



Expert assistance in the areas of air, climate change, noise and in relation to certain economic sectors - 3 lots

Reference: Open call for tender EEA/ACC/13/003

Closing date: 23.12.2013

1. Introduction to EEA

The European Environment Agency (EEA) is a European Union public body governed by Regulation (EC) No 401/2009 of the European Parliament and of the Council of 23 April 2009¹. The EEA role is to support the European Union in the development and implementation of environmental policy by providing relevant, reliable, targeted and timely information on the state of the environment and future prospects. The EEA also provides the necessary independent scientific knowledge and technical support to enable the Union and the member countries to take appropriate measures to protect and improve the environment as laid down in the Treaty and by successive Community action programmes on the environment and sustainable development. Currently, the EEA has 33 member countries (the Member States of the European Union, Iceland, Liechtenstein, Norway, Switzerland and Turkey).

The EEA is the hub of the European Environment Information and Observation Network (Eionet), a network of around 350 organisations across Europe through which it collects and disseminates environment-related data and information, including European Topic Centres. The EEA and Eionet contribute to the European Shared Environmental Information System (SEIS), a distributed, integrated, web-enabled information system based on a network of public information providers sharing environmental data and information. It builds on existing e-infrastructure, systems and services in the Member States and EU institutions.

There are approximately 200 staff members working at the EEA. These staff members come from a wide range of national, professional and cultural backgrounds. Their functions at the EEA vary from environment-related research and data-analysis to administrative or managerial tasks.

Further information about the work of EEA can be obtained on its website: <http://www.eea.europa.eu>.

¹ OJEU L 126 of 21.5.2009, p. 13.

2. Presentation of the tender

Tenders shall be submitted in accordance with the ***double envelopes system***:

The outer envelope or parcel should be sealed with adhesive tape and signed across the seal and carry the following information:

- The call for tenders reference No **EEA/ACC/13/003**
- The contract title ***“Expert assistance in the areas of air, climate change, noise and in relation to certain economic sectors”***
- The specific lot number
- The name of the tenderer
- The indication ***“Tender – Not to be opened by the internal mail services”***
- The address for submission of tender (as specified in the letter of invitation to tender)
- The date of submission shall be legible on the outer envelope or parcel

The outer envelope or parcel must contain three inner envelopes, i.e. Envelopes No 1, 2 and 3, corresponding to the following three sections: administrative section, technical offer and financial offer.

(a) Envelope No 1 – Administrative section shall include the following:

- The Tender submission form drawn up in accordance with the template in annex 1
- The declaration on exclusion criteria as required under section 10.1.2 drawn up in accordance with the template in annex 2
- The legal entity form as required under section 10.2.1 drawn up in accordance with the template in annex 3
- The financial identification form drawn up in accordance with the template in annex 4
- The evidence and documentation demonstrating the fulfilment of the selection criteria as required under sections 10.2.2 (economic and financial capacity) and 10.2.3 (technical and professional capacity)

(b) Envelope No 2 – Technical offer shall include the following:

The technical offer providing all information requested under sections 6 and 10.3.1, including information relevant to subcontracting as requested under section 4.3, and the reasoned summary statements on the award criteria on technical merit drawn up in accordance with annexes 9 and 10.

(c) Envelope No 3 – Financial offer shall include the following:

The financial offer providing all information requested under sections 9 and 10.3.2, drawn up in accordance with the template in annex 6.

Tenders shall be drafted in one of the official languages of the European Union, **preferably in English** (supporting evidence does not need be translated) and submitted **in triplicate** (one signed original unbound and two copies).

It is important that tenders be presented in the correct format and include all documents necessary to enable the evaluation committee to assess them. Failure to respect these requirements will constitute a formal error and may result in the rejection of the tender.

Tenderers shall observe precisely the indications in points 2, 3, 4 and 6 of the letter of invitation to tender to ensure their tender is admissible. Late delivery will lead to the non-admissibility of the tender and its rejection from the award procedure for this contract. Offers sent by e-mail or by fax will also be non-admissible and discarded. Envelopes found opened at the opening session will also lead to non-admissibility of the tender. Consequently, tenderers must ensure that their tender is packed in such a way as to prevent any accidental opening during its mailing.

3. Confidentiality and protection of personal data

For the processing of this tendering procedure, the EEA observes the rules set in Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by Community institutions and bodies and on the free movement of such data (OJEU L 8 of 12.1.2001, p. 1).

For further detailed information please refer to the privacy statement available on the EEA external website at the following address: <http://www.eea.europa.eu/about-us/tenders/privacy-statement>

4. Participation in the tendering procedure

Submission of a tender implies acceptance of the terms and conditions set out in the invitation to tender, in these tender specifications and in the draft framework contract attached to the latter (see annex 6) and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. It is binding on the tenderer to whom the contract is awarded for the duration of the contract.

4.1. Eligibility

This call for tenders is open on equal terms to all natural and legal persons from one of the 33 EEA member countries and to all natural and legal persons established in a third country which has a special agreement with the European Union in the field of procurement on the conditions laid down in that agreement².

As proof of eligibility tenderers must indicate in which country they have their headquarters, registered office or residence, and provide the necessary supporting documents in accordance with their national law. If the tender is a natural person, he/she must provide a copy of identity card/passport or driving license and proof that he/she is covered by a social security scheme as a self-employed person.

