

SPECIFICATIONS

To Invitation to Tender DG ENV.A.1/SER/2008/0014

Secretariat for European Environmental Communication Networks (EECN)

These specifications follow the publication of

- the prior information notice in OJEU 2008/S 28 -036830 of 09/02/2008**
- the contract notice in OJEU 2008/S 58 - 077545 of 22/03/2008**

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PART 1: TECHNICAL DESCRIPTION

1. Background

The main role of the European Commission's Environment Directorate-General (hereafter "DG ENV") is to initiate and define new environmental legislation and to ensure that agreed measures are put into practice in the EU Member States. The policy framework for its activities – including communication activities - is set by the 6th Environment Action Programme (EAP)¹. This Programme recognises the importance for the Commission to participate actively in raising public environmental awareness. For more information about the Communication policy of the European Commission, see the Communication "Communicating Europe in Partnership"².

The task of the Communication & Governance Unit of DG ENV (hereafter "DG ENV Communication Unit") is to actively promote the policies of the DG by supportive means of information, communication, awareness-raising and dialogue. It also aims at encouraging people to protect the environment and to use resources in a sustainable way.

DG ENV co-operates in various ways with a number of European networks active in the field of environmental public information and communication. The Communication Unit has the possibility to offer some support to networking activities in the field, where European level co-operation can provide clear added value to the network members as well as positively contribute to the information and communication objectives of DG ENV.

Networking allows sharing information and good practices and may generate opportunities for further co-operation among the network members. Network members can serve as communication relays for the Commission and in turn provide valuable feedback as well as information on environmental information and communication activities being carried out in Europe.

2. Objectives

The purpose of the European Environmental Communication Networks' (EECN) Secretariat is to assist the DG ENV Communication Unit in working with communication networks. The Secretariat is not to substitute DG ENV in its direct dialogue with the networks, but to act as an active organisational structure providing on-going practical assistance. The tasks of the secretariat include ensuring timely information flows, meeting organisation/follow-up and, when required, helping to "kick-start" and gear networking activities with the policy priorities of DG ENV in mind. The secretariat is in charge of promoting the results achieved by the networks, but

¹ Decision No 1600/2002/EC of 22 July 2002 laying down the Sixth Community Environment Action Programme (2002-2012)
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32002D1600:EN:NOT>

² COM(2007)568 final of 3 October 2007
http://eur-lex.europa.eu/LexUriServ/site/en/com/2007/com2007_0568en01.pdf

also of actively sourcing relevant information concerning environmental communication actions and practices around the world and disseminating them to the networks and to the Commission. The information to be disseminated should be targeted to cater the professional needs of European environmental communication experts.

3. Content / Description of the tasks

The secretariat will ensure a number of base functions that are independent from the number of networks to be supported, including contract management and reporting. In addition to those functions a set of specific services will be provided to a pre-defined number of networks.

Coordination between DG ENV and the Contractor will mainly take place by e-mail and telephone. Project meetings, if required, will as far as possible be organised back-to-back with network meetings (see 3.2.1.) to avoid unnecessary travel. In the beginning of the contract an inception meeting may however be required, in which case it would take place in Brussels at the Commission's premises.

The working language of the secretariat and of the networks is English.

3.1. Base functions:

- Management of a website for the EECN³: Sharing of examples of good environmental communication practices (to be actively collected by the secretariat) is the key objective of this website. To this end the EECN website is to include a "best practice" repository⁴ containing relevant reference information and documents, links and contacts. The website should also feature news (see below) and announcements of events of interest to environmental communicators, as well as a presentation of the EECN and links to the individual networks' websites. The website should also contain a contact point for enquiries and newflash subscriptions (see below). The website is to be kept up to date: outdated information is to be removed within a week (e.g. past events) and fresh material (news, events, best practice documentation...) added at least once a month. The Commission may request a more thorough updating of the website (with possible addition of topics, technical improvements and/or adaptations to the page design and layout) on a yearly basis. The contractor will manage and develop the web content on its local server and deliver the new/updated files to the Commission for uploading onto the Europa server on which the site is hosted. The contractor is free to use a web content management system locally but the web pages are to be delivered to the Commission in static HTML format. The website needs to be fully compliant with the rules set in the Europa Information Providers' Guide⁵.

³ The current EECN website can be consulted at http://ec.europa.eu/environment/networks/index_en.htm

⁴ The current best practice repository can be viewed for reference at http://ec.europa.eu/environment/networks/bestpractice_en.htm

⁵ See http://ec.europa.eu/ipg/index_en.htm . Some of the information on this site is not accessible on-line from outside Commission premises. This information should not be essential for the purpose of the present tender but will be sent to the tenderers upon request.

- Electronic monthly newsflash service⁶. The secretariat will issue 12 newsflashes a year, with approximately 500 words each. A newsflash can either consist of one longer feature or of several shorter news: decisions on topics to be covered in up-coming newsflashes will be made based on a proposal by the secretariat, in consultation with DG ENV. The secretariat is expected to be pro-actively on a constant outlook for environmental communication related information and news among the networks, DG ENV and its other contacts as well as world wide, by regularly screening key environmental websites and publications. The secretariat is also expected to get in touch with other organisations and networks that carry out environmental information, communication and awareness raising activities in view to exchange newsworthy information. The secretariat should analyse the information, re-draft or summarise it (as appropriate) in a journalistic style. The newsflashes should be presented with a pleasant layout, including photos/images. The news are to be disseminated by e-mail and posted/archived on the EECN website (in HTM or PDF format). This service should be actively promoted beyond the supported networks and the current subscriber base (to be maintained and developed).

3.2. Support to networks:

There are currently two active networks under the scope of the "European Environmental Communication Networks":

- The Green Spider Network (GSN) of Environmental Communicators⁷, composed of communication experts from European environmental ministries and agencies;
- The Climate Broadcasters Network – Europe (CBN-E)⁸, composed of TV/radio weather presenters and meteorologists committed to communicate to citizens about climate change.

