



TENDER SPECIFICATIONS
Open Call for Tenders EEA/EAS/06/003
Expert assistance in the area of transport, emissions and environment

1. Background

The European Environment Agency (EEA) has been charged with providing comprehensive and impartial assessments of the state of the environment in Europe as well as reporting on the drivers behind the development. This is done via a range of different products such as reports, briefings, presentations, multimedia products, etc. Many of these products are available on the EEA website (www.eea.europa.eu).

Among the economic sectors covered by the EEA assessments is the transport sector, which is seen as one of the key problem sectors in terms of environmental performance. Because of the inter linkage to other sectors of the economy, environmental problems within the transport sector many times have to be addressed in a multi disciplinary way

Analysis needs to take this complexity into consideration so assessments are normally developed in collaboration between people with different technical backgrounds as well as different areas of work (air emissions, climate change issues, transport management, land planning, etc.).

Past and current EEA work related to transport

In order to report on the performance of the sector and the linkages to other sectors the Transport and Environment Reporting Mechanism (TERM) was set up in 2000, and has since reported annually on the performance of the sector. TERM consists of a set of indicators and an annual report, all of which can be downloaded from the EEA website (www.eea.europa.eu). TERM is continuously being developed to adapt better to the needs of the policy community it serves.

In addition to the work on TERM, EEA is involved in other studies related to transport on a more ad-hoc basis. Presently work on transport subsidies and on geographically specific air emission inventories is ongoing. In the field of climate change it is obvious that the transport sector will be crucial in order to meet short and long term targets. EEA has therefore recently started a project focused on climate change and transport in order to assess needs and possibilities to address that issue. Currently the work is focusing on international aviation and maritime transport but will be broadened in the years to come.

EEA also has ongoing work in the area of greenhouse gas emissions, air emissions, noise, land use, etc. which all have transport components, but where the focus is broader than just the transport sector.

Likely key areas for future activities

The work program of EEA is decided on by the management board of the agency and developed in consultation with a range of stakeholders. It is therefore not possible to specify in detail which topics will be worked on in the future. However, the following list is indicative of the areas to be covered:

- Indicators on transport and environment within the framework of TERM will be a main area of activity in the years to come. This includes analysing data, further development of indicators, reporting of findings and communication of results.
- Establishing a database of transport flows and emission characteristics, in order to be able to describe the geographical distribution of transport emissions of air pollutants and noise and total emissions of greenhouse gases.
- Analysis of the technology options for reductions in emissions of air pollution from transport. This includes linking geographically specific emission data with projections of developments in the vehicle fleet in order to project the effects of different technologies.
- Analysis of the effect of noise abatement strategies in different EU member states.
- Analysis of the environmental effect of modal shift policies.
- Analysis of transports contribution to air quality problems in urban areas.
- Analysis of the effectiveness of different measures in reducing the climate change effects for different modes of transport.
- Analysis of the external costs of transport and the effect of use of economic and other policy instruments in transport policy.

Some tasks are carried out in-house whereas others are carried out either by consultants or some of the specialised European Topic Centres covering specific fields of expertise. The consultant will be asked to take on a role within this, which will be defined from task to task.

2. Description of tasks to be performed

EEA is looking to sign a framework agreement with a company/consortium to support this work in the areas of data collection, data analysis, assessment and reporting.

Data collection is to a large extent handled via agreements with such organisations as Eurostat, OECD, UNECE, etc., but in many cases these data sets needs to be complemented with detailed national studies and case stories in order to provide a more comprehensive picture of the state of the environment, development directions and needs for policy. The consultant will therefore be asked to compile and extract relevant data from the central sources and from national studies into Excel sheets in preparation for analysis.

Data analysis and assessment entails converting data into relevant information on the drivers for development, pressures on the environment, state of the environment, impacts from transport and the response of society. The process requires a great deal of dialogue with the EEA project managers.

Reporting requires turning information into concise and relevant products (reports, fact sheets, presentations, briefings, etc.) with a strong focus on the recipients. EEA places a high emphasis on ensuring that products are adapted to the needs of users.