4.2. Application

All eligible natural and legal person (as per above) or groupings of such persons (consortia) may apply.

A consortium may be a permanent, legally established grouping or a grouping, which has been constituted informally for a specific tender procedure. If awarded the contract, the members of

² At this point in time, tenderers established in one of the following countries are eligible: EU-28, Iceland, Liechtenstein, Norway, Switzerland and Turkey; under the stabilisation and association agreements: FYROM, Albania and Montenegro.

the consortium (i.e. the leader and all the other partners) will have an equal standing towards the EEA in executing the framework service contract and they will be jointly and severally liable to the EEA.

The participation of an ineligible natural or legal person will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

The EEA will not request consortia to have a given legal form in order to be allowed to submit a tender, but reserves the right to require a consortium to adopt a given legal form before the contract is signed if this change is necessary for proper performance of the contract. This can take the form of an entity with or without legal personality but offering sufficient protection to the EEA contractual interests (depending on the member countries concerned, this may be for instance, incorporation or partnership or a temporary association). Consortia must identify one of their members as coordinator who will interface with the EEA.

Each member of a consortium must fulfil the conditions for participation mentioned in sections 4.1 above and 4.2 and provide the required documents listed in these tender specifications under sections 10.1 and 10.2 below. Therefore, each member of a consortium shall specify his role, qualifications and experience.

4.3. Subcontracting

A contractor may subcontract part of the services.

Tenderers must state what part of the work, if any, they intend to subcontract, and to what extent (for instance % of the total contract value), specifying the names, addresses and legal status of the subcontractors. If subcontracting is **not** envisaged, tenderers shall clearly state so in the tender submission form (see annex 1).

Legal persons must provide a document containing a list of the professional qualifications of the subcontractors and statement of the means of confidentiality when subcontractors are used. Subcontractors shall follow the same quality procedures as the tenderer, i.e. as described in the response to section 10.2.3, or later agreed with EEA. If awarded the contract, contractors may not choose subcontractors other than those mentioned in the bids unless they obtain the prior written authorisation of the EEA. The overall responsibility of the work remains with the contractor.

Tenderers shall acknowledge (see annex 1) that the EEA reserves the right to request them at a later stage to provide documentation in relation to exclusion and selection criteria for any proposed subcontractors (see sections 10.1 and 10.2 below).

The contractor must ensure that Article II.17 of the draft framework contract (see annex 7) can be applied to subcontractors. Once the contract has been signed, Article II.12 of the above-mentioned draft framework contract shall govern subcontracting.

5. Contractual terms

In drawing up their bid, tenderers should bear in mind the provisions of the standard framework contract and standard specific contract attached to these tender specifications (annex 7).

6. Subject of contract

The purpose of this call for tenders is to establish one or more framework contract(s) with (an) economic operator(s) who can provide expert assistance in the areas of air³, climate change⁴, noise⁵ and in relation to the economic sectors specified in the three lots presented below⁶ in order to underpin the EEA's delivery of the multi-annual work programme 2014-2018 in the years 2014-2017.

Across the three lots of the future framework contract(s), EEA's operational objectives currently include supporting the identification of issues and policy measures, supporting the development of policy measures and the implementation of policies and legislation, tracking of progress towards the achievement of short- and long-term targets as defined in relevant EU and international policies and of related transition processes for issues such as emissions reductions, loads on ecosystems, air quality standards, human health impacts, climate change impacts, vulnerability and adaptation and related economic sectors.

In order to do this, EEA carries out a broad range of activities aimed at ensuring the best possible access at the European level for decision-makers and the general public alike to quality-assured data and outlooks on greenhouse gas and air pollutant emissions, concentrations of and exposure to air pollutants, and on the driving forces and sectors causing pressures and adverse environmental impacts. Activities also include the analysis of climate change impacts, vulnerability and adaptation, of the long-term transitions needed in the energy and transport sectors by 2050 to address environmental and climate challenges (in particular when these are set out in roadmaps of the European Union) and of the effectiveness of related policies. Moreover, the EEA maintains and further develops a comprehensive set of indicators in these areas, including many of the EEA Core Set of Indicators⁷, produces regular thematic assessments in the field of air pollution, climate change mitigation, climate change impacts, vulnerability and adaptation, energy and transport and covers the topics in cross-cutting reports of the EEA such as its five-yearly 'European Environment – State and Outlook' assessments (SOER).

The future framework contract(s) require(s) expert assistance from junior and senior consultants for EEA's activities related to monitoring, data, information and assessments in the areas described below. The list of activities to be fulfilled by the contractor for each lot covers the main areas of expertise required, but it is **not** exhaustive. The tasks and deliverables will be specified in each specific contract.

3 Whenever these tender specifications refer to 'air' in the subsequent text, both the areas of air pollutant emissions and air quality are covered. For more information on some of the work performed by the EEA in relation to air, please consult: <http://www.eea.europa.eu/themes/air>.

4 Whenever these tender specifications refer to 'climate' or 'climate change' in the subsequent text, both the areas of climate change mitigation and of climate change impacts, vulnerability and adaptation are covered. For more information on some of the work performed by the EEA in relation to climate, please consult: <http://www.eea.europa.eu/themes/climate>.