The EECN secretariat is to carry on with the support to these two networks during the first contract period of 12 months. At the occasion of possible subsequent contract renewals there could be changes to the networks to be supported, and additional networks could be set up. The total number of networks to benefit from the secretarial services will however not exceed four (4) at any given time (see “Financial Proposal” under 6.1. of Part 2, Administrative Details).

3.2.1. Secretarial assistance and practical support to the networks’ activities

The Secretariat will set up and maintain a stable framework for the day-to-day running of the networks, in line with their respective framework documents (available on-line). For each network to be supported, it will:

- maintain mailing lists and network members' contact details;

⁶ See current news archive at http://ec.europa.eu/environment/networks/news_en.htm

⁷ Information concerning the GSN network is available on-line at http://ec.europa.eu/environment/networks/greenspider/index_en.htm

⁸ Information concerning the CBN-E network is available on-line at http://ec.europa.eu/environment/networks/cbn-e/index_en.html

- ensure a regular, timely and well structured communication flow with the members of the networks, using all suitable means of communication (e-mail, telephone, CIRCA Interest Groups [see footnote 10 for details]);
- manage and file all documents (including e-mails) related to the networks' activities;
- follow up the activities (initiatives, projects, keep deadlines) of each network in close co-ordination and co-operation with DG ENV, collecting input or feedback from the parties involved whenever necessary;
- provide secretarial assistance to network members in organising possible collaborative initiatives. *The cost of such initiatives would not be covered by this contract;*
- serve as the central contact point for any requests for information or queries concerning the networks and their activities, be it via the website, by e-mail, telephone, fax or letter. When appropriate, the secretariat will forward questions to DG ENV or to a network member, or ask for instructions on the way to proceed with a particular request;
- ensure practical meeting arrangements, including the sending of invitations, the management of a list of participants, the drafting of agendas and proceedings, gathering/distribution of documents and presentation materials etc.. The secretariat may also be asked to help in identifying and liaising with possible external conference speakers.

Regarding meetings in particular:

One or two persons representing the secretariat (secretary and, if needed, the coordinator) will be expected to attend the network meetings. A yearly provision should be made for travel, accommodation and daily allowance to cover the participation of the secretariat in up to 5 meetings a year *per network*. *The cost of the meeting logistics* (meeting room rental, travel and accommodation of participants etc.) *are not part of this contract*. The GSN and the CBN-E hold every year one plenary meeting each (approximately over 2 days, gathering about 50 persons) and both a maximum of 3 additional co-ordination meetings (involving a core group of 6-8 persons). The co-ordination meetings mostly take place in Brussels, but the location of the annual meeting varies: these meetings however typically take place in a European capital or other major city within good transport connections. A network can also decide to organise workshops or other additional extraordinary meetings in the year: the need for the secretariat's involvement and participation will be assessed on a case by case basis, within the limits of the budget.

3.2.2. Information and communication tasks

The EECN secretariat will primarily ensure that information on the on-going activities of the networks and DG ENV is being communicated in a professional and timely manner. It will help in raising the profile of the networks, giving due visibility to the role of DG ENV in supporting their activities.

The secretariat is expected to use/develop the following types of information and communication channels and means for each supported network:

- Regular e-mails to the members of the network, using the appropriate mailing lists, informing them of any on-going activities (up-coming meetings, deadlines, requests for input...);

- Website: during the first contract period of 12 months the secretariat should carry on with the management of the existing network websites. If at the occasion of subsequent contract renewals the secretariat takes up the support of additional networks, the Commission may ask for a dedicated website to be created for each of them. The network website is to be kept up to date: outdated information is to be removed within a week (e.g. past events) and fresh material (news, events, best practice documentation...) added at least once a month, or whenever specifically requested by the Commission. The Commission may also ask for a more thorough updating of the website (with possible addition of topics, technical improvements and/or adaptations to the page design and layout) on a yearly basis. The contractor will manage and develop the web content on its local server and deliver the new/updated files to the Commission for uploading onto the Europa server on which the site is hosted. The contractor is free to use a web content management system locally but the web pages are to be delivered to the Commission in static HTML format. The website needs to be fully compliant with the rules set in the Europa Information Providers' Guide⁹;
- CIRCA Interest Group¹⁰: animation of a closed Interest Group for each network, mainly consisting of uploading internal working documents;
- Annual Brochure (approximately 4 A4 format full colour pages). This brochure could contain: a presentation of the network and its key activities and achievements over the previous year, testimonial type of interviews of network members with photos, web links. The secretariat will make a proposal for the content and layout, draft the texts in a journalistic style and, once approved by the Commission, produce and print it in 1500 copies, on recycled paper. The secretariat should organise the dissemination of the brochure: send copies to the network members, DG Environment and to selected mailing lists, as well as make copies available for distribution at relevant environmental conferences and other events. An HTML version and a print-friendly PDF version of the brochure should also be made available on the network's website.

All communication products will be produced in English.

The EECN secretariat should consistently apply a common style guide (defining a colour scheme, character sets etc.) to all of the communication products produced for the networks in order to foster a recognisable identity (including meeting documents, PowerPoint presentations etc..). Such a style guide currently exists, but will require a periodical review. Additional visuals (or logos) may need to be developed for the individual networks. Where a logo exists, it should accompany all communication concerning the network.

⁹ See http://ec.europa.eu/ipg/index_en.htm . Some of the information on this site is not accessible on-line from outside Commission premises. This information should not be essential for the purpose of the present tender but will be sent to the tenderers upon request.

