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**Denmark-Copenhagen: Expert assistance with indicators, analysis, assessments
and policy evaluation in support of the 7th environmental action programme
2014/S 223-393325**

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1) Name, addresses and contact point(s)

EEA Procurement Services
Kongens Nytorv 6
For the attention of: Carla Cazzella
1050 Copenhagen K
DENMARK
Telephone: +45 33367276
E-mail: procurement@eea.europa.eu
Fax: +45 33367199

Internet address(es):

General address of the contracting authority: <http://www.eea.europa.eu>
Electronic access to information: <http://www.eea.europa.eu/about-us/tenders>

Further information can be obtained from: The above mentioned contact point(s)

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from: The above mentioned contact point(s)

Tenders or requests to participate must be sent to: The above mentioned contact point(s)

I.2) Type of the contracting authority

European institution/agency or international organisation

I.3) Main activity

Environment

I.4) Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities: no

Section II: Object of the contract

II.1) Description

II.1.1) Title attributed to the contract by the contracting authority:

Expert assistance with indicators, analysis, assessments and policy evaluation in support of the 7th environmental action programme.

II.1.2) Type of contract and location of works, place of delivery or of performance

Services

Service category No 27: Other services

Main site or location of works, place of delivery or of performance: Work will be carried out primarily at the contractor's premises and in close collaboration and regular communication with EEA staff.

NUTS code

II.1.3) Information about a public contract, a framework agreement or a dynamic purchasing system (DPS)

The notice involves the establishment of a framework agreement

II.1.4) Information on framework agreement

Framework agreement with a single operator

Duration of the framework agreement

Duration in months: 60

Justification for a framework agreement, the duration of which exceeds four years: The work will span over 5 years due to the nature of the 7th EAP which covers the period of 2014–2020 as well as to the MB decision that the EEA's annual indicator report series should be from 2016–2019.

Estimated total value of purchases for the entire duration of the framework agreement

Estimated value excluding VAT: 1 000 000 EUR

II.1.5) Short description of the contract or purchase(s)

The purpose of this call for tenders is to establish a framework service contract with 1 service provider or a grouping of service providers (consortium) who can provide expert assistance with indicators, analysis, assessments and policy evaluation in support of the 7th environmental action programme.

II.1.6) Common procurement vocabulary (CPV)

73000000, 90700000, 90710000, 90720000, 90730000, 90740000, 79821100, 79822000, 79822500, 90711300, 90711000, 90711400, 79419000, 72316000, 79311410

II.1.7) Information about Government Procurement Agreement (GPA)

The contract is covered by the Government Procurement Agreement (GPA): no

II.1.8) Lots

This contract is divided into lots: no

II.1.9) Information about variants

Variants will be accepted: no

II.2) Quantity or scope of the contract

II.2.1) Total quantity or scope:

The total aggregated value of the contract is estimated at 1 000 000 EUR over the period of 60 months covering all services. The contract will be concluded for an initial period of 24 months with the possibility of a maximum of 3 renewals of 12 months each.

Estimated value excluding VAT: 1 000 000 EUR

II.2.2) Information about options

Options: no

II.2.3) Information about renewals

This contract is subject to renewal: yes

Number of possible renewals: 3

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts: in months: 12 (from the award of the contract)

II.3) Duration of the contract or time limit for completion

Duration in months: 60 (from the award of the contract)

Section III: Legal, economic, financial and technical information

III.1) Conditions relating to the contract

III.1.1) Deposits and guarantees required:

As specified in the draft framework contract attached as Annex 6 to the tender specifications.

III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them:**

As specified in the draft framework contract attached as Annex 6 to the tender specifications.

III.1.3) **Legal form to be taken by the group of economic operators to whom the contract is to be awarded:**

Tenders may be submitted by consortia of economic operators. If a consortium is awarded the contract, it may be required 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's contractual interests (depending on the member country 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 specified under Section III.2.1 below.

III.1.4) **Other particular conditions**

The performance of the contract is subject to particular conditions: no

III.2) **Conditions for participation**

III.2.1) **Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers**

Information and formalities necessary for evaluating if the requirements are met: Exclusion criteria — to be eligible for participation in this contract award procedure, tenderers must not be in any situation referred to in Articles 106 and 107 of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25.10.2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002, OJ L 298/1 of 26.10.2012. To that effect, tenderers are requested to submit a declaration on their honour (Annex 2 to the tender specifications) in accordance with Article 143 of Commission Delegated Regulation (EU) No 1268/2012 of 29.10.2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union (OJ L 362/1 of 31.12.2012). Under the same provision, the tenderer to whom the contract is to be awarded will be required to produce evidence confirming the prior declaration (see Section 11.1.2 of the tender specifications).

Legal capacity — tenderers are required to prove that they are authorised to perform the contract under national law, as evidenced by inclusion in a trade or professional register and/or entry in the VAT register. To that effect, tenderers are required to submit a legal entity form (see Annex 3 to the tender specifications) duly filled out and signed, accompanied by a copy of inscription in the trade register and/or a copy of inscription in the VAT register, where applicable. In addition, 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 (see Annex 1 to the tender specifications).

III.2.2) **Economic and financial ability**

Information and formalities necessary for evaluating if the requirements are met: 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 covering at least the indicated amount,
- the presentation of balance sheets or extracts from balance sheets for at least the last 2 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 services covered by the contract during the last 2 financial years.

If, for some exceptional reason, which the EEA considers justified, a tenderer is unable to provide the references 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.