3. Skills required from potential contractor

The tenderer will be required to document experience in the following academic fields and procedures:

- Analysis of the energy consumption of transport both at the global level and at detailed level (means of transport). This includes analysis of the emission of greenhouse gasses from transport.
- Analysis of the emission of air pollutants from transport and the relevant abatement technologies.
- Analysis of urban transport including the links between spatial development and transport demand, use of non-motorised transport and public transport in urban areas.
- Analysis of the external costs of transport and transport economy including the use of economic instruments and subsidies.
- Analysis of transport noise including understanding of the requirements on noise reporting in accordance with the environmental noise directive.
- Analysis of impact assessment methodologies in transport planning and assessment.
- Development and maintenance of indicator sets.
- Experience in working with geographically-oriented transport datasets in GIS systems.
- Analysis of the impact of different types of fuel used in the transport sector.
- Experience with the use of scenarios and projections in transport analysis.
- Documented ability to write reports in structured, concise English that flows well.
- Documented ability to work in more EU languages either via multilingual staff or via consortium partners in several countries. It is a requirement that all consortium partners can work in English as this is the main working language of the EEA.

- A strong network with international organisations and NGOs (both “green” and industry). In addition experience in organising and running stakeholder meetings involving people from several countries.
- Well defined quality assurance procedures
- Well defined project and consortium management procedures which ensure smooth running of specific activities. Documentation of previous experience in collaboration is an asset, but not a requirement.

4. Place of performance

The work will take place mainly at the contractor’s premises.

5. Duration of the contract

The successful tenderer will be offered a framework contract for a period of maximum **four years**. On the basis of this framework contract, specific contracts will be issued detailing the subject, duration, price and implementing conditions.

6. Volume of the contract

The estimated yearly budget Euro 150,000, but this amount can vary according to the Agency’s needs.

7. Price

The price quoted must be fixed and not subject to revision. Prices shall be fixed and not subject to revision for implementation during the first year of duration of the Contract.

From the beginning of the second year of duration of the Contract, prices may be revised upwards or downwards each year, where such revision is requested by one of the contracting parties by registered letter no later than three months before the anniversary of the date on which it was signed. The Agency shall purchase on the basis of the prices in force on the date on which orders are signed. Such prices shall not be subject to revision.

This revision shall be determined by the trend in the harmonised consumer price index published by the European Commission on Eurostat web page (Theme 2 - Economy and Finance; Prices; HICP – Harmonized Indices of Consumer Prices; HMIDX – Monthly data (index); GEO – Eurozone; COICOP cp00).

Revision shall be calculated in accordance with the following formula:

$$Pr = Po \left(0,2 + 0,8 \frac{Ir}{Io} \right)$$

where:

Pr = revised price;
Po = price in the original tender;
Io = index for the month in which the validity of the tender expires;
Ir = index for the month corresponding to the date of receipt of the letter
requesting a revision of prices

Under Articles 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 Agency is exempt from all charges, taxes and dues, including value added tax; such charges may not therefore be included in the calculation of the price quoted; the VAT amount must be indicated separately.

The costs incurred in preparing and submitting tenders are borne by the tenderers and cannot be reimbursed.

Prices must be quoted in EUR. The tenderer should indicate a daily fee for senior expert and a daily fee for junior expert.

8. Contractual terms

In drawing up his bid, the tenderer should bear in mind the provision of the standard contract attached to the invitation to tender.

9. Criteria

Exclusion Criteria

Candidates or tenderers shall be excluded from participation in a procurement procedure if:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- (d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- (e) they have been the 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;
- (f) they have been convicted for an environmental offence in the exercise of the profession;
- (g) following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

Candidates or tenderers must certify that they are not in one of the situations listed above. 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 (See Annex 1). N.B. additional evidence may be requested at a later stage prior to signature of the contract.

Contracts may not be awarded to candidates or tenderers who, during the procurement procedure:

- (a) are subject to a conflict of interest;
- (b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information.

Selection Criteria

(a) Legal status

The tenderer is requested to prove that he is authorised to perform the contract under national law, as evidenced by inclusion in a trade or professional register, or a sworn declaration or certificate, membership of a specific organisation, express authorisation, or entry in the VAT register.

The tenderer should provide an identification sheet (Annex 2) duly filled out and signed, a copy of inscription in trade register, where applicable, and a copy of inscription in VAT registers.

(b) Financial capacity

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 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.
- a statement of overall turnover for the last three financial years.

If, for some exceptional reason, which the contracting authority considers, justified, the tenderer or candidate is unable to provide the references requested by the contracting authority, he may prove his economic and financial capacity by any other means which the contracting authority considers appropriate.

(c) Technical capacity

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

- the educational and professional qualifications of the service provider and/or those of the firm's managerial staff and, in particular, those of the person or persons responsible for providing the services (CVs of the proposed staff);
- a list of the principal services provided in the past three years, with the sums, dates and recipients, public or private
- an indication of the proportion of the contract which the service provider may intend to subcontract.

