



TENDER SPECIFICATIONS

Provision of Layout Services

EEA/IDS/05/002

1. Objective

EEA aims to support sustainable development and to help achieve significant and measurable improvement in Europe's environment through the provision of timely, targeted, relevant and reliable information to policy-making agents and the public.

To achieve this mandate the European Environment Agency issues a number of publications each year in various language versions.

More information about the Agency and its publications can be found at www.eea.eu.int.

The objective of this call for tender is to establish a framework agreement with a contractor who can support the publication programme by providing the Agency with the layout services detailed below.

2. The contract

The successful company will be offered a framework contract with the Agency for a period of two years with the possibility of two renewals of one year each.

On the basis of this framework contract, specific contracts will be issued on a yearly basis giving an estimate of layout services to be purchased during the year.

3. Task description

The contractor will be required to layout publications in accordance with EEA style guidelines which will be provided to the successful contractor. The following link gives an example of the styles currently being applied:

http://reports.eea.eu.int/eea_report_2005_4/en

Original documents will be mainly in Microsoft Word format, currently MS Word 2003 under Windows. Text is normally combined with graphs and tables, together with other illustrative material such as maps and photos.

The successful contractor must be able to work in Adobe InDesign, Photoshop and Illustrator in the versions used by EEA (currently the CS2 version under Windows). Upgrading to new versions according to future EEA requirements is a prerequisite.

The contractor must also be able to receive, transmit and access material through internet-based services.

4. Prices

The prices quoted must 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 or specific contracts 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 prices tendered must be all-inclusive and expressed in Euro. The costs incurred in preparing and submitting tenders are borne by the tenderers and cannot be reimbursed.

Tenderers are requested to submit an offer giving price:

- Per page for layout in In-Design based on MS Word source files.
- Per hour for table/graph layout in Illustrator based on MS Excel data files.
- Per hour for correcting proofs.

5. Contractual Terms

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

6. Volume of the contract

The estimative yearly budget for the requested services is EUR 75,000.

7. Place of work

The work will normally take place at the contractor's premises unless otherwise agreed with the Agency.

8. 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

Evidence of legal status shall be furnished by copy of documents confirming the tenderer's:

- inclusion in a trade register

and/or

- VAT registration.

The tenderers should also provide an Identification Sheet (Annex 2) duly filled out and signed.

(b) Financial capacity

Evidence of economic and financial capacity shall be furnished **by one or more** of the following documents. If you cannot provide these references please prove your economic and financial capacity by means of other documentation available to you, and explain why you cannot present the requested information.

- 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 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.

(c) Technical capacity

Confirmation that the tenderer has the technical capacity to carry out the services shall be provided in the tender documents through evidence:

- that the business activity of the company is relevant from the standpoint of the task in question by listing the principal services provided and supplies delivered in the past three years, with the sums, dates and recipients, public or private.
- of the service providers educational and professional qualifications and/or those of the firms managerial staff and, in particular those of the persons responsible for providing the services.
- a description of the technical equipment and software programs to be employed by the firm for performing the service.

8. Award criteria

The contract will be awarded to the economically most advantageous tender taking account of the following criteria:

Criteria	Weighting
Price	90%
Proof of including environmental concerns in operation of the services	10%

9. Performance

Competence in both selection and award criteria must be maintained throughout the contract. Should the contractor fail to remain competitive during the framework contract, another vendor from the tenders may be chosen.

10. General Comments

- The tender must comprise a technical offer and a financial offer, each of which must be submitted separately. Each Technical offer and Financial offer must contain one original and two copies.
- 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.