¹⁰ CIRCA (Communication & Information Resource Centre Administrator) is a European Commission owned web-based extranet tool that enables the easy set-up and management of "Interest Groups" (closed or open) for information and document exchange, discussion fora and various other functionalities. See <http://circa.europa.eu/Public/irc/env/wfd/help?s=UP>

4. Experience required of the Contractor

In order for the Contractor to properly fulfil the tasks described above, three types of profiles are considered necessary:

- a) Administration/secretariat: assistant level person(s) with proven organisational and interpersonal communication skills, with experience in organising meetings and seminars. Good computer and drafting skills;
- b) Network coordination/animation: person familiar with environmental issues, with excellent networking abilities and with a solid experience in communications consulting, ideally also with experience in coordinating governmental or non-governmental pan-European initiatives (e.g. networks/fora, working groups, associations);
- c) Communications expertise in all the following fields: journalistic writing (news, short articles, web content), website development and management, graphic design, production of publications.

While profiles a) and b) should be present in the core project team, specific communications expertise as described under c) above (especially the expertise required for the "one-off" tasks such as web development and production of brochures) is perfectly suited to be sub-contracted. All the members of the core team that will be communicating with the Commission and with the network members should be fluent in English. Where the writing is done by a non-native English speaker, texts need to be proof-read prior to being submitted to the Commission. The capacity of the team to exploit multilingual source material (web, press) would be a plus.

5. Deliverables

Work carried out in performance of the contract will be the subject of a final report, 3 paper copies of which must be sent to the Commission. A draft final report (of no more than 10 pages + annexes) must be submitted to the Commission no later than six weeks before the expiry of the contract. It will briefly describe the work carried out during project implementation and the key results obtained. It will also state any possible problems encountered in performance of the contract and describe the corrective measures taken.

The Commission may send comments to the Contractor if it is not fully satisfied with the draft report. The contractor may either take account of the comments or put forward alternative points of view in an amended version of the report, to be submitted within two weeks from receiving the Commission's comments. A report will be deemed to have been accepted by the Commission if it does not expressly inform the Contractor of the contrary within a month of its receipt.

In addition to the report and the tasks of a continuous nature, the main outputs are:

- Edition and distribution of 12 yearly newsflashes (see 3.1.). These should be issued on monthly basis;
- Support and attendance to up to 5 meetings per network and per year (see 3.2.1.);
- Edition and distribution of a brochure, one per network and per year (see 3.2.2.).

6. Duration of the tasks

The tasks should be completed within **12** months of the signature of the contract. The execution of the tasks may not start before the contract has been signed.

The contract is a contract of one year renewable three times (total of 48 months), provided that the contractor's work is satisfactory in all respects and depending on budget availability.

7. Place of performance

The place of performance of the tasks shall be the contractor's premises or any other place indicated in the tender, with the exception of the Commission's premises.

PART 2: ADMINISTRATIVE DETAILS

1. General terms and conditions for the submission of tenders

- *Submission of a tender implies that the Contractor accepts all the terms and conditions set out in these specifications (including the annexes) and waives all other terms of business.*
- *Submission of a tender binds the Contractor to whom the contract is awarded during performance of the contract.*
- *Changes to tenders will be accepted only if they are submitted on or before the final date set for the submission of tenders.*
- *Expenses incurred in respect of the preparation and presentation of tenders cannot be refunded.*
- *No information of any kind will be given on the state of progress with regard to the evaluation of tenders.*
- *Once the Commission has accepted the tender, it shall become the property of the Commission and the Commission shall treat it confidentially.*
- *The protocol on the Privileges and Immunities or, where appropriate, the Vienna Convention of 24 April 1963 on Consular Relations shall apply to this invitation to tender.*

2. No obligation to award the Contract

- *Fulfilment of adjudication or invitation to tender procedure shall not involve the Commission in any obligation to award the contract.*
- *The Commission shall not be liable for any compensation with respect to tenderers whose tenders have not been accepted. Nor shall it be liable in the event of its deciding not to award the contract.*

3. Joint tenders

When a consortium / partnership is envisaged three cases can arise:

- I. The offer originates from a consortium already formally set up as a separate and legal entity able to submit its statutes, mode of operation, technical and financial capacity, such as result from the contributions of its various members. It is such a consortium that will bear the technical and financial responsibility for the contract and will present the requested financial guarantee, if applicable.
- II. The offer originates from companies not yet having created a consortium as a separate legal entity but planning to constitute one as referred to in item I, if their joint offer is accepted. In such a situation, the tenderer will have to provide the legal form, the envisaged draft statutes and mode of operation of the consortium, the various technical and financial contributions, letters of intent, as well as the guarantees envisaged, where applicable.

- III. The offer originates from companies not wishing to constitute formally a consortium as a separate legal entity and thus constituting effectively an association. In such a case, the offer will be submitted in the form of subcontracting (cf. point 4 below), in which case one of the companies shall assume the total responsibility for the offer. This company will sign the contract in its name, the other companies then being regarded as subcontractors of the first.

For joint tenders described in cases I and II above, the information required in

- *Part 2, 6.2 (“administrative proposal”)*
- *Part 3, 1 (“information for assessment of exclusion criteria”) and*
- *Part 3, 2 (“information for assessment of selection criteria”)*

*must be provided for **all** members participating in the tender.*

For joint tenders described in case III please refer to point 4 below.

4. Subcontractors

Subcontracting is permitted subject to the following conditions:

The subcontractor is the sole responsibility of the main contractor;

- *Tenderers must indicate in their offers the amount of the contract (if any) that they will subcontract to third parties, as well as the identity and availability of the chosen subcontractor(s). The contractor will not subcontract to third parties not identified in the offer as potential subcontractors without prior written authorisation from the Commission;*
- *the contractor shall not cause the contract to be performed in fact by third parties;*
- *even where the Commission authorises the contractor to subcontract to third parties, the contractor shall nonetheless remain bound by his obligations to the Commission under the contract;*
- *the contractor shall ensure that the subcontract does not affect rights and guarantees to which the Commission is entitled by virtue of the contract.*

Where the total amount envisaged for subcontracting is above 30% of the total contract value, evidence of the subcontractor(s) ability to perform the tasks entrusted to him/them shall be included in the offer. Such evidence is the same as that also required from the contractor, as described and identified, in Part 3, point 2 below.

