

Title: Support for EEA contributions to EU MAES process, in particular the Natural Capital Accounting Pilot

Reference: Negotiated procedure EEA/IEA/14/002

The European Environment Agency (EEA) envisages awarding a contract to a service provider for analytical and writing support to EEA-led outputs under the EU MAES process

Type of contract:

Service contract for duration of 8 months as from the date of its signature

Estimated value:

EUR 45,000 excluding VAT

Place of delivery or of performance:

Mainly at the contractor's premises with one or two potential meetings at the EEA's premises in Copenhagen.

Description of the services to be procured:

Support background research for EU reference document on Natural Capital Accounting. Co-write updated version of EU reference document on Natural Capital Accounting and writing support for EEA outputs on ecosystem assessment under the EU MAES process

Scheduled starting date of contract (indicative):

24.03.2014

Registration of interest:

Interested candidates shall register their interest by email to procurement@eea.europa.eu by **11.2.2014** 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 tenders 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 tender to candidates or to award them a contract. Please note that no replies will be sent to unselected candidates.