



***Library supplies and services to the European Environment Agency (EEA)***

***3 lots: books; newspaper and periodicals; e-books***

**Reference:** Open call for tenders EEA/OSE/12/004

**Closing date:** 15.1.2013

**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 2009<sup>1</sup>. 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 32 member countries.

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>.

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<sup>1</sup> 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/OSE/12/004**
- The contract title ***“Library supplies and services to the EEA”***
- 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 7 and 10.3.1 including information relevant to subcontracting as requested under section 4.3.

**(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, 7 or 8 depending on the lot for which an offer is submitted.

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

It is important that tenders are 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 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 tenders are 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 5) 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 tender is open on equal terms to all natural and legal persons from one of the 32 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 agreement<sup>2</sup>.

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

The participation of ineligible natural or legal persons 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,

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<sup>2</sup> At this point in time, tenderers established in one of the following countries are eligible: EU27, Iceland, Liechtenstein, Norway and Turkey; under the stabilisation and association agreements: Croatia, FYROM, Albania and Montenegro; under bilateral agreements: Mexico and Chile.

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 tasks.

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).

Tenderers shall provide a document containing a list of the professional qualifications of the subcontractors and statement of the means of ensuring quality and confidentiality when subcontractors are used. 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 contracting authorities. The overall responsibility of the work remains with the contractor.

Tenderers shall acknowledge that the EEA reserves the right to request them at a later stage to provide documentation in relation to the exclusion and selection criteria for any proposed subcontractors.

The contractor must ensure that Article II.13 of the draft framework contract (see annex 5) can be applied to subcontractors. Once the contract has been signed, Article II.5 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 order form attached to these tender specifications (Annex 5).

#### **6. Subject of contract**

The library services of the EEA provide information to staff members of the EEA (approximately 200 persons). The library services offer books, electronic texts, newspapers, journals and access to information databases for its users. The library is not open to the general public. The scope of requested publications ranges from environmental sciences to organisational topics to general interest titles. The EEA intends to conclude one, or more framework contract(s) in order to streamline the supply of books, e-books, newspapers and periodicals for its users.

The call for tender is divided into three lots:

**Lot 1: Supply of books and related services**

**Lot 2: Supply of newspapers and periodicals and related services**

**Lot 3: Supply of e-books and related services**

Tenderers may place an offer for one or more lots based on their expertise and experience. In case tenderers submit offers for several lots, 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 supplies and 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 10.3 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 contracts covering those lots will be signed.

## **7. General obligations of the tenderer / mandatory requirements**

The sections below describe the minimum level of supplies and services to be provided.

### **7.1. Supply of books and related services (Lot 1)**

The EEA library currently contains around 10.000 titles, 95% of them in English. It covers a variety of publications ranging from academic books on a variety of environmental topics to dictionaries and IT books. The annual purchase of books has been around 100, but this may increase in the future.

Academic books include monographs from established international publishers as well as publications from international organisations, such as the United Nations Environment Programme (UNEP), the International Energy Agency (IEA), International Organization for Standardization (ISO), etc...

Environmental topics covered are, for example: air pollution, climate change and energy, biodiversity and ecosystem functioning, land-use and spatial planning, environmental scenarios, inland waters and marine issues, environmental health effects, resource use, sustainable consumption and production, environmental economics as well as EU environmental law and policies. This list is not exhaustive.

#### **Mandatory requirements**

As a minimum the supplies and services to be provided by the future contractor must comply with the following mandatory requirements (non-compliance will lead to exclusion from the procedure):

- a) An on-line catalogue/database with functions for making, changing and cancelling orders and, at least, the following features: title, author, publisher, ISBN number, order status and price. The on-line catalogue/database must as a minimum have an English interface.
- b) The system must also include a function through which the EEA receives e-mail confirmations of orders within, at least, 2 days. Apart from the above mentioned catalogue/database information on the book ordered, the confirmation/reply must include a reference or order number. If the book is not readily available the EEA must be informed, preferably with a specification of the reason (e.g. under reprint, not yet published, etc...).
- c) An alternative way of ordering books that cannot be identified in the on-line catalogue/database. This requirement could be fulfilled by, for example, providing a blank on-line order form or through e-mail correspondence. The confirmations of/replies to such alternative requests must be in writing, preferably by e-mail, within 5 working days and include information on availability, price and approximate delivery time.
- d) All books must be delivered at the EEA premises at the following address:

European Environment Agency

Att.: Library  
Kongens Nytorv 6  
1050 Copenhagen K  
Denmark

- e) Delivery of books from publishers in Europe, the United States of America, Canada and Australia.
- f) Issuance of consolidated invoices for books ordered and delivered (non-delivered titles must be deducted).

### **7.2. Supply of newspapers and periodicals and related services (Lot 2)**

At present, the EEA subscribes to approximately 15 newspapers and periodicals. Both print and on-line subscriptions are purchased, sometimes in combination.