Where the total amount envisaged for subcontracting is above 50% of the total contract value, the subcontractor(s) must also, **if and when requested**, present evidence of compliance with the exclusion criteria (as required from the potential contractor) as described in Part 3, point.1 below.

Tenderers should note that the Commission will consider intended subcontracting below 30% of the contract value as an indication that the potential contractor has the resources to complete the tasks under the contract, as well as a factor potentially enhancing the proposed team organisation. Therefore this point will be taken into account in the assessment of the award criterion “project management and availability”.

5. Payments

This contract will be paid on a lump sum basis.

A pre-financing payment of 30% will be paid upon signature of the contract.

A final payment of 70% will be paid upon acceptance by the Commission of the final report.

The Commission reserves the right to waive the pre-financing payment if applicable, or to request a financial guarantee should it be deemed necessary.

The Commission is exempt from all taxes and dues, including value added tax, pursuant to the provisions of Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities with regard to its financial contribution under the contract.

6. Content of the tender

All tenders must be presented in three sections:

6.1. Financial proposal

- *A financial proposal duly dated and signed by the person authorized to sign on behalf of the organization. The price must be quoted in Euro using the template in annex 2, including for the countries which do not form part of the Euro zone. For the tenderers of the countries which do not form part of the Euro zone, the amount of the offer cannot be revised because of exchange rate movements. The choice of exchange rate belongs to the tenderer, who assumes the risks or opportunities associated with these exchange rate movements.*
- *The price must be a fixed amount, inclusive all expenses.*
- *The price will not be subject to revision.*

The successful tenderer is to carry on with the support to the existing two (2) networks during the first contract period of 12 months. For guidance purposes, the maximum budget allocation to this first contractual period covering the secretariat base functions and the support to 2 networks (as described under point 3.) is estimated to a maximum of € 100.000 (one hundred thousand Euro).

At the occasion of possible contract renewals there could be changes to the networks to be supported. The Commission may at this occasion also request the successful tenderer to take up the support of one or two additional networks for the subsequent contract period of 12 months. The maximum number of networks to be supported at any given

time is four (4). As the number of networks to be supported has a direct effect on the magnitude of the tasks described under 3.2., it will as well reflect on the contract value. Therefore in the financial proposal a total price should be quoted for each of the following three (3) scenarios:

- Provision of secretariat base functions and support to up to 2 networks for a period of 12 months;
- Provision of secretariat base functions and support to up to 3 networks for a period of 12 months;
- Provision of secretariat base functions and support to up to 4 networks for a period of 12 months.

For each scenario the price quotation should include all the tasks set out under point 3. The financial proposal should include a detailed breakdown of the cost and staff resources to be assigned to the running of the secretariat and the main outputs (newsflashes, meetings support and attendance, brochure, as well as website creation and on-going maintenance).

The price difference between scenarios is in principle expected to be linear. If the cost of supporting an additional network is decreasing in a significant manner or growing, the tenderer is expected to explain why. The budget for the provision of secretariat base functions and support to up to 4 networks is estimated to a maximum of € 160.000 (one hundred sixty thousand Euro).

The overall price of the offer for the purpose of the evaluation will be calculated as the average of the prices for scenarios 1,2 and 3 above.

- The price quotation must be signed by the tenderer or his duly authorised representative.
- The price must be quoted free of all duties, taxes and other charges, including VAT, as the Communities are exempt from such charges under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities of 8 April 1965 (OJEC L 152 of 13 July 1967). Exemption is granted to the Commission by the governments of the Member States, either through refunds upon presentation of documentary evidence or by direct exemption. For those countries where national legislation provides an exemption by means of a reimbursement, the amount of VAT is to be shown separately. In case of doubts about the applicable VAT system, it is the tenderer's responsibility to contact his national authorities to clarify the way in which the European Community is exempt from VAT.
- The offer shall remain valid for a period of 12 months, as from the deadline for submission of offer.

6.2. Administrative proposal

- An administrative information form containing information on the full name of the organization, legal status, address, person to contact, person authorized to sign on behalf

of the organization, telephone number, and facsimile number, as well as relevant bank details. The form must be duly dated, signed and stamped by the person authorized to sign on behalf of the company, and by the bank (see annex 1).

- *A legal entity form (see annex 3), proof of enrolment (certificates) in one of the professional or trade registers, in country of establishment;*
- *If the tenderer is a natural person; she/he will be required to provide proof of her/his status as a self-employed person. To this end she/he must supply details of her/his social security cover and situation with regards to VAT regulation.*
- *A declaration of the candidate's eligibility; certifying that he/she is not in one of the situations listed in articles 93 and 94 of the Financial Regulation of the European Communities (Official Journal L 390 of 30/12/2006) (see annex 4)*
- *Documents relating to the selection criteria (see part 3, point 2.1. Financial and Economic capacity)*
- *The service provider's educational and professional qualifications and those of the firm's managerial staff and, in particular, those of the person or persons responsible for providing the services (curriculum vitae presented on the EU standard form which can be downloaded from the following address – <http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV/navigate.action> together with a consolidated overview of CVs in an excel table.*
- *A list, in English or French of the principal studies, services contracts, consultancy work, surveys, publications or other work previously carried out during the past three years, indicating the name of the client and stating which, if any, were done for the European Commission.*
- *Tenders from consortia of firms or groups of service providers must specify the role, qualifications and experience of each member (see also part 3, points 1, 2 and 3 – exclusion, selection and award criteria).*

6.3. Technical proposal

- *A contract proposal with the methodology to fulfil the requirements mentioned in Part 1, point 3. The tender should give indications on the methodology used in the work that will be undertaken and on its appropriateness for this purpose, in conformity with the guidelines included in the approach.*
- *The maximum indicative number of pages for the offer is 25 pages + annexes. Please use as far as possible recycled paper and duplex printing, and avoid enclosing glossy folders.*

Establish the tenderer's identity

The tenderer should detail the competence, experience and the means at his disposal which would allow the tasks foreseen in the contract to be carried out.