5 For more information on some of the work performed by the EEA in relation to noise, please consult: <http://www.eea.europa.eu/themes/noise>.

6 For more information on some of the work performed by the EEA in relation to economic sectors, please consult: <http://www.eea.europa.eu/themes>.

7 See http://www.eea.europa.eu/data-and-maps/indicators/#c5=&c7=all&c0=10&b_start=0&c10=CSI.

6.1 Lot1: Expert assistance to support work on energy and the environment, on transport and the environment

The EEA has identified transport and energy as economic sectors of high relevance for the current and future environmental status in Europe, in particular concerning the long-term transitions needed by 2050 in order to address environment and climate challenges.

Regular processes for reporting on the environmental performance of these sectors and the linkages with other sectors already exist for more than a decade, such as through transport and environment indicators, as well as energy and environment indicators. In recent years, EEA's assessments in the areas of transport and energy have underpinned specific requirements stemming from the Europe 2020 strategy and the European Semester regarding timelier reporting and assessment under the climate change headline target, the resource efficiency flagship initiative, the related 'key proposals'⁸ by the European Commission, the proposed General Union Environment Action Programme, and the European Commission's Transport White Paper⁹. The EEA is also collecting, processing, quality assuring, quality checking, analysing and disseminating the data and statistics on CO₂ emissions from new cars and new vans based on requirements of Regulations 443/2009 and 510/2011 and may be asked to perform similar tasks for other vehicle types, fuels and transport-related emissions on the future.

Over the next years, a continued assessment of the transport and energy sectors' environmental performances will be necessary, also beyond the areas and the timespan covered by the Europe 2020 strategy. It is expected that these assessments will cover broader environmental issues, including drivers and pressures related to ecosystems and ecosystem services, transport and energy-related aspects in the areas of water, land-use, biodiversity, sustainable consumption and production, and waste (including, for example, the environmental impacts of certain types of energy projects and comparison of different types of energy systems) and systemic risks identified by EEA's state of the environment assessments. Moreover, the EU strategy on climate change adaptation¹⁰ recognises the need to ensure that Europe's infrastructure is made more climate-resilient¹¹.

The successful tenderer will support the EEA with the following expertise:

- analysis of environmental and socio-economic data in the areas of energy and transport;
- understanding the environmental benefits of transition pathways for the energy and transport sectors and impacts on innovation in these sectors;
- building upon officially reported data, preparation of environment-related assessments relevant for the energy and transport sectors, covering drivers, pressures, state, impacts (including in the areas of land, air, water and biodiversity) and responses;

8 See: http://ec.europa.eu/resource-efficient-europe/index_en.htm.

⁹ See: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:52011DC0144:EN:NOT>.

10 See: http://ec.europa.eu/clima/policies/adaptation/what/index_en.htm.

11 See: http://ec.europa.eu/clima/policies/adaptation/what/docs/swd_2013_137_en.pdf.

- preparation of assessments of the resilience of energy and transport infrastructure to natural hazards and to climate change impacts;
- preparation and synthesis of life-cycle assessments of climate and environmental impacts (such as emissions and their impacts) throughout the value chain of fossil and non-fossil energy resources including reporting on fuel quality, reporting and assessments on unconventional fossil fuels, as well as best available practices to mitigate impacts;
- environmental and socio-economic assessment of transport and of energy technologies;
- assessment of policies and measures adopted at European, national and local level that are relevant for sectors covered by the EU Emissions Trading System (EU ETS) and for those not covered by the EU ETS; assessment of coherence, effectiveness (including ex post policy effectiveness evaluation), best practice, environmental and health benefits, and of related economic implications of these policies and measures;
- analysis of strengths and challenges of implementation of EU energy-related and transport-related environmental legislation and policies, including among other environmental policies (such as water policy, nature policy, marine policy);
- assessment of policy coherence, such as retrospective and prospective inter-linkages between environmental, energy and transport policies, and the combined effect of climate, energy and transport policies on the environment (GHG, air pollution, land-use, water sector, etc.);
- assessment of the impact that various economic instruments applied in the energy and transport sectors have on the environmental performance of these sectors;
- preparation of presentations suited for policy-makers and policy influencers in the areas of expertise mentioned under Lot1.

This expertise will be needed in the following thematic areas:

- energy and the environment, also including the areas of renewable energy and energy efficiency (in particular when these are covered by environmental legislation such as Directive 2009/28/EC on the promotion of the use of energy from renewable sources and related legislation), oil and gas energy systems, **except** where the energy sector is explicitly covered under Lot 2 (and in particular under the pieces of legislation referred to under Lot 2);
- resilience of major energy and transport infrastructures to natural hazards and climate change;
- transport and the environment, also including aspects related to fossil fuels, shipping and aviation emissions, **except** where the transport sector is explicitly covered under Lot 2 (and in particular under the pieces of legislation referred to under Lot 2).

