



**Tender Specifications**  
**Framework Contract(s) for events and exhibitions services to the**  
**European Environment Agency (2 lots)**  
**Open call for tenders EEA/CCA/07/003**

**1. Background information**

The European Environment Agency, hereinafter called “the EEA”, is a Community body, established by Council Regulation (EEC) No 1210/90 (EC) as last amended by Regulation (EC) No 1641/2003. Its offices are located at Kongens Nytorv 6 and 28, DK-1050 Copenhagen K, Denmark.

The EEA aims at supporting 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.

The overall external communication goals of the Agency are the following:

- To give decision makers and the public the independent information they need to make informed choices about the environment.
- To raise the profile of the Agency as being the key provider of relevant, reliable quality-information on Europe's environment.
- To raise awareness on the environment by communicating in a transparent, understandable way to as large and broad an audience as possible.

An important element of the EEA's work is to make the environmental information it prepares known to current and potential user groups. Carefully chosen events and exhibitions, in particular those which enable the Agency to reach multipliers and key users, is one important communication channel. The cost per contact will be higher than for most other means of communication, but on the other hand the impact on the individual client is potentially much bigger with a direct person to person contact.

The objective of this call for tender is thus to select contractor/s to undertake all necessary tasks relating to the planning, preparation and execution of events and exhibitions in which the Agency takes part.

**2. Scope and duration of the contract**

The EEA will conclude (a) framework contract(s) for a period of 48 months from its/their entry into force with a view to establishing a long-term working relationship

with (a) provider(s) of events and exhibitions services in order to maintain a high professional standard of this side of the Agency's communication activity.

The EEA is under no obligation to make use of the framework contract which will be exclusively implemented on the basis of specific contracts specifying the services and deliverables to be provided as well as the respective timetable.

As to the terms and conditions of the framework contract and the specific contracts to be based thereupon, reference is made to the draft framework and specific contracts which form part of the tender documents.

The work will be carried out at the EEA headquarters in Copenhagen, at the contractor's premises, or at other European locations as may be required by the tasks at hand, always in close cooperation with the responsible EEA contact person (Project Manager/Contract Agent) and, as may be the case, other EEA staff.

The call for tender is divided into two lots:

**Lot 1 – Events services**

**Lot 2 – Exhibition services**

**Lot 1** covers all practical aspects of events such as large meetings, seminars and conferences arranged by the Agency.

**Lot 2** includes all practical aspects of exhibitions, both those arranged by the Agency and those organised by third parties and where the agency takes part.

Tenderers may place an offer for one/more/all of these lots. The offers for each lot will be evaluated separately which will lead to the awarding of one/more framework contract(s).

**3. Category of services required**

Broadly, the work to be carried out will be defined in connection with the preparation of the Agency's annual management plans. The Agency has arranged events and taken part in exhibitions every year since it was set up. Given the nature of the Agency's business, it is foreseen that such activities will continue to form an integral and important part of the EEA's daily work.

Below follows a more detailed, though not exhaustive specification of the categories of work foreseen: Planning, technical preparation and staffing.

**Planning**

The contractor may be requested to take part in planning meetings for upcoming events and exhibitions when practical arrangements are being discussed, advice and propose alternative solutions, if needed accompanied with cost and time estimates.

**Technical preparation**

In some cases the event or exhibition will be organised at the EEA premises in Copenhagen, though sometimes, in particular when the event is arranged in

collaboration with other institutions or bodies, the venue can be elsewhere. In such cases, the location would be in one of the EEA member countries (the EU-27 plus Iceland, Norway, Liechtenstein, Switzerland and Turkey), but could also be in other countries on special occasions.

### **Technical preparation – events (Lot 1)**

The preparatory activities related to participants will include tasks like preparation and dispatch of invitations and background material, pre-registration and assistance with travel and accommodation arrangements.

As for events venues, preparation will include tasks such as booking and technical preparations, and in some cases contact with subcontractors like providers of audiovisual, catering and security services.

### **Technical preparation – exhibitions (Lot 2)**

The display material at exhibitions will normally be a combination of pre-produced material and displays designed specially for the occasion in question. The preparatory tasks of the contractor will include design and preparation of displays where needed, ensuring that material from the provider and elsewhere is transported to the venue in time and mounted there. Likewise; to dismantle displays and organise return transport of the material after the event.

Preparations for exhibitions will also include contact with the technical organisers, booking of exhibitions space, furniture, computer and audiovisual equipment, electricity, catering, insurance and other services as needed.

## **Staffing**

### **Staffing – events (Lot 1)**

The contractor may be requested to assist the Agency in manning the on-site registration and information points for the duration of the event, if needed also assisting participants on practical matters.