A list of previous work carried out over the past 3 years must be included.

If a consortium is formed for the execution of the tasks presented in this call for tender, then please explain the roles of each partner in the consortium. (For the administrative details in relation to joint tenders, please refer to Part 2, point 3).

If sub-contracting is envisaged, please clearly indicate which tasks are concerned, the % that this represents of the total value of the offer, and the name and address of the sub-contractor(s), if known at this stage.

Implementation of the contract

Describe the methodology to be applied to carry out each of the tasks foreseen in the contract.

Managing the contract

The tenderer's availability during the period of the execution of the tasks must be clearly demonstrated, and explain how the project will be managed.

PART 3: ASSESSMENT AND AWARD OF A CONTRACT

The assessment will be based on each tenderer's bid.

All the information will be assessed in the light of the criteria set out in these specifications. The procedure for the award of the contract will concern only admissible bids and it will be carried out in three successive phases. The first step is to check that the tenderers are not excluded in any way from taking part in the tender procedure. The second step is to check the tenderer's capacity (financial and technical) to perform the contract and the final step is to assess the quality of the offers against the award criteria.

In the case of joint tenders, the exclusion, selection and award criteria will be applicable to all the members of the consortium. The same principle will also be applied in the case where there are sub-contractors. The bid must clearly identify the subcontractors and document their willingness to accept the tasks and thus acceptance of the terms and conditions set out in Part 2.1. Tenderers must inform the subcontractors that Article II.17 of the standard contract will be applied to them. Once the contract has been signed, Article II.13 of the above mentioned contract shall govern subcontractors.

1. Exclusion criteria

Tenderers must declare on their honour that they are not in one of the situations referred to in articles 93 and 94 a) of the Financial Regulation. Tenderers or their representatives must therefore fill in and sign the form in Annex 4 to these specifications. Hereby agreeing to submit to the Commission, **if and when requested to do so**, those certificates or documents demonstrating that the tenderer is not in any of the situations described under points (a), (b), (d) and (e) below:

These articles are as follows:

Article 93:

1. Applicants or tenderers shall be excluded if:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) They have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- (c) They have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- (d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- (e) They have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- (f) They are currently subject to an administrative penalty referred to in [Article 96\(1\)](#).

Article 94

A contract shall not be awarded to candidates or tenderers who, during the procurement procedure for this contract:

- (a) are subject to a conflict of interest;
- (b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or fail to supply this information;
- (c) find themselves in one of the situations of exclusion, referred to in [Article 93\(1\)](#), for this procurement procedure.

2. Selection criteria

Only those tenders fulfilling all the selection criteria will be examined in the light of the award criteria. The selection criteria are set out below

2.1. Financial and economic capacity may be shown by means of the following:

- A simplified balance sheet and profit and loss account, exclusively based on the annex 5 form attached to these specifications;

In the event that the tender is unable to complete the form as proposed above one of the following alternatives would be acceptable

- a. financial statements for the last two financial years;
OR
- b. declaration concerning the sales turnover related to the field associated with the invitation to tender during the last three financial years;
OR
- c. other substantiating documents if the candidate or tenderer cannot, for valid reasons, provide those indicated above

2.2. Technical and professional competence:

- *Experience as evidenced by the qualifications, both educational and professional, of the service provider or contractor and those of the firm's managerial staff and, in particular those of the person or persons responsible for carrying out the service/work. Curriculum vitae must be provided.*
- *A reference list of relevant previous projects over the past 3 years must be provided, indicating the sums involved, dates, recipients, public or private.*

2.3. Authorisation to perform the contract

- *A tenderer must 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.*

2.4. Access to the market

- *A tenderer must indicate in which State they have their headquarters or domicile and to present the supporting evidence normally acceptable under their own law.*

3. Award criteria

Further to the price quoted for the contract, the following award criteria will be applied:

Award criteria 1 – Understanding (max points 30)

This criterion is used to assess whether candidates have taken into consideration all of the aspects of the tasks required, such as they appear above, as well as understood correctly the nature of the services and products to be provided.

Award criteria 2 – Methodology (max points 40)

The offer will be assessed according to whether the methods and efforts proposed are suited to the needs of the Commission as laid down in this invitation to tender. In particular the clarity and originality of the ideas and the suitability/feasibility of the technical solutions will be evaluated.

Award criteria 3 – Project management and availability (max points 30)

This criterion relates to the quality of project planning, the organisation of the team with a view to managing a project of this nature and the availability of the resources for the completion of the contractual tasks. The time allocated to each team member should be clearly outlined in the tender.

Since assessment of the tenders will be based on the quality of the proposed services, tenders should elaborate on all points addressed by these specifications in order to score as many points as possible. The mere repetition of mandatory requirements set out in these specifications, without going into details or without giving any added value, will only result in a very low score. In addition, if certain essential points of these specifications are not expressly covered by the tender, the Commission may decide to give a zero mark for the relevant qualitative award criteria.

4. Points

A points system to evaluate the award criteria relating to the technical value of the offers will be applied.

A maximum of 30 points will be attributed to criterion 1, a maximum of 40 points will be attributed to criterion 2, and a maximum of 30 points will be attributed to criterion 3. In addition a minimum threshold will be set up under this system of points:

- Technical sufficiency levels: Selected companies will have to score a minimum of 18, 24 and 18 points under criteria 1, 2 and 3 respectively, with a minimum total of 65 points.