Award criteria

The contract will be awarded to the tender with the best price-quality ratio, taking into account the following criteria:

No	Field of experience	Max Points	Min. required
1	Analysis of the energy consumption of transport both at the global level and at detailed level (means of transport). This includes analysis of the emission of greenhouse gasses from transport.	6	3
2	Analysis of the emission of air pollutants from transport and the relevant abatement technologies.	6	3
3	Analysis of urban transport including the links between spatial development and transport demand, use of non-motorised transport and public transport in urban areas.	8	4
4	Analysis of the external costs of transport and transport economy including the use of economic instruments and subsidies.	8	4
5	Analysis of transport noise including understanding of the requirements on noise reporting in accordance with the environmental noise directive.	8	4
6	Analysis of impact assessment methodologies in transport planning and assessment.	4	2
7	Development and maintenance of indicator sets.	8	6
8	Experience in working with geographically-oriented transport datasets in GIS systems.	4	2
9	Analysis of the impact of different types of fuel used in the transport sector.	8	4
10	Experience with the use of scenarios and projections in transport analysis.	4	2
11	Documented ability to write reports in structured, concise English that flows well.	12	9
12	Documented ability to work in more EU languages either via multilingual staff or via consortium partners in several countries. It is a requirement that all consortium partners can work in English as this is the main working language of the EEA.	4	2
13	A strong network with international organisations and NGOs (both “green” and industry). In addition experience in organising and running stakeholder meetings involving people from several countries.	4	2
14	Well defined quality assurance procedures	4	2
15	Well defined project and consortium management procedures which ensure smooth running of specific activities. Documentation of previous experience in collaboration is an asset, but not a requirement.	8	6
16	Well defined internal environmental management procedures	4	2

Points will be awarded based on the description below. Percentages refer to max points per field:

0 – 49%	A description that only documents limited experience
50 – 74%	A description that documents a good overview and experience

75 – 99%	A description that document a very good overview and experience
100%	A description that documents expertise at a high and international level

The tenderer must include a description for each of the 16 points individually.

The tenderer must include the daily rates for the following categories of staff:

Project leader (PL)	Person with a solid overview of the different fields of work as well as management responsibility
Senior consultant (SC)	Highly experienced consultant/analyst
Junior consultant (JC)	Less experienced consultant/analyst
Assistant (A)	Support staff, e.g. data assistants

In the case of several companies forming a consortium, this information must be provided for all companies.

An average price for each company will be calculated as follows:

$$P_{AVG} = P_{PL} * 0.1 + P_{SC} * 0.4 + P_{JC} * 0.4 + P_A * 0.1$$

If a price for any category is missing the next higher category will be used.

The average price for several companies will be calculated as follows:

$$P_{AVG-ALL} = P_{AVG-Lead\ Company} * 0.5 + (P_{AVG-Comp\ 2} + \dots + P_{AVG-Comp\ n}) / (n-1) * 0.5$$

The contract will be awarded to the tenderer meeting all minimum criteria set out above and offering the best value for money (highest number):

$$\text{Value for money} = \text{Points}_{Total} / \text{Price}_{AVG-ALL}$$

10. Environmental Considerations

The EEA runs a certified environmental management system (EMAS) and aims to minimise the environmental impact of all its activities, including those carried out under contract. The successful tenderer will, therefore, be requested to consider the EEA environmental management guidelines in their work, in particular those relating to business travel, paper and energy consumption. Further information on the EMAS system can be found on the EEA homepage: <http://org.eea.europa.eu/documents/emas>

Moreover, we strongly recommend the tenderers to submit the tenders in an environmentally friendly way, as following:

- Only material mentioned in the technical specifications attached (no additional material);
- Printed on both sides of paper;
- Without plastic folders or binders;
- With consecutive page numbering and with a list of contents.

11. General Comments

The tender must comprise:

- A technical offer containing the description of expertise and approach to be used in the work for the EEA
- A financial offer indicating the daily rates for the four categories of staff.
- Declaration on Exclusion Criteria
- Documents proving the Legal Status
- Documents proving the Financial and Technical Capacity

Tenders from consortiums of firms or groups of service providers must specify the role, qualifications and experience of each of the members or of the group.

Declaration on exclusion and documents on selection criteria must be supplied by each member of the consortiums of firms or groups of service providers submitting a single tender.