The EEA library subscribes to major European newspapers, EU environmental newsletters, international magazines and scientific periodicals.

#### **Mandatory requirements**

As a minimum the supplies and services to be provided by the future contractor must comply with the following mandatory requirements (non-compliance will lead to exclusion from the procedure):

- a) All subscriptions must be annual and per calendar year.
- b) Print subscriptions must be delivered at the EEA premises without any interruptions at the following address:

European Environment Agency

Att.: Library  
Kongens Nytorv 6  
1050 Copenhagen K  
Denmark

- c) Print subscriptions must be delivered according to publication date.
- d) Depending on the EEA's demand, online subscriptions must either be for a specified number of EEA staff with password access or all staff through IP access.
- e) The future contractor might be required to take over subscriptions from other agents during a transitional period (for certain subscriptions which have different subscription end dates than the framework contract).The future contractor must be able to process orders, changes, cancellations, claims, etc... in a swift and reliable manner.
- f) Orders and cancellations must be possible at any time throughout the year with 1 months' notice.
- g) Renewal notices, including information about any price changes, must be sent at least 3 months before the end of the subscription.

- h) Information on any price changes or changes in URL must be forwarded immediately.
- i) Issuance of consolidated invoices (non-delivered issues must be deducted).
- j) The future contractor must handle all contacts and licence agreements between EEA and the publishers with regard to access to newspapers and periodicals in electronic format.
- k) Delivery of subscriptions from publishers in Europe, United States of America, Canada and Australia.

### **7.3. Supply of e-books and related services (Lot 3)**

The EEA library plans to begin purchasing e-books from 2013. Until now the EEA library has not used e-books on a wider scale but relied on paper books. Starting from 2013 the EEA library will acquire e-books for selected users. With changing user behaviour and proven technical solutions the EEA expects a gradual increase in e-book purchases over the next 4 years. The volume will probably lie between 10 e-books in 2013 and over 100 in 2016.

The main topic areas of the e-books will lie in environmental sciences and IT written in English. Therefore it is important that the e-books from leading scientific publishing houses (e.g. Springer, Routledge) are available in the platform.

#### **Mandatory requirements**

As a minimum the supplies and services to be provided by the future contractor must comply with the following mandatory requirements (non-compliance will lead to exclusion from the procedure):

- a) The software to read the e-book must be easy to download and install. The software must be available for Microsoft's Windows7.
- b) The e-book format must allow simultaneous reading on a desktop computer as well as on at least one mobile device (e.g. e-reader, tablet computer) for one user with a one-user licensed purchase.
- c) The e-book format must be easy to use for the reader. The e-book reading software must make it possible to search for a chapter or a word. The size of the letters must be adjustable by end users.
- d) It must be possible that the EEA librarian purchases e-books that are subsequently read by another person under a one-user licence.
- e) It must be possible to lend out an e-book for at least six weeks to other users in sequence (one after the other) with a one-user licence.
- f) The catalogue database must be available online with an English interface and allow specific searches for at least title, author, publishing company, and publishing date. The system must allow the librarian to purchase and download e-books directly from the web site during standard office hours (Central European Time). The catalogue database must show the final price for one user with the rights to read the eBook simultaneously on 2 devices (desktop computer and e-reader/tablet) and the final price for several concurrent users.

- g) The e-book purchase must give access and reading rights to the e-book for at least 5 years without any additional or later costs.
- h) It must be possible for the EEA librarian to check past and present orders of the EEA and the invoices electronically.
- i) Issuance of consolidated invoices for books ordered and downloaded.

## 8. Type and volume of contract

The successful tenderer(s) will be awarded a framework service contract for a period of 48 months, starting from the date of signature. The supplies and services will be implemented through order forms depending on the EEA's demand.

The aggregated total estimated value of the three lots is 185 000 EUR over a maximum period of 48 months, distributed 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	Supply of books and related services	EUR 60 000
2	Supply of newspapers and periodicals and related services	EUR 100 000
3	Supply of e-books and related services	EUR 25 000

## 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 sections 6 and 7 (above).
- Prices quoted must be **all-inclusive** (i.e. inclusive of all costs involved in the performance of the contract (e.g. packaging, packing, shipping, carriage, insurance and delivery, maintenance, upgrades, etc...)) and expressed in **EURO**, including for tenderers established in 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 tenderers to select an exchange rate and assume the risks or the benefits deriving from any variation.
- No additional expenses incurred in the performance of the services will be reimbursed separately by EEA.
- Prices submitted in response to this call for tenders shall not be fixed. However, differences in the prices submitted in response to this call for tenders and in response to an order form at a later stage shall not be unreasonably high or otherwise are subject to justification as and when requested. Prices submitted in response to an order form throughout the contract period shall be fixed and not subject to revision for the duration of the order form.
- The tenderers shall submit in response to this call for tenders their applicable terms and conditions in regard to pricing (see annexes 6, 7 and/or 8 respectively). The Contractor's terms and conditions on pricing shall be incorporated as an integral part of the framework contract(s) to be awarded.



