

## **Call for tender to be published in the Official Journal**

### ***Organisational support for the production of the year 2000 edition of the EEA indicator report***

#### **Open procedure**

#### **1. Awarding authority**

The European Environment Agency  
Kongens Nytorv 6, DK-1050 Copenhagen K, Denmark  
Tel: (+ 45) 33 36 71 00  
Fax: (+ 45) 33 36 71 99

**2. Awarding procedure:** Open call for tender No EEA/AIA/004/99

#### **3. Description of the call for tender**

The European Environment Agency was established to provide the Community and the Member states with objective, reliable and comparable information on the environment. The EEA publishes with an interval of a few years State of the Environment/Environmental Outlook reports and more regularly indicator based reports. In 1999 the first edition of a indicator based publication will be completed, which is intended to be the start of a yearly series.

The first edition of such a new publication will, of course, be thoroughly discussed and evaluated. This evaluation will steer the set up and contents of future editions. During the year 2000, however, the next edition will have to be compiled. A number of elements that were important in compiling the first edition will probably be continued: a major part of the contributions on environmental issues will be provided by the network of European Topic Centres; socio-economic data for various indicators will be gathered in the EEA data warehouse and from there (via Internet) distributed to all compilers of indicators and chapters; the report will be a co-production of many different actors.

For the year 2000 edition the EEA seeks technical and organisational support during the compilation of the report, with the following tasks to be executed:

- a) support the evaluation process of the first edition by summarising comments received, elaborating proposals for alternative set-ups of the report, and reporting on discussions with stakeholders;
- b) support to the development of the list of contents and list of indicators for the 2000 edition, including the analysis of data and information required;
- c) preparation of "indicator fact sheets" - compilation, documentation and interpretation of specific socio-economic and environmental indicators required

for the report, not covered by existing activities or by the themes of the European Topic Centres;

- d) co-ordination of the compilation process - to assist in the daily contacts with the European Topic Centres and other consultants responsible for the delivery of data and drafts of chapters;
- e) organisation of a review process - to provide support in the organisation of a review of the results by the member countries and other parts of the EEA network.

#### **4. Duration of the contract**

12 months from the date of signing the contract. The winning contractor will be awarded a contract for one year, with possible extension.

#### **5. Request for tender documents**

- a) The technical specifications can be obtained from the European Environment Agency in four ways: (i) by download from the EEA's home page at <http://www.eea.eu.int/fr/about.htm>; (ii) by emailing a request to [julia.tierney@eea.eu.int](mailto:julia.tierney@eea.eu.int); (iii) by sending a fax request (+45 33 36 71 28); or (iv) by sending a request by letter to Mr. Peter Bosch (EEA, Kongens Nytorv 6, DK-1050 Copenhagen K).
- b) Deadline for request of specifications: 20.8.1999.
- c) The documents will be dispatched free of charge.

#### **6. Submission of tenders**

- a) Postal address: the European Environment Agency, Kongens Nytorv 6, DK-1050 Copenhagen K, Denmark, for the attention of Mr Peter Bosch and marked "Reply to call for tender No EEA/AIA/004/99".
- b) Languages in which they must be drawn up: 1 of 13 official languages of the European Environment Agency (the 11 official European Community languages plus Norwegian or Icelandic).
- c) Deadline for submission: 4.9.1999.

#### **7. Persons authorised to be present at the opening of tenders**

Officials from the Agency and financial controller.

## **8. Prices and payment terms**

- a) Prices must be quoted in Euros (European currency unit) and be fixed amounts; estimated travel and subsistence expenses must be indicated separately.
- b) Terms of payment figure in the tender specifications and are those which are in force at the European Environment Agency for Service contracts.

## **9. Selection criteria**

Tenderers must provide evidence of their identity, financial and economic standing and professional and technical qualifications by means of the following documents:

- an identification sheet (name or business name, legal status, contact person etc.)
- proven track record in the origination, development and realisation of similar activities and productions in environmental fields
- a list of comparable services performed over recent years
- where applicable, references of the inscription on the VAT-register
- where applicable, references of the inscription on the trade register
- evidence of tenderer's financial standing shall be furnished by (extracts from) financial statements for the past 3 years
- detailed curriculum vitae of the candidate or, where applicable, of the personnel involved in the tender when it concerns a legal person
- information on the candidate's working languages and those in which he is able to submit his reports.

Tenders will lapse: 9 months after the final date for receipt of tenders.

## **10. The award criteria**

Contract will be awarded to the tenderer whose offer is the most advantageous taking into account of:

- experience in compiling reports on the state of the environment
- knowledge of environment statistics and indicators
- experience in organising consultations on the European level
- experience in executing data research
- ability to communicate with experts from various disciplines
- understanding of the aims and formula of the EEA regular indicator based report, as appearing from the work plan
- practicality of the work plan proposed
- proven track record in timely delivery of high-quality work in similar areas
- price and quality.

## **11. The contract is covered by the GATT Agreement.**

## **12. Date of dispatch of the notice: 14.7.1999.**

## **13. Date of receipt by the Office for Official Publications of the European Communities: 14.7.1999.**