6.2 Lot2: Expert assistance to support EEA's work on greenhouse gas and air pollutant emissions, streamlining industrial emission reporting, cross-cutting work on the atmosphere (climate and air interactions), and on impacts and contribution of sectors (including agriculture, industry, households) to air and climate

This lot includes three main components:

1. Support to the EEA on work related to **monitoring, reporting and verification of air pollutant and greenhouse gas emissions**

A large part of the European Union's air, climate and industrial legislation adopted in the first decade of the 21st century requires monitoring, reporting and verification of emissions, including the Monitoring Mechanism Regulation No 525/2013, the Effort Sharing Decision No 406/2009/EC, the National Emission Ceilings (NEC) Directive (2001/81/EC), the Industrial Emissions Directive 2010/75/EU, the EU Emissions Trading System, the E-PRTR Regulation No 166/2006 etc. Increased EEA activities concerning the future reporting, verification and assessment of data under such reporting streams are expected in the future years.

2. Support to the EEA in the area of integrated **assessment of air pollution and climate, including scenarios.**

There is an increasing recognition among policy-makers that air pollution and climate change can – to a certain extent – be addressed simultaneously by defining policies and measures developed through an integrated approach. In particular, there is a need to better quantify the co-benefits and trade-offs of air quality and climate change policies in relation to environmental and economic impacts. Thus reporting and assessment work relating to mitigation of greenhouse gases, air pollutant emissions, air quality and climate change will continue to be an important element in EEA's work over the coming years.

3. Support to the EEA with **assessment and analysis in area of climate change adaptation.**

There is a need to address climate change impacts and vulnerability to climate change by means of adaptation, for example in cities and in the business sector (including by means of insurance).The EEA is anticipating to perform assessments and analysis in these areas over the coming years.

More specifically the successful tenderer(s) will support the EEA with the following expertise in relation to the three main areas of work:

1. *In the area of monitoring, reporting and verification of air pollutant and greenhouse gas emissions:*
 - support the EEA, where appropriate, in carrying out tasks supporting the implementation of the Monitoring Mechanism Regulation (particularly article 24 and related articles) and activities under the NEC Directive and potential future revisions;

- support the performance of the annual expert review of greenhouse gas and air pollutant emission inventories and associated information reported under the Effort Sharing Decision, the Monitoring Mechanism Regulation, the NEC Directive, the E-PRTR etc.;
- support the EEA's work on options to streamline reporting on industrial emissions legislation, such as the Industrial Emissions Directive 2010/75/EU, the Directives establishing the EU Emissions Trading System, the E-PRTR Regulation No 166/2006, and legislation related to these;
- analysis of strengths and challenges of implementation of EU air and climate legislation;
- support to EEA's work with its member countries and their representatives in the Eionet network on building capacity on air and greenhouse gas emissions, including industrial emissions;

2. *In the area of integrated assessment of air pollution and climate, including scenarios.*

- evaluation of global and European emission scenarios and trends from global-regional assessment studies and application of integrated assessment modelling to assess associated impacts;
- calculation and assessment of emissions derived from different emission accounting perspectives, e.g. consumption, territorial, end-user based approaches etc.;
- determination of environment externalities arising from emissions of pollutants to the atmosphere, through the application of existing modelling evaluation frameworks;
- sectoral and cross-sectoral assessment of the potential of planning, regulatory and economic options (including behavioural and technological solutions, etc.) in addressing atmospheric emissions and their impacts in economic sectors, also including the energy and transport sectors;
- support the EEA with the development of a framework to consider impacts of air and climate change policies;

3. *In the area of climate change adaptation:*

- assessment of impacts of climate change on the private sector (industry including the manufacturing industry, other businesses) and of adaptation actions implemented by the private sector, including the insurance sector;

In all areas under Lot2:

- preparation of presentations suited for policy-makers and policy influencers in the areas of expertise mentioned under Lot2.

This expertise will be needed in the following thematic areas:

1. *In the area of monitoring, reporting and verification of air pollutant and greenhouse gas emissions:*

- technical review of emissions inventories and associated information, including EU Member States' greenhouse gas inventories and reports in line with the provisions outlined in the Monitoring Mechanism Regulation and related acts (if adopted), the NEC Directive, the E-PRTR Regulation etc.;

- implementation of selected work under Article 24, Articles 6-9, 12 to 19, 21 and 22 of the Monitoring Mechanism Regulation No 525/2013 and associated delegated and implementing acts (if adopted);
 - industrial emissions, in particular the Industrial Emissions Directive 2010/75/EU.
2. *In the area of integrated assessment of air pollution and climate, including scenarios.*
- cross-cutting work on the atmosphere (climate and air interactions), also by way of scenario assessment using integrated assessment models for the modelling of air quality and climate-related parameters, and including impacts on health, environment, economy etc.;
 - air and climate mitigation issues related to all economic sectors, including energy and transport;
3. *In the area of climate change adaptation:*
- climate change impacts, vulnerability and adaptation in the private sector (also including the financial and insurance sector, water management, the manufacturing industry and its supply chains).

6.3 Lot3: Expert assistance in the area of Environmental Noise Assessment

The Environmental Noise Directive 2002/49/EC is a central element of the European Union's noise policy, next to various parts of source-based legislation on noise. The EEA is managing various data streams in relation to the Directive, serving as a basis for future assessments in the area. Following the first reporting year the area of noise could potentially develop significantly under the proposed General Union Environment Action Programme to 2020 and the EEA may be conferred new and/or different tasks in the area of environmental noise. The successful tenderer(s) will support the EEA with expert assistance on work related to these areas, for example by assisting with analysis of data reported to the EEA, producing reports on the state of the noise environment and developing a forward looking outlook about the future noise environment in Europe.

