

**DK-Copenhagen: framework contract for layout and design services
to support the European Environment Agency publication programme**

2010/S 31-043478

CONTRACT NOTICE

Services

SECTION I: CONTRACTING AUTHORITY

I.1) NAME, ADDRESSES AND CONTACT POINT(S):

European Environment Agency (EEA), Kongens Nytorv 6, Attn: Ms Pia Schmidt, 1050 K Copenhagen, DENMARK. Tel. +45 33367113. E-mail: pia.schmidt@eea.europa.eu. Fax +45 33367197.

Internet address(es):

General address of the contracting authority: <http://www.eea.europa.eu>.

Address of the buyer profile: <http://www.eea.europa.eu/about-us/tenders>.

Further information can be obtained at: European Environment Agency (EEA), Kongens Nytorv 6, Attn: Mr Olivier Cornu, 1050 K Copenhagen, DENMARK. Tel. +45 33367246. E-mail: Procurement@eea.europa.eu. Fax +45 33367274. URL: <http://www.eea.europa.eu/about-us/tenders>.

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at: European Environment Agency (EEA), Kongens Nytorv 6, Attn: Mr Olivier Cornu, 1050 K Copenhagen, DENMARK. Tel. +45 33367246. E-mail: Procurement@eea.europa.eu. Fax +45 33367274. URL: <http://eea.europa.eu/about-us/tenders>.

Tenders or requests to participate must be sent to: As in above-mentioned contact point(s).

I.2) TYPE OF THE CONTRACTING AUTHORITY AND MAIN ACTIVITY OR ACTIVITIES:

European institution/agency or international organisation.
Environment.

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:

Framework contract for layout and design services to support the European Environment Agency publication programme.

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

Services.

Service category: No 27.

Main place of performance: contractor's premises and occasionally intramural at EEA premises.

II.1.3) 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: 48.

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

Estimated value excluding VAT: 800 000 EUR.

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

The framework contract aims at supporting the publication programme by providing the European Environment Agency with layout services (lot 1) and design services (lot 2).

Lot 1 covers the layout of EEA's publications, mainly based on Adobe InDesign templates provided by EEA, resulting in PDF files for print and in web-optimised PDF files.

Lot 2 covers support to further develop the EEA publications programme by designing and developing new templates for both paper and web publishing.

II.1.6) **Common procurement vocabulary (CPV):**

79820000.

II.1.7) **Contract covered by the Government Procurement Agreement (GPA):**

No.

II.1.8) **Division into lots:**

Yes.

Tenders should be submitted for: one or more lots.

II.1.9) **Variants will be accepted:**

No.

II.2) **QUANTITY OR SCOPE OF THE CONTRACT**

II.2.1) **Total quantity or scope:**

The estimated value of the framework contract(s) over a maximum period of 48 months is 800 000 EUR (approximately 400 000 EUR for each lot).

Estimated value excluding VAT: 800 000 EUR.

II.2.2) **Options:**

No.

II.3) **DURATION OF THE CONTRACT OR TIME-LIMIT FOR COMPLETION:**

INFORMATION ABOUT LOTS

LOT NO 1

TITLE: Layout services

1) **SHORT DESCRIPTION:**

This lot covers the layout of EEA's publications, mainly based on Adobe InDesign templates provided by the EEA, resulting in PDF files for print and in web-optimised PDF files. The successful contractor will be required to lay out publications in accordance with EEA style guidelines, which are available at <http://www.eea.europa.eu/about-us/documents/corporate-identity-manual>

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

2) **COMMON PROCUREMENT VOCABULARY (CPV):**

79820000.

3) **QUANTITY OR SCOPE:**

The estimated value of lot 1 over a maximum period of 48 months is 400 000 EUR.

Estimated cost excluding VAT: 400 000 EUR.

4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION:**

5) **ADDITIONAL INFORMATION ABOUT LOTS:**

LOT NO 2

TITLE: Design services

1) **SHORT DESCRIPTION:**

This lot covers support to further develop the EEA publications programme by designing and developing new templates for both paper and web publishing. The successful contractor will be required to design new products such as 'state of the environment' reports (on both paper and web), brochures, posters and flyers. This must be done both in accordance with the EEA style guidelines which are available at <http://www.eea.europa.eu/about-us/documents/corporate-identity-manual> as well as through future development of the style guide. The designs shall be implemented as Adobe InDesign templates.

2) **COMMON PROCUREMENT VOCABULARY (CPV):**

79820000.

3) **QUANTITY OR SCOPE:**

The estimated value of lot 2 over a maximum period of 48 months is 400 000 EUR.
Estimated cost excluding VAT: 400 000 EUR.

4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION:**

5) **ADDITIONAL INFORMATION ABOUT LOTS:**

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

III.1) **CONDITIONS RELATING TO THE CONTRACT**

III.1.1) **Deposits and guarantees required:**

As stated in the contract.

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

As stated in the contract.

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 a contract, it may be required to adopt a legal form of incorporation or partnership enabling it to contract as a single entity if such change is necessary for the proper performance of the contract. Consortia must identify 1 of their members as coordinator who will interface with the agency. Each consortium member must fulfil the conditions for participation mentioned in section III.2 below.

