



## Procedure for submitting an offer for Tender EEA/ADM/03/002

1. Tenders are to be submitted (according the publication in the Official Journal)
  - Either by registered mail, **posted not later than 05/05/2003** (postmark)
  - Or by delivery (in person or by an authorised representative or private courier service) to Tommi Multala, European Environment Agency, Kongens Nytorv 6, DK-1050 Copenhagen K **not later than 16.00 hrs on 05/05/2003**, 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/ADM/03/002. 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” (Annex V) 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 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. **Exclusion cases:**

Any tenderer will be excluded from participating in the tender and the contract if:

- a) Being bankrupt, wound up or have his/her business activities suspended;
- b) 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;
- c) Having been convicted of an offence with regard to his/her professional conduct by a judgement, which is not open to appeal;
- d) Be guilty of grave professional misconduct;
- e) Having been subject of a judgment, which has the force of “res judicata” for fraud, corruption and involvement in a criminal organisation or any other illegal activity detrimental to the Communities’ financial interests;



- f) 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;
- g) 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.

The tenderer shall provide an **auto-declaration**, preferably made on oath before a judicial or administrative authority, a notary or a competent professional or trade body by a person competent to do so on behalf of the tenderer, which states that none of the aforementioned grounds for exclusion applies to the tenderer.

#### 8. Selection criteria:

##### **Proof of the legal status may be furnished by the following documents:**

- Completed standard identification sheet (Annex III)
- Copy of trade register
- Copy of VAT registration

##### **One or more of the following documents may furnish proof of economic and financial capacity:**

- a) Appropriate statements from banks or evidence of professional risk indemnity insurance;
- b) 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.
- c) A statement of overall turnover and turnover concerning the works, supplies or services covered by the contract during a period which may be no more than the last three financial years.

##### **Evidence of the technical and professional capacity may be furnished by the following documents:**

- a) The educational and professional qualifications of the service provider or contractor and/or those of the firm's managerial staff and, in particular, those of the person or persons responsible for providing the services or carrying out the works
- b) A description of the technical equipment, tools and plant to be employed by the firm for performing a service or works contract
- c) A description of the measures employed to ensure the quality of supplies and services and a description of the firm's study and research facilities



9. **Further information can be obtained from the address indicated in paragraph 1 above.**

10. **Criteria for the award** of the contract: The contract will be awarded to the tender offering the best value for money, considering the following criteria, with the weighing between brackets:

Price and fees	(30)
System availability	(30)
Support and communication	(20)
Discount fares	(10)
Payment terms	(10)

11. **Languages** in which the Tender must be drawn up: one of the eleven official languages of the European Union.