III.2.3) **Technical capacity**

Information and formalities necessary for evaluating if the requirements are met:

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) CVs detailing the educational and professional qualifications of the staff responsible for providing the services indicating the required professional experience as follows:

minimum 1 CV of a senior expert, with at least 15 years of experience covering all of the following topics: environmental assessment and policy evaluation as well as development and interpretation/assessment of environmental indicators;

minimum 1 CV of a senior expert with at least 10 years of experience covering all of the following topics: development and interpretation/assessment of environmental indicators;

minimum 1 CV of a senior expert with at least 10 years of experience covering all of the following topics: environmental assessment and policy evaluation;

minimum 1 CV of a junior expert, with at least 5 years of experience covering all of the following topics: environmental and socio-economic data flows, analysis and interpretation;

minimum 1 CV of a junior expert, with at least 5 years of experience covering all of the following topics: development of environmental indicators and environmental assessment based on indicators;

minimum 1 CV of a junior expert, with at least 5 years of experience (in total) in environmental assessment;

minimum 1 CV of a junior expert, with at least 5 years of experience (in total) in policy evaluation;

minimum 2 CVs of experts with at least 5 years of experience each covering all of the following topics: editing and producing texts and multimedia outputs that communicate technical information for non-technical audiences (2 CVs);

minimum 2 CVs of experts with at least 5 years of experience each on facilitation of meetings and events;

minimum 10 CVs of experts with at least 5 years of experience in areas of expertise necessary for the monitoring and evaluation of the 7th EAP and in line with its 9 priority objectives as well as its long-term vision.

Such areas of expertise include: environmental and climate policies and the environmental media involved (e.g. air, water, soils, etc.), socio-economic drivers of environmental change and relevant sector policies (e.g.

transport, agriculture, energy), analysis of Europe's environment in the global context (particularly footprints from consumption and production patterns and trade in goods and services), sustainable development, environmental law, valuation of natural capital and ecosystem services, externalities, environment and health, urban planning, forward-looking analysis, scenario development, integrated modelling.

Excellent writing skills in English are required by all experts; hence the requested CVs shall include relevant information on language skills.

With respect to the last bullet point, it is permissible to:

- a) propose the CV of the same expert more than once;
 - b) combine the experience of experts in order to reach the required amount of years of experience;
 - c) propose the CV of an expert that has been proposed already in any of the previous bullet points;
- (ii) 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 in paragraph (i) above.

— Past contracts:

Tenderers shall provide details of 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 2 categories: (1) contracts currently undertaken; and (2) contracts that have been undertaken over the last 3 years.

— 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.

III.2.4) **Information about reserved contracts**

III.3) **Conditions specific to services contracts**

III.3.1) **Information about a particular profession**

Execution of the service is reserved to a particular profession: no

III.3.2) **Staff responsible for the execution of the service**

Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service: no

Section IV: Procedure

IV.1) **Type of procedure**

IV.1.1) **Type of procedure**

Open

IV.1.2) **Limitations on the number of operators who will be invited to tender or to participate**

IV.1.3) **Reduction of the number of operators during the negotiation or dialogue**

IV.2) **Award criteria**

IV.2.1) **Award criteria**

The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document

IV.2.2) **Information about electronic auction**

An electronic auction will be used: no

IV.3) **Administrative information**

IV.3.1) **File reference number attributed by the contracting authority:**

EEA/IEA/14/006.

IV.3.2) Previous publication(s) concerning the same contract

no

IV.3.3) Conditions for obtaining specifications and additional documents or descriptive document

Payable documents: no

IV.3.4) Time limit for receipt of tenders or requests to participate

5.1.2015 - 16:00

IV.3.5) Date of dispatch of invitations to tender or to participate to selected candidates

IV.3.6) Language(s) in which tenders or requests to participate may be drawn up

Any EU official language

IV.3.7) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 6 (from the date stated for receipt of tender)

IV.3.8) Conditions for opening of tenders

Date: 12.1.2015 - 10:00

Place:

EEA premises at Kongens Nytorv 6, 1050 Copenhagen K, DENMARK.

Persons authorised to be present at the opening of tenders: yes

Additional information about authorised persons and opening procedure: Representatives of tenderers (1 per tenderer) are allowed to participate in the opening session. They are requested to inform EEA's procurement services in advance and at the latest by 22.12.2014 (16:00) by e-mail at procurement@eea.europa.eu or by fax number +45 33367199.

Section VI: Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: no

VI.2) Information about European Union funds

The contract is related to a project and/or programme financed by European Union funds: no

VI.3) Additional information

All tender documents and any additional information are available for consultation and download from the EEA's external website at the following address: <http://www.eea.europa.eu/about-us/tenders>

VI.4) Procedures for appeal

VI.4.1) Body responsible for appeal procedures

General Court

rue du Fort Niedergrünwald

2925 Luxembourg

LUXEMBOURG

E-mail: generalcourt.registry@curia.europa.eu

Telephone: +352 4303-1

Internet address: <http://curia.europa.eu>

Fax: +352 4303-2100

Body responsible for mediation procedures

European Ombudsman

1 avenue du Président Robert Schuman

67001 Strasbourg

E-mail: eo@ombudsman.europa.eu
Telephone: +33 388172313
Internet address: <http://www.ombudsman.europa.eu>
Fax: +33 388179062

VI.4.2) **Lodging of appeals**

Precise information on deadline(s) for lodging appeals: Within 2 months of the notification to the plaintiff (date of receipt), or, in the absence thereof, the day on which the person concerned had knowledge of the relevant information, an appeal may be lodged with the General Court. A complaint to the European Ombudsman has no impact on the above deadline for lodging an appeal.

VI.4.3) **Service from which information about the lodging of appeals may be obtained**

General Court
rue du Fort Niedergrünwald
2925 Luxembourg
LUXEMBOURG
E-mail: generalcourt.registry@curia.europa.eu
Telephone: +352 4303-1
Internet address: <http://curia.europa.eu>
Fax: +352 4303-2100

VI.5) **Date of dispatch of this notice:**

7.11.2014