III.1.4) **Other particular conditions to which the performance of the contract is subject:**

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 requirements are met: Exclusion criteria — to be eligible for participation in this contract award procedure, tenderers must not be in any of the exclusion situations referred to in Articles 93 and 94 of Council Regulation (EC, Euratom) No 1605/2002 of 25.6.2002, OJ L 248 of 16.9.2002 as last modified by Council Regulation (EC, Euratom) No 1525/2007 of 17.12.2007, OJ L 343/9 of 27.12.2007. To that effect tenderers are requested to submit a declaration of honour (see Annex 1 to the tender specifications) in accordance with Article 134 of Commission Regulation (EC, Euratom) No 2342/2002 of 23.12.2002, OJ L 357/1 of 31.12.2002 as last modified by Commission Regulation (EC, Euratom) No 478/2007 of 23.4.2007, OJ L 111/13 of 28.4.2007. Under the same provision, the tenderer to whom the contract is to be

awarded will be required to produce evidence confirming the prior declaration unless this obligation is waived by the contracting authority.

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 an identification sheet (see Annex 2 to the tender specifications) duly filled out and signed, a copy of inscription in a trade register, where applicable, and a copy of inscription in the VAT register.

III.2.2) **Economic and financial capacity:**

Information and formalities necessary for evaluating if requirements are met: Proof of economic and financial capacity may be furnished by (1 or more of) the following documents:

- (a) appropriate statements from banks or evidence of professional risk indemnity insurance;
- (b) 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;
- (c) a statement of overall turnover and turnover concerning the works, supplies or services covered by the contract during the last 3 financial years.

If for some exceptional reason, which the contracting authority considers justified, the tenderer is unable to provide the references requested by the contracting authority, they may prove their economic and financial capacity by any other means which the contracting authority 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 contracting authority 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 requirements are met:

For both lot 1 and lot 2, evidence that the tenderer has the technical and professional capacity to carry out the services shall be furnished on the basis of the following:

- (a) a description of the principal services provided and supplies delivered in the past 3 years, with the sums, dates and recipients, public or private, showing that the business activity of the company is relevant from the standpoint of the tasks in question;
 - (b) confirmation that the tenderer is able to handle between 1 and (currently) 26 European language versions of a document (this number may increase during the 48 months period of the contract);
 - (c) a description of the technical equipment and tools to be employed by the contractor confirming the company's appropriateness to perform the tasks;
 - (d) a description of the way the quality of work will be guaranteed despite often being faced with tight deadlines;
 - (e) samples (electronic source and paper output) of earlier products (3 to 5) developed by the tenderer using Adobe CS software, for examples reports, brochures and posters, or reference to online products and services.
- The tenderer must provide CVs of the service providers' educational and professional qualifications and/or those of the firm's managerial staff and, in particular those of the persons responsible for providing the services. The consultants must have at least 3-years experience and junior consultants at least 1-years experience in use of Adobe InDesign, Photoshop and Illustrator.

The consultants must be able to work in the versions of Adobe InDesign, Photoshop and Illustrator programmes used by EEA (currently CS4 version under MS Windows). It is a prerequisite that they will upgrade to new versions according to future EEA requirements.

The tenderer must be able to receive, transmit and access material through Internet-based services (FTP servers, etc.).

III.2.4) **Reserved contracts:**

No.

III.3) **CONDITIONS SPECIFIC TO SERVICES CONTRACTS**

III.3.1) **Execution of the service is reserved to a particular profession:**

No.

III.3.2) **Legal entities 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) **An electronic auction will be used:**

No.

IV.3) **ADMINISTRATIVE INFORMATION**

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

EEA/OSE/10/001.

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

No.

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

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

31.3.2010 - 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:**

Spanish. Danish. German. Greek. English. French. Italian. Dutch. Portuguese. Finnish. Swedish. Czech. Estonian. Hungarian. Lithuanian. Latvian. Maltese. Polish. Slovak. Slovenian. Irish. Bulgarian. Romanian.

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

Duration in month(s): 6 (from the date stated for receipt of tender).

IV.3.8) **Conditions for opening tenders:**

Date: 7.4.2010 - 11:00.

Place: EEA's premises.

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

Representatives of tenderers (1 per tenderer) are allowed to participate in the opening session. They are requested to inform in advance the EEA's procurement services by e-mail at procurement@eea.europa.eu or by fax at number +45 33367274.

SECTION VI: COMPLEMENTARY INFORMATION

VI.1) THIS IS A RECURRENT PROCUREMENT:

No.

VI.2) CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS:

No.

VI.3) ADDITIONAL INFORMATION:

All tender documents and any additional documents and information can be downloaded from 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 of the European Union, boulevard Konrad Adenauer, 2925 Luxembourg, LUXEMBOURG. E-mail: CFI.Registry@curia.europa.eu. Tel. +352 4303-1. URL: <http://curia.europa.eu>. Fax +352 433766.

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 can be lodged with the General Court of the European Union; 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 of the European Union, boulevard Konrad Adenauer, 2925 Luxembourg, LUXEMBOURG. E-mail: CFI.Registry@curia.europa.eu. Tel. +352 4303-1. URL: <http://curia.europa.eu>. Fax +352 433766.

VI.5) DATE OF DISPATCH OF THIS NOTICE:

1.2.2010.