The successful tenderer(s) will support the EEA with the following expertise:

- development of scenarios and projections for the scale of noise pollution from all relevant sources in Europe to 2020 and beyond;
- assessment of policy responses to environmental noise, including analyses of the effectiveness of strategies across EEA member countries;
- fundamentals of acoustics, noise mapping, and noise action planning, particularly in relation to Directive 2002/49/EC;
- environmental and socio-economic assessment of noise abatement technologies;
- assessment of economic instruments to address environmental noise and their effectiveness;
- monetisation of impacts and quantification of costs of noise pollution in Europe;
- assessment of health impacts from noise;
- preparation of presentations suited for policy-makers and policy influencers in the areas of expertise mentioned under Lot3.

This expertise will be needed in the thematic area of environmental noise.

6.4. Submission of tenders

Tenderers may place an offer for one or more lots based on their expertise and experience. In case tenderers submit offers for more than one lot, they are requested to submit their bids separately for each individual lot, specifying the number and subject of the lot and comprising a section giving the technical offer (envelope No 2) and a section giving the financial offer (envelope No 3) for each individual lot. The administrative section (Envelope No 1) providing information as to the legal, economic and financial, professional and technical capacity of the tenderer and including annexes 1 to 4 to these tender specifications need though to be submitted only once. In this respect and owing to the variety of services required, tenderer may choose presenting the evidence related to their technical and professional capacity in one or more sub-sections for all lots for which they want to submit an offer.

Tenders will be evaluated separately, lot by lot, as to their merits (see section 11.3 below). A framework contract will be awarded for each lot (maximum 1 per lot). If several lots are awarded to the same tenderer, a single framework contract covering those lots will be signed.

7. Place of performance of the services

Work will be carried out at the contractor's premises (extramural) or at the premises of the European Environment Agency in Copenhagen (intramural) depending on the requirements of the specific contract. Travel to other locations, may be required on an ad-hoc basis in which case travel and subsistence costs will be paid according to EEA standard rules and rates (see Annex 8). The same applies for shorter visits to EEA for consultants otherwise working extramural.

8. Type and volume of contract

The successful tenderer(s) will be awarded one or more framework contract(s) for a maximum period of 48 months, starting from the date of signature. The services will be implemented through specific contracts depending on the EEA's demand. The total aggregated value of the contract is estimated at EUR 2 250 000 over a period of 48 months covering all services. The estimated budget is split between lots as follows (the breakdown below is merely indicative and may be revised in line with the EEA actual needs):

Lot	Title	Total estimated budget over a maximum period of 48 months
1	Expert assistance to support work on energy and the environment, on transport and the environment	EUR 800 000
2	Expert assistance to support EEA's work on greenhouse gas and air pollutant emissions, streamlining industrial emission reporting, cross-cutting work on the atmosphere (climate and air interactions), and on impacts and contribution of sectors (including agriculture, industry, households) to air and climate	EUR 1 150 000
3	Expert assistance in the area of Environmental Noise Assessment	EUR 300 000

9. Price

Tenderers are required to quote prices for the services to be provided as follows:

- Prices must be quoted per category of service as described under section 6 above;
- Prices quoted must be **all-inclusive** (i.e. inclusive of all costs involved in the performance of the contract (e.g. administrative and travel costs, with the exception specified in section 7 above in regard to travel to destination other than Copenhagen)) and expressed in **euro**, including for tenderers established in countries that are not part of the Eurozone. For tenderers in countries that do not belong to the Eurozone, the price quoted may not be revised in line with exchange rate movements. It is for the tenderers to select an exchange rate and assume the risks or the benefits deriving from any variation;
- Price must be quoted for each of the following profiles:
 - Daily rate for senior consultants working intramural at the EEA's premises for an extended period of time;
 - Daily rate for senior consultants working extramural at the contractor's premises (or elsewhere);
 - Daily rate for junior consultants working intramural at the EEA's premises for an extended period of time;
 - Daily rate for junior consultants working extramural at the contractor's premises (or elsewhere);
- No additional expenses incurred in the performance of the services will be reimbursed separately by EEA;
- The price quoted must be fixed and not subject to revision during the first year of duration of the contract.

From the beginning of the second year of duration of the contract, 80% of the 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 3 (three) months before the anniversary of the date on which it was signed.

The EEA shall purchase on the basis of the price in force on the date on which specific contracts are signed. Such prices shall not be subject to revision.

The revision shall be determined by the trend in the harmonised indices of consumer price (HICP) published by the European Commission on Eurostat web page at http://epp.eurostat.ec.europa.eu/portal/statistics/search_database (Theme 2 – Economy and Finance; Price; HICP – Harmonised Indices of Consumer Prices; HMIDX – Monthly data (index); GEO – Euro area (EA11-2000, EA12-2006, EA13-2007, EA15-2008, EA-16-2010, EA17); COICOP – cp00).

Revision shall be calculated in accordance with the following formula:

$$Pr = Po \times (0,2 + (0,8 \times Ir/Io))$$

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.

10. Criteria

10.1. Exclusion criteria

10.1.1. Exclusion from participation and award in the procurement procedure

To be eligible to participate in this contract award procedure, tenderers must not be in any of the exclusion situations referred to in Articles 106 and 107 of the financial rules applicable to the general budget of the European Union¹².