### **Staffing – exhibitions (Lot 2)**

At exhibitions, staffing assistance may include providing support personnel that can deal with practical and maintenance tasks; ensure that the exhibit remains tidy, refilling brochure racks, running audiovisual equipment, ensuring that demonstration pcs are working properly, hand out brochures and other printed material, etc. However, this support staff will not be expected to be able to answer more qualified questions on the Agency and its products.

The contractor's team (1-2 full-time senior consultant + supporting team per lot) will undertake services of the above categories in close cooperation with the responsible EEA contact person (Project Manager/Contract Agent) on the basis of specific contracts specifying the services and deliverables to be provided as well as the respective timetable.

The working language for this framework contract is English.

The EEA will provide the contractor with guidelines on graphic design, writing styles and formatting of the outputs required.

#### **4. Volume of the contract**

Over the past few years, the annual budget for external service providers for events and exhibition work has been around Euro 150,000. It is expected that the total contract volume over the duration of the framework agreement will be approximately 800,000 Euro (approximately 200,000 for lot 1 – Events services and approximately 600,000 for lot 2 – Exhibition services). However, this is an estimate and the amount can vary according to the Agency's needs and available resources.

#### **5. Prices**

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, 80% of each price 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, MUICP, published for the first time by the Office for Official Publications of the European Communities in the Eurostat monthly bulletin at <http://www.ec.europa.eu/eurostat/>.

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

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

The price tendered must be all-inclusive and expressed in euros, including for countries that are not part of the euro zone. For tenderers in countries that do not belong to the euro zone, the price quoted may not be revised in line with exchange rate movements. It is for the tenderer to select an exchange rate and assume the risks or the benefits

deriving from any variation.

## **6. Criteria**

### **6.1 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 regulation;
- (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 interest;
- (f) 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;

Tenderers must provide a declaration on their honour, duly signed and dated, stating that they are not in one of the situation listed above (see Annex 1).

The tenderer to whom the contract will be awarded must provide evidence confirming the declaration referred to in the previous point prior to signature of the contract.

The contracting authority shall accept as satisfactory the following evidence:

- i) For points (a), (b) and (e) a recent extract from the judicial record, or failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied.
- ii) For point (d) a recent certificate issued by the competent authority of the State concerned.

Where the document of certificate referred above is not issued in the country concerned and for other cases of exclusion, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a

notary or a qualified professional body in his country of origin or provenance.

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.

## **6.2 Selection criteria**

Selection criteria as specified in Section III.2 (Conditions for participation) of the Contract notice

## **6.3 Award Criteria**

For each lot a contract will be awarded to the most economically advantageous tender in terms of the following criteria:

### **Lot 1 – Events services (TM/P – 60:40)**

1. Technical merit (60 points, minimum 42)

A – Understanding of the EEA’s demands and of the objectives of the Framework contract (30 points, minimum 21)

B – Quality and relevance of the proposed approach to meet these demands and objectives in an efficient and timely manner (30 points, minimum 21)

Tenders scoring less than the required minima will not be considered further.

2. Price (40 points)

In line with Annex 3 and using the template of Annex 5a tenderers are required to quote their (all-inclusive) daily rates for senior consultants and technical assistant/secretarial support staff as well as the cost of a sample event, the total of which will form the basis for the price evaluation.

Under the price criterion points will be awarded on the basis of the following formula:

Lowest price/price of the tender being considered and having reached the required minima for technical merit x 40.

### **Lot 2 – Exhibition services (TM/P – 60:40)**

1. Technical merit (60 points, minimum 42)

A – Understanding of the EEA’s demands and of the objectives of the Framework contract (30 points, minimum 21)

B – Quality and relevance of the proposed approach to meet these demands and objectives in an efficient and timely manner (30 points, minimum 21)

Tenders scoring less than the required minima will not be considered further.

## 2. Price (40 points)

In line with Annex 4 and using the template of Annex 5b tenderers are required to quote their (all-inclusive) daily rates for senior consultants and technical assistant/secretarial support staff as well as the cost of a sample exhibition, the total of which will form the basis for the price evaluation.

Under the price criterion points will be awarded on the basis of the following formula:

Lowest price/price of the tender being considered and having reached the required minima for technical merit x 40.

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

## 7. 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.

## 8. Further information

Submitting an offer implies acceptance by the tenderer of all terms and conditions of the draft contract and its annexes.

## **ANNEXES**

Annex 1: Declaration on exclusion criteria

Annex 2: Identification sheet

Annex 3: Description of sample task: Lot 1 – Events services

Annex 4: Description of sample task: Lot 2 – Exhibition services

Annex 5a: Price list – Lot 1

Annex 5a: Price list – Lot 2