5. Budget

The budget is estimated to a maximum of €100.000 for the provision of secretariat base functions and support to up to 2 networks, and a maximum of €160.000 for the provision of secretariat base functions and support to up to 4 networks, excluding VAT (including fees, travel and all other costs).

The Commission is exempt from all taxes and dues, including value added tax, pursuant to the provisions of Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities with regard to its financial contribution under the contract.

The contract may be renewed three times for a further 36 months.

The prices quoted for the three scenarios must be firm, non-revisable prices and must be quoted in euro.

Having examined the tenders from a technical point of view, the evaluation committee will proceed considering which is the economically most advantageous offer taking into account **only those tenders that have obtained at least 65 out of the 100 points that are available for the technical quality of the bid**. The evaluation committee will then proceed with the financial comparison of the tenders retained for further consideration according to the ranking procedure below.

6. Ranking of the tenders and award of the contract.

The bid offering the best value for money will be chosen, provided that the minimum number of points cited above is achieved. Best value for money will be calculated as follows:

- All bids that do not reach the stated technical sufficiency levels for each individual award criteria will not be considered for contract award.
- All bids that have passed the individual levels and score 65 or higher are deemed to be technically sufficient. Then the price is divided by the total number of points awarded to obtain the price-quality ratio. The award of the contract will be made in accordance with the lowest ratio.

The Commission reserves the right not to select any tender if the amounts tendered exceed the budget envisaged for this project.

7. Opening of tenders

The tenders received will be opened on **28/05//2008 at 14h30** in the Commission building at **Avenue Beaulieu 5, B-1160 Brussels**.

One authorised representative of each tenderer (with proof of identity) may attend the opening of tenders (no expenses paid).

8. Information for tenderers

After the award decision has been taken, the Commission will inform tenderers including the grounds for any decision not to award a contract or to recommence the procedure.

ANNEX 1 - ADMINISTRATIVE INFORMATION FORM

Organisation or individual:

NAME:

ADDRESS:

HEADQUARTERS:

PERSON AUTHORISED TO SIGN CONTRACT:

Name and position:

PERSON FOR ROUTINE CONTACT:

Name and position:

Telephone and fax number:

BANK DETAILS:

NAME OF ACCOUNT HOLDER:

ADDRESS OF ACCOUNT HOLDER:

NAME OF BANK:

ADDRESS OF BANK AGENCY:

ACCOUNT N°:

(BLZ, SORT CODE, ?):

I.B.A.N. CODE:

Signature of Contractor

**Official Stamp and Signature
of Contractor's Bank**

ANNEX 2 - FINANCIAL OFFER TEMPLATE

(FOR GUIDANCE PURPOSES ONLY)

PRICE AND ESTIMATED BUDGET BREAKDOWN

Calculation of the costs

Name	Staff on payroll		Other statute	Time in %	Total year /	TOTAL
	Gross salary	Social charges				
...						
... etc.						
Staff costs						
Infrastructure						
Overhead costs including office material and consumables						
Office Equipment						
Travel/Missions						
Sub-contracting						
Company x						
Company y						
Company z						
Other						
TOTAL COSTS in EURO					€	

Signature of Contractor

.....

Date

.....

ANNEX 3 - LEGAL ENTITY FORM

This form can be downloaded from

http://ec.europa.eu/budget/execution/legal_entities_en.htm

ANNEX 4

DECLARATION ON EXCLUSION CRITERIA AND ABSENCE OF CONFLICT OF INTERESTS

Name of the organisation/individual:

Legal address:

Registration number:

VAT number:

Name of the signatory of this form:

Position:

- representative legally authorised to represent the tenderer vis-à-vis third parties and acting on behalf of the aforementioned company or organisation *[please tick box if applicable]*

hereby certifies that *[please tick one of the two boxes]*

- they
- the company or organisation that they represent:
- a) are/is not bankrupt or being wound up, is not having their affairs administered by the court, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, or is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) have/has not been convicted of an offence concerning their professional conduct by a judgement which has the force of *res judicata*;
- c) have/has not been found guilty of grave professional misconduct proven by any means which the Commission can justify;
- d) have/has fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) have/has not been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- f) are/is not currently not subject to an administrative penalty referred to in [Article 96\(1\)](#).

In addition, the undersigned declares on their honour:

- g) that on the date of submission of the tender, they, the company or organisation they represent and the staff proposed for this tender are not subject to a conflict of interests in the context of this invitation to tender; the undersigned undertakes to inform the Commission without delay of any change to this situation after the date of submission of the tender;
- h) that the information provided to the Commission within the context of this invitation to tender is accurate, sincere and complete;
- i) **that, if and when requested, they will provide the evidence required under point 1, part 3 of the Specifications.**

Full name:

Date

Signature:

ANNEX 5

Explanation – please read carefully before completing the financial capacity form

Simplified balance sheet and profit and loss account

Candidates shall indicate if they are a profit or a non profit making company / organisation.

Within the form, financial data based on the company's /organisation's balance sheet are collected in a standardised form. Please find below a correspondence table giving an explanation on the regrouping of different accounts respecting the [4th Accounting Directive](#). You should complete this form carefully. Given its complexity, it is recommended that the form be completed by a professional accountant or an auditor. The data reported will be used to evaluate the financial viability of the company/organisation. Thus it is very important that data reported are accurate. The Commission may wish to cross check the data with those reported in the official certified accounts. For this purpose the Commission reserves the right to ask for further documentation during the evaluation process.

The amounts have to be filled out in euros ([use the exchange rate of the closing date of the accounts](#)).

Abbreviations t-1 and t0

The abbreviation *t0* represents the last certified historical balance sheet and profit and loss account; *t-1* is the balance sheet prior to the last certified one. Consequently, the *closing date t0* is the closing date of the last certified historical balance sheet; the *closing date t-1* is the closing date of the balance sheet prior to the last one. *Duration t0* is the number of months covered by the last historical balance sheet. *Duration t-1* is the number of months covered by the penultimate certified historical balance sheet.