10.1.2. Evidence to be provided by the tenderers

When submitting their bids, each tenderer (including any subcontractor or any member of a consortium) must provide a declaration on their honour in accordance with the form attached as annex 2, duly signed and dated, stating that they are not in any of the situations mentioned under section 10.1.1 above.

The tenderer(s) to whom the contract(s) is/are to be awarded will be required, prior to the signature of the contract(s), to provide the evidence specified in the penultimate paragraph of the declaration of honour mentioned above (see annex 2).

10.2. Selection criteria

10.2.1. Legal capacity

Any tenderer is required 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.

To that effect, each service provider (including subcontractor(s) or any member of a consortium) is required to submit a legal entity form (see annex 3) duly filled out and signed, accompanied by a copy of inscription in trade register and/or a copy of inscription in VAT register, where applicable. However the subcontractor(s) shall not be required to fill out or provide those documents when the services represent less than 20 % of the contract.

10.2.2. Economic and financial capacity

Evidence of economic and financial capacity shall be furnished by one (**or more**) of the following documents:

¹² Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25.10.2012, OJEU L 298/1 of 26.10.2012.

- appropriate statements from banks or evidence of professional risk indemnity insurance;
OR
- the presentation of balance sheets or extracts from balance sheets for at least the last two years for which account 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; OR
- a statement of overall turnover and turnover concerning the services covered by the contract during the last 2 (two) financial years.

If, for some exceptional reason, which the EEA considers justified, a tenderer is unable to provide the reference(s) requested above, he may prove his economic and financial capacity by any other means which the EEA considers appropriate.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the EEA that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal.

10.2.3. Technical and professional capacity

Tenderers should show their degree of technical and professional capacity to carry out the requested tasks by providing information on the criteria described below. If several service providers or subcontractors are involved in the tender, the selection criteria for the technical and professional capacity will be assessed in relation to the combined capacities of the service providers and subcontractors, as a whole, to the extent that service providers or subcontractors put their resources at the disposal of the tenderer for performance of the contract.

In accordance with Article 148(8) of the rules of application of Regulation (EU, Euratom) No 966/2012 on the financial rules applicable to the general budget of the European Union, EEA reserves the right to reject a tenderer where it is established that he has conflicting professional interest which may negatively affect the performance of the contract.

Tenderers shall provide the following documentation:

- **Human resources:**
 - (i) **For each lot for which the tenderer intend to submit an offer**, CVs detailing the educational and professional qualifications of the firm's managerial staff as well as those of the staff designated to provide the services indicating the required professional experience as follows:
 - Managerial staff: Minimum 2 CVs (contract manager) documenting a minimum of 5 years relevant experience;
 - Persons responsible for providing the services: Minimum 6 CVs (4 at the level of senior consultants, 2 at the level of junior consultants) covering all areas of expertise required to be fulfilled in the respective lots under section 6 above, providing clear references and examples to similar type of work. Junior consultants must have a minimum of 3 years' relevant experience and senior consultants a minimum of 7 years' relevant experience.

- (ii) Provide an overview in a cross table complying with the requirements set out in annex 5 (Cross table of tenderers' qualifications and expertise) of all staff responsible for providing the services giving the total amount of months worked in the areas specified below:

Qualification/experience of consultants	Lot 1	Lot 2	Lot 3
Proof of a minimum of 10 years of experience (across all persons responsible for providing the required services) in all areas of expertise specified in the respective lots under section 6 of these tender specifications.	✓	✓	✓
Proof of a minimum of 10 years of experience (across all persons responsible for providing the required services) in all thematic areas specified in the respective lots under section 6 of these tender specifications.	✓	✓	✓
Proof of a minimum of 5 years of experience across all persons responsible for providing the services with handling data officially reported under EU legislation and of preparing assessments based on this data.	✓	✓	✓
Proof of experience with handling data officially reported under international Conventions and related instruments of international law.	✓	✓	
Proof of experience with producing, disseminating and communicating policy-relevant assessments in the area of EU environmental policy.	✓	✓	✓
Proof of experience in writing analyses in English language.	✓	✓	✓

○ **Past contracts:**

Tenderers shall provide details of major contracts awarded to them relevant to the services required by the EEA, indicating the value, brief description of the services undertaken and recipients of the services (public or private), under the following two categories: (1) contracts currently undertaken; and (2) contracts that have been undertaken over the last 3 (three) years.

○ **Quality control and customer service:**

- (i) Tenderers shall provide details of any quality assurance accreditation that they hold. If no accreditation held, tenderers shall provide an outline of any quality assurance policy specifying the status of implementation (e.g. measures employed to ensure the quality of services such as web-services, delivered products, derived data and source code), and details of any quality assurance accreditations for which they have applied.
- (ii) Tenderers shall provide a description of their terms and conditions in regard to customer service (e.g. ability to respond quickly to request for services and/or modification thereof).

○ **Environmental policy:**

Tenderers shall provide a description of their environmental policy specifying the status of implementation. In the event of a joint offer submitted by a consortium, **each member** of the consortium shall provide the requested description.