Under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities and the Headquarters Agreement between EEA and the Government of Denmark of 17 August 1995, EEA 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 Union<sup>3</sup>.

#### **10.1.2. Evidence to be provided by the tenderers**

When submitting their bids, each tenderer (including any subcontractor) 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 to whom the contract is to be awarded will be required, prior to the signature of the contract, 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 they provide 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:

- 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 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;
- a statement of overall turnover and turnover concerning the services covered by the contract during the last two financial years.

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<sup>3</sup> 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.

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.

### **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.

- o **Past contracts:**

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

- o **Quality control:**

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 status of implementation, and details of any quality assurance accreditations for which they have applied.

- o **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:

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

#### **10.3.1. Technical merit (TM) (max. 60, min. 40 points)**

Tenders will be evaluated following the award criteria and weights outlined below, producing a total potential score of 60 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.

LOT 1 – Supply of books and related services			
No	Award criteria	Maximum points (60)	Minimum points (40)
1	<p><b>Efficiency and transparency of the (on-line and alternative) ordering system</b></p> <p>Tenderers shall provide a short description (max. 3 A4 pages) of how the required supplies and services would be provided beyond the mandatory requirements set under section 7.1 above, including inter alia details of making, changing or cancelling orders, a description of the delivery process and claim management, terms and conditions in regards to customer service</p>	30	20
2	<p><b>Coverage of book titles in the online catalogue/database</b></p> <p>Tenders will be assessed in terms of their overall relevance with regard to the number of titles in environment, natural sciences and 'grey literature' (e.g. conference proceedings, research papers) and total number of titles in the catalogue/database</p>	30	20

LOT 2 – Supply of newspapers and periodicals and related services			
No	Award criteria	Maximum points (60)	Minimum points (40)
1	<p><b>Efficiency and transparency of the (on-line and alternative) ordering system</b></p> <p>Tenderers shall provide a short description (max. 3 A4 pages) of how the required supplies and services would be provided beyond the mandatory requirements set under section 7.2 above, including inter alia details of making, changing, renewing and cancelling orders, a description of the delivery process and claim management, terms and conditions in regards to customer service</p>	30	20
2	<p><b>Coverage of titles in the online catalogue/database</b></p> <p>Tenders will be assessed in terms of their overall relevance with regard to the number of titles in European environmental newsletters, European and international newspaper and magazines, environmental scientific periodicals and total number of titles in the catalogue/database</p>	30	20

LOT 3 – Supply of e-books and related services			
No	Award criteria	Maximum points (60)	Minimum points (40)
1	<p><b>User-friendliness and compatibility of the eBook software format and DRM</b></p> <p>Tenderers shall provide a short description (max. 3 A4 pages) of how the required supplies and services would be provided beyond the mandatory requirements set under section 7.3 above, including inter alia details about the ability to read on desktop computers, tablets and e-readers in a user friendly and adjustable setting, the scope of available operating systems, the ease of installation and the rights for copying and printing from e-book.</p>	30	20
2	<p><b>Efficiency and transparency of the ordering system</b></p> <p>Tenderers shall provide a short description (max. 3 A4 pages) of how the required supplies and services would be provided beyond the mandatory requirements set under section 7.3 above, including inter alia details about making, changing, renewing and cancelling orders, a description of the download system and potential platform hosting, and central management of downloads and loans by a librarian role, terms and conditions in regards to customer service and an overview of available training opportunities.</p>	20	14
3	<p><b>Coverage of titles in the online catalogue/database</b></p> <p>Tenders will be assessed in terms of their overall relevance with regard to the number of titles in the fields of environment, health, IT and public sector management.</p>	10	6

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 and for the final assessment.

### 10.3.2. Price (P) (max. 40 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 supplies and services in accordance with each lot for which they intend to submit an offer as specified in annexes 6, 7 and 8 respectively.

For each listed item in the annexes – for which the tenderer offers a price – tenders will score points in function of the following formula  $P_s = (P_{s_{min}} / P_{s_0}) \times 40$  where,

$P_s$  = Score for price of supply/service

$P_{s_{min}}$  = the lowest price offered among the received tenders;

$P_{s_0}$  = the price of the tender being considered

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

(If the tender being considered is the only tenderer offering a particular item, the scores is thereby 40)

The price (P) that will be used as a basis for the price comparison is the total average of all Ps in the price quotation of one respective lot.

For that purpose, tenderers shall complete the price quotation attached as annex to these tender specifications. Tenderers shall bear in mind that 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, another vender from the tenders may be chosen.

#### **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: Draft framework contract and draft order form

Annex 6: Price quotation for lot 1 – Supply of books and related services

Annex 7: Price quotation for lot 2 – Supply of newspapers and periodicals and related services

Annex 8: Price quotation for lot 3 – Supply of e-books and related services