BALANCE SHEET	CORRESPONDANCE 4 th ACCOUNTING DIRECTIVE	
ASSETS	ASSETS / 4th ACCOUNTING DIRECTIVE (Article 9)	
1. Subscribed capital unpaid	A. Subscribed capital unpaid	A. Subscribed capital unpaid (including unpaid capital)
2. Fixed assets	C. Fixed Assets	
2.1. Intangible fixed assets	B. Formation expenses as defined by national law C. I. Intangible fixed assets	B. Formation expenses as defined by national law C.I.1. Cost of research and development C.I.2. Concessions, patents, licences, trade marks and similar rights and assets, if they were: (a) acquired for valuable consideration and need not be shown under C (I) (3); or (b) created by the undertaking itself C.I.3. Goodwill, to the extent that it was acquired for valuable consideration C.I.4. Payments on account
2.2. Tangible fixed assets	C.II. Tangible fixed assets	C.II.1. Land and buildings C.II.2. Plant and machinery C.II.3. Other fixtures and fittings, tools and equipment C.II.4. Payment on account and tangible assets in course of construction
2.3. Financial assets	C.III. Financial assets	C.III.1. Shares in affiliated undertakings C.III.2. Loans to affiliated undertakings C.III.3. Participating interests C.III.4. Loans to undertakings with which the company is linked by virtue of participating interest C.III.5. Investments held as fixed assets C.III.6. Other loans C.III.7. Own shares (with an indication of their nominal value or, in the absence of a nominal value, their accounting par value)
3. Current assets	D. Currents assets	
3.1. Stocks	D.I. Stocks	D.I.1. Raw materials and consumables D.I.2. Work in progress D.I.3. Finished products and goods for resale D.I.4. Payment on account
3.2.1. Debtors due after one Year	D.II. Debtors, due and payable after more than one year	D.II.1. Trade debtors D.II.2. Amounts owed by affiliated undertakings D.II.3. Amounts owed by undertakings with which the company is linked by virtue of participating interest D.II.4. Others debtors D.II.6. Prepayments and accrued income
3.2.2. Debtors due within one year	D.II. Debtors due and payable within a year	D.II.1. Trade debtors D.II.2. Amounts owed by affiliated undertakings D.II.3. Amounts owed by undertakings with which the company is linked by virtue of

		participating interest D.II.4. Others debtors D.II.6. Prepayments and accrued income
3.3. Cash at bank and in hand	D.IV. Cash at bank and in hand	D.IV. Cash at bank and in hand
3.4. Other current assets	D.III Investments	D.III.1. Shares in affiliated undertakings D.III.2. Own shares (with an indication of their nominal value or, in the absence of a nominal value, their accounting par value) D.III.3. Other investments
Total assets	Total assets	

LIABILITIES	LIABILITIES / 4th ACCOUNTING DIRECTIVE (Article 9)	
4. Capital and reserves	A. Capital and reserves	
4.1. Subscribed capital	A.I. Subscribed capital A.II. Share premium account	A.I. Subscribed capital A.II. Share premium account
4.2. Reserves	A.III. Revaluation reserve A.IV. Reserves	A.III. Revaluation reserve A.IV.1. Legal reserve, in so far as national law requires such a reserve A.IV.2. Reserve for own shares A.IV.3. Reserves provided for by the articles of association A.IV.4. Other reserves
4.3. Profit and loss brought forward from the previous years	A.V Profit and loss brought forward from the previous years	A.V Profit and loss brought forward from the previous years
4.4. Profit and loss for the Financial year	A.VI. Profit or loss for the financial year	A.VI. Profit or loss for the financial year
5. Creditors	C. Creditors	
5.1.1 Long term non-bank debt	B. Provisions for liabilities and charges (> one year) C. Creditors (> one year)	B.1. Provisions for pensions and similar obligations B.2. Provisions for taxation B.3. Other provisions C.1. Debenture loans, showing convertible loans separately C.3. Payments received on account of orders in so far as they are not shown separately as deductions from stocks C.4. Trade creditors C.6. Amounts owed to affiliated undertakings C.7. Amounts owed to undertakings with which the company is linked by virtue of participating interests C.8. Other creditors including tax and social security C.9. Accruals and deferred income
5.1.2. Long term bank debt	C. Creditors "credit institutions" (> one year)	C.2. Amounts owed to credit institutions C.5. Bills of exchange payable
5.2.1. Short term non-bank Debt	B. Provisions for liabilities and charges (= one year) C. Creditors (= one year)	B.1. Provisions for pensions and similar obligations B.2. Provisions for taxation B.3. Other provisions C.1. Debenture loans, showing convertible loans separately C.3. Payments received on account of orders in so far as they are not shown separately as deductions from stocks C.4. Trade creditors C.6. Amounts owed to affiliated undertakings C.7. Amounts owed to undertakings with which the company is linked by virtue of participating interests C.8. Other creditors including tax and social security C.9. Accruals and deferred income
5.2.2. Short term bank debt	C. Creditors "credit institutions" (= one year)	C.2. Amounts owed to credit institutions C.5. Bills of exchange payable
Total liabilities	Total liabilities	

PROFIT AND LOSS ACCOUNT	PROFIT AND LOSS ACCOUNT / 4TH ACCOUNTING DIRECTIVE (Article 23)	
6. Turnover	1. Net turnover	
		1. Net turnover
7. Variation in stocks	2. Variation in stock of finished goods and in work in progress	2. Variation in stocks of finished goods and in work in progress
8. Other operating income	3. Work performed by the undertaking for its own purposes and capitalized. 4. Other operating income	3. Work performed by the undertaking for its own purposes and capitalized 4. Other operating income
9. Costs of material and consumables	5. (a) Raw materials and consumables 5. (b) Other external charges	5. (a) Raw materials and consumables 5. (b) Other external charges