10.3. Award criteria

The assessment method that will be used to determine the choice of the tender will be based on the criteria given below, on the basis of the economically most advantageous tender in terms of:

- The quality of the tender (Technical merit – TM)
- The financial value of the tender (Price – P)

10.3.1. Technical merit (TM) (max. 70, min. 37/40 points)

Tenders will be evaluated following the award criteria and weights outlined below, producing a potential total score of 70 points.

Tenderers shall elaborate on all criteria referred to below in order to score as many points as possible. The mere repetition of mandatory requirements set out in these tender specifications, without going into details or without giving any added value will only result in a low score. If essential elements of these tender specifications are not expressly addressed in the tender, EEA may decide to give a zero mark for the relevant quality criteria.

10.3.1.1 Lot 1 – Expert assistance to support work on energy and the environment, on transport and the environment

No	Award criteria	Maximum points (70)	Minimum points (37)
1	<p>Understanding of monitoring, data and indicator-related tasks</p> <p>This criterion assesses suitability and strength of the tender in terms of knowledge and understanding of data tasks, also in relation to the following two aspects:</p> <ul style="list-style-type: none"> - the likely evolution of data requirements in the areas of energy and environment as well as transport and environment in the future; - the actual and potential existence, availability and usefulness of data and information relevant to the topic area from Eionet sources, and from other official and non-official sources at (sub)national, EU and international levels, including research. <p>As a minimum, these two aspects need to be documented in the reasoned summary statement complying with the requirements set out in Annex 9, covering all relevant areas of expertise and thematic areas specified in section 6.1 of these tender</p>	25	13

	<p>specifications. The mere repetition of requirements set out in the tender specifications without providing the required levels of detail nor added value, will not lead to the award of merit points.</p>		
2	<p>Understanding of assessment tasks</p> <p>This criterion assesses suitability and strength of the tender in terms of knowledge and understanding of assessments tasks, also in relation to the following three aspects:</p> <ul style="list-style-type: none"> - the likely evolution of EU and EEA member country energy and environment as well as transport and environment policies that the EEA is informing (and their implementation) in the future and how related assessment needs could evolve; - provision of technical and scientific support to the framing, development and implementation of international, EU or national policy processes relevant to the topic area, including contributions to ex-ante and ex-post analysis of the effectiveness of strategies and policies, in the topic area; - the relationship between different dimensions of energy and environment as well as transport and environment, how these are related to environmental issues outside the topic area, and how these are likely to evolve in the context of long-term transitions needed by 2050 in order to address environment and climate challenges. <p>As a minimum, these three aspects need to be documented in the reasoned summary statement complying with the requirements set out in Annex 10, covering the relevant areas of expertise and thematic areas specified in section 6.1 of these tender specifications. The mere repetition of requirements set out in the tender specifications without providing the required levels of detail nor added value, will not lead to the award of merit points.</p>	25	13
3	<p>Coordination and networking</p> <p>This criterion assesses suitability and strength of the tender in regard to the composition of the proposed team in terms of its geographic and linguistic coverage as well as its networking scope.</p>	20	11

10.3.1.2 Lot 2 – Expert assistance to support EEA’s work on greenhouse gas and air pollutant emissions, streamlining industrial emission reporting, cross-cutting work on the atmosphere (climate and air interactions), and on impacts and contribution of sectors (including agriculture, industry, households) to air and climate

No	Award criteria	Maximum points (70)	Minimum points (40)
1	<p>Understanding of monitoring, data and indicator-related tasks</p> <p>This criterion assesses suitability and strength of the tender in terms of knowledge and understanding of data tasks, also in relation to the following two aspects:</p> <ul style="list-style-type: none"> - the likely evolution of data requirements in the areas of air, climate and the atmosphere in the future; - the actual and potential existence, availability and usefulness of data and information relevant to the topic area from Eionet sources, and from other official and non-official sources at (sub)national, EU and international levels, including research. <p>As a minimum, these two aspects need to be documented in the reasoned summary statement complying with the requirements set out in Annex 9, covering all relevant areas of expertise and thematic areas specified in section 6.2 of these tender specifications. The mere repetition of requirements set out in the tender specifications without providing the required levels of detail nor added value, will not lead to the award of merit points.</p>	25	15
2	<p>Understanding of assessment tasks</p> <p>This criterion assesses suitability and strength of the tender in terms of knowledge and understanding of assessments tasks, also in relation to the following two aspects:</p> <ul style="list-style-type: none"> - the likely evolution of EU and EEA member country air, climate and atmospheric policies that the EEA is informing (and their implementation) in the future and how related assessment needs could evolve; - provision of technical and scientific support to the framing, development and implementation of international, EU or national policy processes relevant to the topic area, including contributions to ex-ante and ex-post analysis of the effectiveness of strategies and policies, in the topic area. 	25	15

	As a minimum, these two aspects need to be documented in the reasoned summary statement complying with the requirements set out in Annex 10, covering the relevant areas of expertise and thematic areas specified in section 6.2 of these tender specifications. The mere repetition of requirements set out in the tender specifications without providing the required levels of detail nor added value, will not lead to the award of merit points.		
3	Coordination and networking This criterion assesses suitability and strength of the tender in regard to the composition of the proposed team in terms of its geographic and linguistic coverage as well as its networking scope.	20	10

