

OPEN CALL FOR TENDER EEA/ADS/04/003

MEDICAL ADVISER

DESCRIPTION OF WORK

1. INTRODUCTION

The European Environment Agency (EEA), Copenhagen, Denmark, intends to confer upon a medical adviser the task of providing medical services to the Agency.

The services shall be supplied at the premises indicated by the medical adviser unless otherwise indicated by the Agency.

For the purpose of the tender, the approximate number of staff employed by the European Environment Agency is 115.

2. SPECIFIC REQUIREMENTS

- Degree in medicine;
- Qualified to practise medicine on Danish territory;
- 10 years attestable practice as a medical practitioner;
- Knowledge of the medical infrastructure of the Copenhagen region;
- Thorough knowledge of English;
- Is practising medicine on the date of the call for tender;
- Practice located in Copenhagen, Denmark.

1. REGULAR DUTIES

- Medical care of the EEA staff within the meaning of Article 59 of the Staff Regulations of officials of the European Communities; administration of staff medical files.
- Annual medical examinations of EEA staff.
- Medical examinations for new members of staff.

- Medical examinations as requested by the EEA Administration.
- Opinions to be given at the request of the EEA Administration (in the medical field), particularly concerning the work of the Invalidity Committee, the examination of applications requesting the payment of certain medical expenses, and the application of the provisions of Article 60 of the Staff Regulations of officials of the European communities.
- Attendance as an observer at the meetings of the Interinstitutional Medical College of the European Communities.
- Other duties required in connection with the EEA work.

4. WORKING HOURS

The medical adviser shall provide the requested services according to the needs of the Agency.

5. EXCLUSION CASES

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;
- Having been convicted of an environmental offence in the exercise of the profession;
- 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.

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 grounds for exclusion apply to the tenderer.

6. SELECTION CRITERIA

The selection of successful tenderers shall be based on criteria relating to their professional standing.

Legal status:

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

- a) identification sheet (see tender documents) and
- b) copy of trade register or copy of VAT registration

Economic and financial capacity:

Proof of the economic and financial capacity may be furnished by one or more of the following documents:

- 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 concerning the works, supplies or services covered by the contract during a period which may be no more than the last three years.

Technical capacity:

Proof of the technical capacity may be furnished by the following documents:

- a) the educational and professional qualification of the service provider (i.e. a full curriculum vitae, proof of enrolment in the professional register, certified copy of the degree in medicine and proof that he/she is allowed to practise medicine in Denmark)
- b) a description of the technical equipment
- c) an indication of the proportion of the contract which the service provider may intend to subcontract

7. AWARD CRITERIA

The contract shall be awarded only to one tenderer selected in accordance with the criteria set out in this section.

The contract shall be awarded on the basis of the tenders submitted and following personal interviews held at the Agency with a Selection committee comprising a medical officer of the European Commission and members of staff of the EEA.

The following criteria shall be taken into consideration:

- professional qualities, evaluated on the basis of the training and experience of the tenderer (20)
- The results of the personal interview (10)
- The ability to work in a multicultural environment (5)
- Language skills (5)
- Experience in the provision of similar services, in particular in an international authority or organisation (10)
- Knowledge of the medical infrastructure of the Copenhagen region (10)
- Price per examination (30)
- Price per hour (10)

8. FEES

The EEA shall pay the medical adviser a fixed amount for examinations included in the programmes of annual visits of EEA staff and for new staff members.

For all other services required by the EEA, the medical adviser shall be paid on the basis of an hourly rate.

In the event that the medical adviser has to carry out missions outside the town of Copenhagen, at the express request of the EEA, he or she shall be reimbursed according to the rules governing official travel currently in force at the Agency.

A compensatory allowance for loss of income shall be paid in connection with missions at the request of the EEA. The allowance shall be paid on the basis of an hourly rate equal to the hourly rate paid for other services rendered to the EEA.

9. OTHER CONDITIONS

In the course of his or her services as provided under the contract, the medical adviser shall abide by the code of medical ethics in force in Denmark.

Any dispute concerning medical ethics shall be brought before the Copenhagen Court.