

Title: Stakeholder Intelligence

Reference: Negotiated procedure No EEA/COM/15/007

The European Environment Agency (EEA) seeks a service provider with substantial knowledge and experience to conduct EU-level stakeholder intelligence in the form of monitoring, analysis and the production of reports.

Type of contract:

Framework service contract for a duration of up to 48 months as from the date of its signature.

Estimated value:

EUR 55,000 excluding VAT.

Place of delivery or of performance:

At the contractor's premises

Description of the services to be procured:

The purpose of the proposed contract is to provide services of the following:

- Briefings related to the progress and discussions on legislation in EEA relevant thematic areas; EEA expects to have weekly briefings, depending on the activities of stakeholders;
- Real-time intelligence and alerts on news concerning key EEA stakeholders and thematic areas. It would be considered as advantageous if specific mentions of the EEA in for example parliamentary questions and press releases from the EU Institutions could be delivered in a separate news stream;
- Approximately three (3) in-depth and timely researches per month, to be performed on request;
- Calendar forecasting of policy developments, stakeholders' agendas and events (weekly)

Scheduled starting date of contract (indicative):

October 2015

Registration of interest:

Interested candidates shall register their interest by email to procurement@eea.europa.eu by **29.9.2015** at the latest, quoting the title and reference No. of this negotiated procedure in the subject field of the message and providing the following information:

- Name (of individual or organisation/company)
- Address (of individual or organisation/company)
- Contact person

- E-mail
- Description of main area of business/expertise (max. 500 words)

Your personal information above will be processed solely for the purpose of this negotiated procedure in accordance with 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 8/1 of 12.1.2001). 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>

Description of the tendering procedure:

On the basis of the pre-assessment of the information provided, the EEA will draw up a list of the most suitable candidates and will forward to all or some of them (at least three candidates) by e-mail an invitation to submit a tender in accordance with the tender specifications by a set deadline. The tender submitted will be evaluated in accordance with the criteria specified in the tender specifications. During the negotiation phase after the submission of the tenders, selected candidates may be required to adapt their tender to the requirements set in the tender specifications in order to find the solution offering the best value for money.

Candidates shall note that registration of interest to participate in the above-mentioned procedure entails no obligation on the part of the EEA to send an invitation to tenders to candidates or to award them a contract. Please note that no replies will be sent to unselected candidates.