10.3.1.3 Lot 3 – Expert assistance in the area of Environmental Noise Assessment

No	Award criteria	Maximum points (70)	Minimum points (37)
1	<p>Understanding of monitoring, data and indicator-related tasks</p> <p>This criterion assesses suitability and strength of the tender in terms of knowledge and understanding of data tasks, also in relation to the following two aspects:</p> <ul style="list-style-type: none"> - the likely evolution of data requirements in the areas of environmental noise in the future; - the actual and potential existence, availability and usefulness of data and information relevant to the topic area from Eionet sources, and from other official and non-official sources at (sub)national, EU and international levels, including research; <p>As a minimum, these two aspects need to be documented in the reasoned summary statement complying with the requirements set out in Annex 9, covering all relevant areas of expertise and thematic areas specified in section 6.3 of these tender specifications. The mere repetition of requirements set out in the tender specifications without providing the required levels of detail nor added value, will not lead to the award of merit points.</p>	25	13
2	<p>Understanding of assessment tasks</p> <p>This criterion assesses suitability and strength of the tender in terms of knowledge and understanding of assessments tasks, also in relation to the following two aspects:</p> <ul style="list-style-type: none"> - the likely evolution of EU and EEA member country 	25	13

	<p>environmental noise policies that the EEA is informing (and their implementation) in the future and how related assessment needs could evolve;</p> <ul style="list-style-type: none"> - provision of technical and scientific support to the framing, development and implementation of EU or national policy processes relevant to the topic area, including contributions to ex-ante and ex-post analysis of the effectiveness of strategies and policies, in the topic area. <p>As a minimum, these two aspects need to be documented in the reasoned summary statement complying with the requirements set out in Annex 10, covering the relevant areas of expertise and thematic areas specified in section 6.3 of these tender specifications. The mere repetition of requirements set out in the tender specifications without providing the required levels of detail nor added value, will not lead to the award of merit points.</p>		
3	<p>Coordination and networking</p> <p>This criterion assesses suitability and strength of the tender in regard to the composition of the proposed team in terms of its geographic and linguistic coverage as well as its networking scope.</p>	20	11

Only tenders which obtain the indicated minimum number of points, both for each award criterion and in total, will be considered for the next stage, which involves determining the financial value of the tender (price index) and for the final assessment.

10.3.2. Price (P) (max. 30 points)

Tenderers are requested to submit a financial offer giving the **all-inclusive** (i.e. including all relevant costs and all expenditures) price in **euro** for the following services:

Price	Services	Weighing factor
P ₁	Senior consultants working intramural at the EEA's premises for an extended period of time (daily rate = 7.5 hours)	20%
P ₂	Senior consultants working extramural at the contractor's premises (or elsewhere) (daily rate = 7.5 hours)	50%
P ₃	Junior consultants working intramural at the EEA's premises for an extended period of time (daily rate = 7.5 hours)	10%
P ₄	Junior consultants working extramural at the contractor's premises (or elsewhere) (daily rate = 7.5 hours)	20%

For each category above, tenders meeting all mandatory requirements including the minima for technical merit will score points in function of the following formula:

$PS = (PS_{min}/PS_0) \times 30 \times \text{weighting factor}$, where

PS = Price Score for price of service;

PS_{min} = the lowest price offered among the tenders received;

PS_0 = the price of the tender being considered

30 = the maximum number of points that can be awarded under this award criterion.

The Price (P) is the sum of the four PS.

For that purpose, tenderers shall complete the price quotation attached as annex 6 to these tender specifications. Tenderers shall bear in mind that all fields are compulsory and non-compliance will lead to exclusion of the tender from the award process.

10.3.3. Final Assessment

A framework contract will be awarded to the tenderer whose tender achieves the highest total score for technical merit and price (TM + P). Should tenders obtain the same final score and tie for first place, the winning tender will be decided on the basis of the highest score achieved for price.

11. Performance

Competence in both selection and award criteria must be maintained throughout the framework contract. Should the contractor fail to do this during the validity of the framework contract, EEA maintains the right to refuse any consultant if performance is not satisfactory and/or to choose another vender from the tenders.

12. 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 future contractor will, therefore, be requested to consider the EEA environmental management guidelines in the implementation of the contract, in particular, those relating to business travel, electronic means of communication, paper and energy consumption. Further information on the EMAS system can be found on the EEA homepage: <http://www.eea.europa.eu/documents/emas>.

Moreover, it is strongly recommended that tenders are submitted in an environmentally friendly way, e.g., by choosing a simple and clear structure (list of contents and consecutive page numbering), double-sided printing, limiting attachments to what is required in the technical specifications (no additional material) and avoiding plastic folders or binders.

13. Annexes

Annex 1: Tender submission form

Annex 2: Declaration on exclusion criteria

Annex 3: Legal entity form

Annex 4: Financial identification form

Annex 5: Cross table of tenderers' qualifications and expertise

Annex 6: Price quotation

Annex 7: Draft framework contract and draft specific contract

Annex 8: Rules for the reimbursement of travel expenses

Annex 9: Reasoned summary statement related to the technical award criteria on the understanding of monitoring, data and indicator-related tasks to be provided by the tenderer per lot

Annex 10: Reasoned summary statement related to the technical award criteria on assessment-related tasks to be provided by the tenderer per lot