) The Contractor shall specify any parts of manuscripts, including illustrations, maps and graphs, of which copyright or any other right of ownership already exists and hereby affirm that he has obtained permission to use such parts from the titular holder(s) of such rights or from his or their legal representatives. Any cost for which the Contractor may become liable for such permission shall be paid by him. Save as otherwise provided for in paragraph (2), the Contractor hereby affirms that he is entitled to transfer the copyright or other rights of ownership in respect of the subject matter of the manuscript.
- (5) The Agency shall not be required to publish manuscripts or documents supplied in the performance of the contract. If it is decided not to publish the manuscripts or documents supplied, the Contractor shall not have them published elsewhere without the prior written approval of the Agency.

### **Article 10 – Payments**

- (1) Payments shall be made in euros (€).
- (2) At the request of the Contractor, the Agency may pay him an advance of up to a maximum of 40% of the amount due on completion of the contract. Payment of the advance may be made conditional upon the furnishing by the Contractor of proof that he has lodged a deposit with his bank equal to the amount of the advance. The advance shall be deducted from subsequent payments in such a manner that it is fully recovered on exhaustion of the funds provided for such payments.
- (3) In the event of termination of the contract under Article 7 of these General Terms & Conditions, no payment shall be due except for services actually rendered up to the date of termination. In such an event, the amount due shall be calculated after deducting any payments already made. If the payments made prior to termination exceed the sum finally due, the Contractor shall repay the additional amount to the Agency within 60 days of receipt of a request for repayment. If payment is not made within this period, the sum owed by the Contractor shall start to bear interest at the euro rate applied by the European Central Bank on the last day of the period allowed for repayment, as published in the C series of the Official Journal.
- (4) Where appropriate, invoices shall be supported by original documents justifying the time spent by the Contractor to perform the tasks under the contract.
- (5) Reimbursable travel and subsistence expenses shall be paid, where appropriate, on production of original supporting documents including receipts, used tickets and boarding pass.
- (6) Payments shall be made within the time limit as specified in Article 3 of the contract and shall be deemed to have been made on the date on which the Agency's account is debited
- (7) Where payments depend on approval of a report, the time limit for the payment shall not begin to run until the report has been approved. The report shall be deemed to have been approved implicitly once the time allowed for approval has expired without being suspended by means of a formal document sent by the Agency to the contractor.
- (8) On expiry of the time limit for payment the Contractor may claim interest within two months of receiving the late payment. Interest shall be calculated at the rate applied by the European Central Bank to its most recent main refinancing operations ("*the reference rate*") plus seven percentage points ("*the margin*"). The reference rate in

force on the first day of the month in which the payment is due shall apply. Such interest rate is published in the C series of the Official Journal of the European Communities. Interest shall be payable for the time elapsed between expiry of the payment deadline and the date of payment. Suspension of payment by the Agency may not be deemed to constitute late payment.

- (9) However, the Agency may suspend the time limit for payment by informing the Contractor, at any time during the period referred to under (6), that the payment request cannot be met, either because the amount is not due or because the appropriate supporting documents have not been produced. The Agency shall notify the Contractor accordingly by registered letter with acknowledgement of receipt or equivalent. Suspension shall take effect from the date of dispatch of the letter. The remainder of the payment period shall begin to run again from the date when the properly formulated payment request is first registered.
- (10) The Contractor, whose registered office or residence is situated within the territory of one of the Member countries of the Agency, shall indicate a banking institution on the territory of the country where his registered office or residence is situated for the payment of the sums due to him under the contract.

#### **Article 11 – Audits and controls**

The Agency and such persons who are authorised for this purpose by the Executive Director shall be entitled to carry out audits and controls, have access to all books, papers, records and files kept by the Contractor relating to expenditure incurred in performing the contract during the contractual period and for a period of five years after such period.

#### **Article 12 - Provisions relating to taxation**

- (1) The amount of VAT shall not be included in the sums due to the Contractor except when the tasks envisaged with the present contract are not directly exonerated from VAT under the terms of the tax laws applicable to the Contractor.
- (2) The Contractor shall be responsible for complying with the national tax laws applicable to him in respect of revenue received under the contract with the Agency.
- (3) The Contractor shall, at the request of the Agency, make available to the latter all vouchers which it might require in order, where necessary, to apply for reimbursement by the fiscal authorities of levies and taxes which have been paid in execution of this contract, pursuant to Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities.

#### **Article 13 – Applicable Law and Jurisdiction**

- (1) The contract shall be subject to Danish law.
- (2) Any dispute between the Agency and the Contractor or any claim by one party against the other which cannot be settled amicably shall be brought before the Copenhagen courts exclusively, at the initiative of either party.

#### **Article 14 – Amendments**

Any amendment to the contract shall be the subject of an additional written agreement. Oral agreements shall not be binding on the contracting parties.

**REIMBURSEMENT OF TRAVEL EXPENSES**

The reimbursement of travel & daily allowance expenses incurred under this contract is paid in euro (EUR) at the rate of exchange in force against the euro (EUR) for the month in which the liquidation is effected (rate applied by the European Central Bank). All claims must be in the currency in which they were paid.

**a) Travel expenses**

by train: First class fare (used ticket with claim),  
by air: Economy class where available (used ticket with claim),  
by car: The equivalent of first class rail fare.

**b) Visas**

**c) Daily allowance**

The daily allowance is to include **all** expenses relating to:

- accommodation;
- meals;
- local transport including taxis.

**d) Transfer of professional materials or non-accompanied luggage**

Subject to prior approval by the Agency.

**NOTES:**

Taxis are not chargeable.

The daily allowances applicable for the whole duration of the contract are as follows (\*):

Austria	:	EUR	122	Belgium	:	EUR	150
Bulgaria	:	EUR	197	Cyprus	:	EUR	110
Czech Rep	:	EUR	193	Estonia	:	EUR	159
Denmark	:	EUR	179	Finland	:	EUR	156
France	:	EUR	130	Germany	:	EUR	127
Greece	:	EUR	113	Hungary	:	EUR	168
Iceland	:	EUR	199	Ireland	:	EUR	165
Italy	:	EUR	130	Latvia	:	EUR	244
Lithuania	:	EUR	179	Liechtenstein	:	EUR	150
Luxembourg	:	EUR	143	Malta	:	EUR	175
Netherlands	:	EUR	148	Norway	:	EUR	180
Poland	:	EUR	270	Portugal	:	EUR	143
Romania	:	EUR	230	Slovak Rep	:	EUR	144
Slovenia	:	EUR	170	Spain	:	EUR	141
Sweden	:	EUR	157	Turkey	:	EUR	136
United Kingdom:		EUR	199				

(\*) Rates are decreased with 25% when the mission exceeds 4 weeks.

Only 50% of the daily allowance is paid in case the night has not been spent at the place of mission.

**CHECKLIST FOR SUBMITTING AN OFFER:**

- Auto-declaration on exclusion grounds
- Identification sheet (filled in)
- Inscription in the trade register (copy)
- Inscription in the VAT register (copy)
- Statements of banks (copies) or
- Evidence of professional risk indemnity insurance or
- Presentation of balance sheets or extracts
- A statement of the educational and professional qualifications
- CVs of key staff
- A description of the technical equipment (if appropriate)
- A description of the measures employed to ensure the quality of services
- A list of principal services provided
- The offer (prices in EUR, a budget for the activities; also stating daily rates used; estimated travel and subsistence expenses must be indicated separately)