



## Annex I - Tender specifications

### Provision of printing services Open call for tenders EEA/OSE/09/013

#### 1. Introduction

An important element of the European Environment Agency's mandate is to make the environmental information it produces available to its clients in a printed format.

In order to ensure a high professional standard in this area, there is a need to supplement the Agency's own capacity with that of an external provider of printing services. The objective of this call for tender is to establish a framework contract with such a provider who can assist the Agency with all technical tasks relating to this service.

As the European Environment Agency attaches great importance to the environmental aspects of its production process, tenderers will be expected to demonstrate an ability to provide printing services in an environmentally friendly manner.

#### 2. Location of work

The sometimes urgent need to print high quality material within a short turnaround time often requires hand-delivery of material to and from the service provider's premises, as well as frequent direct consultation between the Agency and service provider.

Consequently, to meet this need, and to ensure that a minimum turn around time can be guaranteed, the successful tenderer will be required to offer the possibility of providing the services in the vicinity of Copenhagen.

#### 3. Services

- 3.1 File preparation:** the contractor will receive camera ready PDF files and must:
- check the technical quality of the files in all EEA languages. (The Agency currently publishes some of its material in 26 languages – see [www.eea.europa.eu/publications](http://www.eea.europa.eu/publications))
  - provide the Agency with proofs for the “passed for press” order as from the second working day after receipt of the files, irrespective of number of language versions.
  - guarantee a turnaround time for processing orders of within five – ten working days after receiving the “passed for press” order, depending on the size of the publication and the print-run.
- 3.2 Materials:** plant-based printing inks, water-based varnish and paper with an environmentally recognised label.
- 3.3 Finishing:** will be agreed with the contractor on a case-by-case basis.
- 3.4 Packaging, labelling and place of delivery:**
- per batch of 5 – 500 copies, wrapped in paper/plastic and labelled with details of the publication.
  - on completion of a print-run, same day delivery to the European Environment Agency, Copenhagen and/or within latest three working days thereafter, delivery to the warehouse of the Office for Official Publications of the European Communities, Luxembourg, as instructed by the Agency.

#### 4. Prices

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

This revision shall be determined by the trend in the harmonised consumer price index COICOP cp00 published for the first time by the Office for Official Publications of the European Communities in the Eurostat New Cronos Database <http://www.cc.cec/newcronos/> (Theme 2 - Economy and Finance; Prices; HICP – Harmonized Indices of Consumer Prices; HMIDX – Monthly data (index)).

Revision shall be calculated in accordance with the following formula:

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

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.

Prices for the following examples of Agency products must be quoted in EUR. To avoid misunderstandings and for the purpose of comparing bids, the price terms for the contract should be set out in the form provided (Annex II).

##### (a) **Printing services (Annex II to be completed)**

**Two** prices should be quoted for each sample product type: one each for the minimum and maximum print runs. The offer giving two prices is for the purpose of comparison only as the exact definition of products may change according to Agency needs.

##### **Report, type 1**

Format: A4

Pages: 300 content + 4 cover

Colours: 4+4 content and 4+4 cover

Print run: 500 minimum print run + 2000 maximum print run

Paper: Reprint 90 g (or equivalent paper quality) for content pages and CyclusOffset 250 g (or equivalent paper quality) for the cover

Finishing: glued spine, cover with four dry creases, gathered and trimmed on three sides

## **Report, type 2**

Format: A4

Pages: 50 content + 4 cover

Colours: 4+4 content and 4+4 cover

Print run: 500 minimum print run + 2000 maximum print run

Paper: Reprint 90 g (or equivalent paper quality) for content pages and CyclusOffset 250 g (or equivalent paper quality) for the cover

Finishing: saddle-bound, trimmed on three sides

## **Brochures**

Format: A4

Pages: 16 content + 4 cover

Colour: 4+4 content and 4+4 cover

Print run: 500 minimum print run + 2000 maximum print run

Paper: Colorit 110 g (or equivalent paper quality) for content pages and Colorit 225 g (or equivalent paper quality) for the cover

Finishing: stapled

## **Flyer**

Format: A4 folded in three

Pages: 1 x double-sided

Colours: 4

Print run: 100 minimum print run + 500 maximum print run

Paper: Stora fine 115 g (or equivalent paper quality)

Finishing: machine folded

In connection with these services, the price (per hour) for corrections to the printer's proofs initiated by the EEA shall also be specified.

## **5. Duration, volume of contract and contractual conditions**

The framework contract will be valid for a period of two years from the date of signature, with the option of renewing it twice for a period of one year each. The framework contract will be implemented through order forms which alone shall bind the Agency. Such order forms will include detailed descriptions of the specific tasks to be undertaken and services to be provided. For details reference is made to the terms and conditions of the draft framework service contract and draft order form which form parts of the tender documents (see Annex V). The total indicative budget available for the framework contract ranges between EUR 600.000,00 and 800.000,00 over its entire duration.

## **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 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) 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 III).

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.

## **6.2. 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 tenderer should also provide an Identification Sheet (Annex IV) 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:

- 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;

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.

**(c) Technical and professional 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.
- of the service providers average annual manpower and the number of managerial staff for the last three years.
- of a description of the technical equipment, tools and plant to be employed by the firm for performing a service or works contract such as a description of the network management facilities, customer support centre, contact point and customer report tools in place at the tenderer;
- of a description of the tenderer's environmental policy (including for example, confirmation of a FSC certificate, Svanemærket, or equivalent);
- If subcontracting of certain services is envisaged, the tenderer shall provide a description of the services to be subcontracted and their scope

**6.3. Award criteria**

The contract will be offered to the tenderer gaining the highest scores based on the following criteria:

- Price (60%);
- Production process to carry out the tasks and meet the requirements outlined in section 3, as demonstrated in the tender documents (20%);
- The environmental friendliness of the production process as described in the tender documents (20%).

**7. 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.

**8. General Comments**

- The tender must comprise a technical offer and a financial offer, each of which must be given on separate pages and submitted in triplicate, containing one original and two copies.
- Tenders should preferably be drafted in English.

- 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 and contain a letter of intent to form a consortium from each partner. The same requirements apply for subcontracting.
- 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.
- Submitting an offer implies acceptance by the tenderer of all terms and conditions of the draft contract and its annexes.

## **9. 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 contracts. The future contractor will, therefore, be requested to consider the EEA environmental management guidelines in the implementation of the contract. Further information on the EMAS system can be found on the EEA web site at [www.eea.europa.eu/about-us/emas](http://www.eea.europa.eu/about-us/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.

The following annexes must be submitted with your tender:

Annex II:	Quotation
Annex III:	Declaration on exclusion criteria
Annex IV:	Identification sheet
Annex V:	Draft framework contract + order form