



Title: Offsetting of carbon emission from heating in EEA premises

Reference: Negotiated procedure EEA/EDO/13/001

The European Environment Agency (EEA) envisages awarding a contract to a service provider for the offsetting of carbon emission from heating in its premises at Copenhagen.

Type of contract:

Service contract for duration of 12 months as from the date of its signature

Estimated value:

EUR 20'000 excluding VAT

Place of delivery or of performance:

At the contractor's premises

Description of the services to be procured:

The EEA has adopted an environmental policy aiming at minimizing the environmental impacts of the activities it carries out. As part of its efforts to its premises into CO₂ neutral buildings, the EEA calculates and offsets CO₂ emissions relating to the heating of its premises. The CO₂ emissions in 2012 will be offset through a single payment to the future contractor. The contractor will be required to invest the paid amount in predefined certified projects complying with the gold standard or equivalent.

Scheduled starting date of contract (indicative):

1.6.2013

Registration of interest:

Interested candidates shall register their interest by email to procurement@eea.europa.eu by **5.5.2013** 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.