

This notice in TED website: <http://ted.europa.eu/udl?uri=TED:NOTICE:275202-2011:TEXT:EN:HTML>

**DK-Copenhagen: framework service contract(s) for the provision of media monitoring tools and services (2 lots)
2011/S 167-275202**

CONTRACT NOTICE

Services

SECTION I: CONTRACTING AUTHORITY

I.1) NAME, ADDRESSES AND CONTACT POINT(S)

EEA Procurement Services

Kongens Nytorv 6

Attn: Mr Olivier Cornu

1050 Copenhagen K

DENMARK

Tel. +45 33367246

E-mail: procurement@eea.europa.eu

Fax +45 33367273

Internet address(es)

General address of the contracting authority <http://www.eea.europa.eu>

Address of the buyer profile <http://www.eea.europa.eu/about-us/tenders>

Further information can be obtained at: As in above-mentioned contact point(s)

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at: As in above-mentioned contact point(s)

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

I.2) TYPE OF THE CONTRACTING AUTHORITY AND MAIN ACTIVITY OR ACTIVITIES

European institution/agency or international organisation

Environment

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

Framework service contract(s) for the provision of media monitoring tools and services (2 lots).

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

Services

Service category: No 27

Main place of performance At the contractor's premises, and occasionally, depending on the requirements of the specific contract, at the EEA's premises in Copenhagen, Denmark.

II.1.3) The notice involves

The establishment of a framework agreement

II.1.4) Information on framework agreement

Framework agreement with a single operator

Duration of the framework agreement: Duration in month(s): 48

Estimated total value of purchases for the entire duration of the framework agreement
estimated cost excluding VAT

Range: between 180 000 and 250 000 EUR

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

An important element of the EEA's mandate is to make sure that the environmental information it produces reaches its potential users. In this context it is crucial for the EEA to assess the media coverage of the EEA in general and the effectiveness of its media-related work in particular.

The EEA intends to conclude 1 or 2 framework contract(s) in order to be able to monitor its online media coverage on a daily basis and also to be able to periodically monitor its audiovisual and printed media coverage after launches of major EEA reports.

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

79990000, 79980000

II.1.7) **Contract covered by the Government Procurement Agreement (GPA)**

No

II.1.8) **Division into lots**

Yes

tenders should be submitted for one or more lots

II.1.9) **Variants will be accepted**

No

II.2) **QUANTITY OR SCOPE OF THE CONTRACT**

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

The total value of the framework contract(s) over a 48-month maximum period ranges between 180 000 EUR and 250 000 EUR, distributed as follows (the figures below are merely indicative and may vary depending on the actual volume of needs and overall budget consideration):

lot 1 — provision of a software tool for EEA online media monitoring and related services: 80 000 EUR to 100 000 EUR,

lot 2 — periodic monitoring of EEA coverage in printed and audiovisual media and related services: 100 000 EUR to 150 000 EUR.

Excluding VAT

Range between 180 000 and 250 000 EUR

II.2.2) **Options**

No

II.3) **DURATION OF THE CONTRACT OR TIME-LIMIT FOR COMPLETION**

Duration in months: 48 (from the award of the contract)

INFORMATION ABOUT LOTS

LOT NO: 1

TITLE Provision of a software tool for EEA online media monitoring and related services

1) **SHORT DESCRIPTION**

The contractor shall:

— provide a software tool that via search profiles will enable the EEA to monitor its online media coverage on a daily basis,

— deliver or enable the EEA to download the media monitoring results electronically in a format compatible with commonly available database software,

— provide training in the use of the tool to an EEA administrator and other EEA staff given licence to it.

2) **COMMON PROCUREMENT VOCABULARY (CPV)**

79990000, 79980000

3) **QUANTITY OR SCOPE**

The total estimated value of this lot over a maximum period of 48-month period ranges between 80 000 EUR and 100 000 EUR.

Excluding VAT

Range between 80 000 and 100 000 EUR

4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION**

5) **ADDITIONAL INFORMATION ABOUT LOTS**

LOT NO: 2

TITLE Periodic monitoring of EEA coverage in printed and audiovisual media and related services

1) **SHORT DESCRIPTION**

The contractor shall provide monitoring of EEA coverage in radio, TV and printed media and the monitoring shall provide coverage broadcasted or published in the major national news media in the 32 EEA member countries as well as Australia, Canada and the United States. Coverage of additional media as well as additional countries/continents would be considered as advantageous. The listing of media coverage is to be delivered in an editable format such as MS Word or Excel.

2) **COMMON PROCUREMENT VOCABULARY (CPV)**

79990000, 79980000

3) **QUANTITY OR SCOPE**

The total estimated value of this lot over a maximum 48-month period ranges between 100 000 EUR and 150 000 EUR.