10. Other operating charges	8. Other operating charges	8. Other operating charges
11. Staff costs	6. Staff costs	6. (a) Wages and salaries 6. (b) social security costs, with a separate indication of those relating to pensions
12. Gross operating profit	Gross operating profit .	
13. Depreciation and value adjustments on non financial assets	7. Depreciation and value adjustments on non financial assets	7. (a) Value adjustments in respect of formation expenses and of tangible and intangible fixed assets 7. (b) Value adjustments in respect of current assets, to the extent that they exceed the amount of value adjustments which are normal in the undertaking concerned
14. Net operating profit	Gross operating profit - Depreciation and value adjustments on non-financial assets	
15. Financial income and value adjustments on financial assets	Financial income and value adjustments on financial assets	9. Income from participating interests 10. Income from other investments and loans forming part of the fixed assets 11. Other interest receivable and similar income 12. Value adjustments in respect of financial assets and of investments held as current assets
16. Interest paid	Interest paid	13. Interest payable and similar charges
17. Similar charges	Similar Charges	
18. Profit or loss on ordinary activities	Profit or loss on ordinary activities	15. Profit or loss on ordinary activities after taxation
19. Extraordinary income and Charges	Extraordinary income and charges	16. Extraordinary income 17. Extraordinary charge
20. Taxes on profits	Taxes	14. Tax on profit or loss on ordinary activities 19. Tax on extraordinary profit or loss 20. Other taxes not shown under the above items
21. Profit or loss for the financial year	Profit or loss for the financial year	21. Profit or loss for the financial year

Annex 5 FORM to be completed

Simplified balance sheet and profit and loss account for the determination of financial capacity

Applicant name	<input type="text"/>	Type company	of	<input type="text"/>	<input type="text"/>
	<input type="text"/>		<input type="text"/>	Non profit making	<input type="text"/>
Closing date t0	<input type="text"/>	Duration t0	<input type="text"/>	months	
Closing date t-1	<input type="text"/>	Duration t-1	<input type="text"/>	months	

Balance sheet		
Assets	t0 (in Euro)	t-1 (in Euro)
1. Subscribed capital unpaid	<input type="text"/>	<input type="text"/>
2. Fixed assets (2.1+2.2+2.3)	0	0
2.1 Intangible fixed assets	<input type="text"/>	<input type="text"/>
2.2 Tangible fixed assets	<input type="text"/>	<input type="text"/>
2.3 Financial assets	<input type="text"/>	<input type="text"/>
3. Current assets (3.1+3.21+3.22+3.3+3.4)	0	0
3.1 Stocks	<input type="text"/>	<input type="text"/>
3.2.1 Debtors due after one year	<input type="text"/>	<input type="text"/>
3.2.2 Debtors due within one year	<input type="text"/>	<input type="text"/>
3.3 Cash at bank and in hand	<input type="text"/>	<input type="text"/>
3.4 Other current assets	<input type="text"/>	<input type="text"/>
Total assets (1+2+3)	0	0

Liabilities	t0 (in Euro)	t-1 (in Euro)
4. Capital and reserves (4.1+4.2+4.3+4.4)	0	0
4.1 Subscribed capital	<input type="text"/>	<input type="text"/>
4.2 Reserves	<input type="text"/>	<input type="text"/>
4.3 Profit and loss brought forward	<input type="text"/>	<input type="text"/>
4.4 Profit and loss for the financial year	<input type="text"/>	<input type="text"/>
5. Creditors (5.11+5.12+5.21+5.22)	0	0
5.1.1 Long term non-bank debt	<input type="text"/>	<input type="text"/>
5.1.2 Long term bank debt	<input type="text"/>	<input type="text"/>
5.2.1 Short term non-bank debt	<input type="text"/>	<input type="text"/>
5.2.2 Short term bank debt	<input type="text"/>	<input type="text"/>
Total liabilities (4+5)	0	0

Profit and loss

	t0 (in Euro)	t-1 (in Euro)
6. Turnover		
7. Variation in stocks		
8. Other operating income		
9. Costs of material and consumables		
10. Other operating charges		
11. Staff costs		
12. Gross operating profit (6.+7.+8.-9.-10.-11.)	0	0
13. Depreciation and value adjustments on non-financial assets		
14. Net operating profit (12.-13.)	0	0
15. Financial income and value adjustments on financial assets		
16. Interest paid		
17. Similar charges		
18. Profit/loss on ordinary activities (14+15.-16.-17.)	0	0
19. Extraordinary income and charges		
20. Taxes on profit		
21. Profit/loss for the financial year (18.+19.-20.)	0	0

ANNEX 6



EUROPEAN COMMISSION
DIRECTORATE-GENERAL ENVIRONMENT

DIR F- RESOURCES
ENV.F.2 – Finance

(Please fill in your address)

ACKNOWLEDGEMENT OF YOUR TENDER

Our reference: ENV.A.1/SER/2008/0014

Your reference:

We wish to confirm the receipt and opening of your offer¹. Your offer will now be evaluated by the Commission and its experts. You will be informed of the result in due course.

We thank you for your interest.

MarketsTeam
DG ENV.F.2

¹ Your personal contact data has been recorded in a database used by the Markets Team of unit ENV.F2 for the administrative management of offers. The Commission is bound by Regulation 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies. For more information, and to exercise your rights to access and eventually correct data concerning you, please don't hesitate to contact us.

ANNEX 7

CHECK LIST

1. Administrative information form filled in
2. Financial offer duly signed
3. Legal entity form completed and signed
4. Declaration of the candidate's eligibility regarding exclusion criteria, completed, signed and dated
5. Supporting documents for selection criteria
6. Acknowledgement form with candidate's address
7. Technical bid
8. Possible annexes