Excluding VAT

Range between 100 000 and 150 000 EUR

4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION**

5) **ADDITIONAL INFORMATION ABOUT LOTS**

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

III.1) **CONDITIONS RELATING TO THE CONTRACT**

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

As stated in the draft framework 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 regulating them**

As stated in the draft framework 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 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 or group of service providers must fulfil the conditions for participation mentioned in Section III.2 below.

III.1.4) **Other particular conditions to which the performance of the contract is subject**

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 requirements are met: Exclusion criteria — to be eligible for participation in this contract award procedure, tenderers must not be in any of the exclusion situations referred to in Articles 93 and 94 of Council Regulation (EC, Euratom) No 1605/2002 of 25.6.2002, OJ L 248/1 of 16.9.2002 as last modified by Regulation (EU, Euratom) No 1081/2010 of the European Parliament and of the Council of 24.11.2010, OJ L 311/9 of 26.11.2010. To that effect, tenderers are requested to submit a declaration of honour (see Annex 2 to the tender specifications) in accordance with Article 134 of Commission Regulation (EC, Euratom) No 2342/2002 of 23.12.2002, OJ L 357/1 of 31.12.2002 as last modified by Commission Regulation (EC, Euratom) No 478/2007 OJ L 111/13 of 28.4.2007. Under the same provisions, the tenderer to whom the contract is to be awarded will be required to produce evidence confirming the prior declaration (see section 11.1.2 of the tender specifications).

Legal capacity — tenderers are required to prove that they are authorised to perform the contract under national law, as evidenced by inclusion in 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 trade register and/or 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.

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

Information and formalities necessary for evaluating if 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,
- 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,
- 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 requirements are met:

The evidence of the technical and professional capacity shall be furnished on the basis of the following documents:

- human resources:

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

- managerial staff: minimum 2 CV(s) (contract manager) documenting a minimum of 5 years' relevant experience,
- persons responsible for providing the services: minimum 2 CV(s) for junior experts or technicians, with at least 2 years' experience and statement of language skills,
- past contracts:
tenderers shall provide a list of similar services provided in the past 3 years, indicating the value, dates and recipients of the services (public or private),
- subcontracting:
tenderers shall provide an indication of the proportion of the contract which they may intend to subcontract. If subcontracting is not envisaged, the tenderer shall clearly state so in the tender submission form (see Annex 1 to the tender specifications),
- 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 or a grouping of service providers, each member of the consortium or grouping shall provide the requested description.

III.2.4) **Reserved contracts**

No

III.3) **CONDITIONS SPECIFIC TO SERVICES CONTRACTS**

III.3.1) **Execution of the service is reserved to a particular profession**

No

III.3.2) **Legal entities should indicate the names and professional qualifications of the staff responsible for the execution of the service**

No

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) **An electronic auction will be used**

No

IV.3) **ADMINISTRATIVE INFORMATION**

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

EEA/COM/11/003.

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

Prior information notice

Notice number in OJ: [2011/S 70-113041](#) of 9.4.2011

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

- IV.3.4) **Time-limit for receipt of tenders or requests to participate**
11.10.2011 - 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**
Spanish. Danish. German. Greek. English. French. Italian. Dutch. Portuguese. Finnish. Swedish. Czech. Estonian. Hungarian. Lithuanian. Latvian. Maltese. Polish. Slovak. Slovenian. Irish. Bulgarian. Romanian.
- IV.3.7) **Minimum time frame during which the tenderer must maintain the tender**
Duration in month(s): 6 (from the date stated for receipt of tender)
- IV.3.8) **Conditions for opening tenders**
Date: 18.10.2011 - 10:00
Place
EEA premises in Copenhagen, Kongens Nytorv 6, 1050 Copenhagen K, DENMARK.
Persons authorised to be present at the opening of tenders Yes
Representatives of tenderers (1 per tenderer) are allowed to participate in the opening session.
They are requested to inform at least 24 hours in advance EEA's Procurement Services by e-mail: procurement@eea.europa.eu or by fax +45 33367273.

SECTION VI: COMPLEMENTARY INFORMATION

- VI.1) **THIS IS A RECURRENT PROCUREMENT**
No
- VI.2) **CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS**
No
- VI.3) **ADDITIONAL INFORMATION**
All tender documents and any additional information are available for download from the EEA 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
Tel. +352 4303-1
Internet: <http://curia.europa.eu>
Fax +352 4303-2100
- 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

Tel. +352 4303-1

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

Fax +352 4303-2100

VI.5) **DATE OF DISPATCH OF THIS NOTICE:**
22.8.2011