

SPECIFICATIONS

To Invitation to Tender ENV.F.3/SER/2011/0042
European-level coordination of the European mobility week

These specifications follow the publication of
- the prior information notice in OJEU 2011/S 38-061097 of 24/02/2011
- the contract notice in OJEU 2011/S 119-195441 of 26/06/2011

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PART 1: TECHNICAL DESCRIPTION

1. Background

- European Mobility Week (EMW) is a **decentralised, voluntary event** held annually between 16 and 22 September. Consistent messages, common visual identity and simultaneous participation of many cities across Europe give it a high political and media profile. In 2010 the total number of participants reached a record high of 2,221 cities (representing an estimated population of over 237 million European citizens), making it the largest event promoting sustainable mobility globally.
- EMW was set up in 2002 as an evolution of the 'Car Free Day' initiative. Its objectives are to raise awareness about issues related to sustainable urban mobility, promote a shift towards sustainable modes of transport and promote implementation of relevant European policy instruments. (See point 2 below for details).
- While general mobility issues remain a key focus of the event, every year a different specific aspect is underlined (e.g. in 2009 the theme was 'Improving city climates', in 2010: 'Travel smarter, live better'. The theme for 2011 will be 'Alternative Mobility'). The week features a variety of general public and stakeholder events such as seminars, exhibitions, debates or testing of new permanent measures. The exact programme is defined by the local coordinator of European Mobility Week with inputs from different interest groups (e.g. politicians, citizens, companies involved in transport activities, NGOs, private partners).
- The 'European Mobility Week Award' was created to recognize best achievements, to encourage participation from local authorities and to show political support to the initiative from the European Commission. Currently, the award ceremony is connected with a capability building workshop that happens annually in March.
- The initiative's management structure consists of three layers:
 - European Coordination (main tasks include: management of the annual planning cycle, day-to-day management, acting as the European focal point, liaising with the European Commission. Please refer to point 3 of these specifications for details)
 - National Coordinators (responsible for promoting the initiative at national level, registration of participants, other support to local coordinators).
 - Local Coordinators (responsible for executing events at local level)

There are also a number of supporting partners involved at European level (e.g. associations and organizations dealing with urban transport issues). The structure and processes in place ensure that the different players work together for the same purpose.

- More information can be found at the EMW website (www.mobilityweek.eu). In particular it is recommended that tenderers review:
 - Participation statistics: <http://www.mobilityweek.eu/-Participating-cities-.html>
 - Participation charter: http://www.mobilityweek.eu/IMG/pdf_EMW_Charter.pdf
 - Handbook outlining modalities of participation and providing ideas for the Week's activities: http://www.mobilityweek.eu/IMG/pdf_2010_handbook.pdf

- Evaluation of the 2009 events:
http://www.mobilityweek.eu/IMG/pdf_evaluation_brochure_2009.pdf
- Management structure: <http://www.mobilityweek.eu/-Management-Structure-.html>

2. Objectives

The objectives of European Mobility Week are:

- Raising awareness about issues related to sustainable urban mobility;
- Encouraging a shift away from the use of private cars in cities towards more sustainable means of transport via increasing availability and convenience of alternatives (e.g. launching of new cycling lanes, new, or more frequent bus lines).
- Creating a dialogue platform between citizens and local authorities to discuss issues related to sustainable mobility

Through these, EMW contributes to the fulfilment of a broader aim, i.e. promoting of and engaging local stakeholders in applying European policies in the areas of climate change and sustainable urban development. These include achieving air quality limit values, the need to reduce greenhouse gas emissions, the need to decouple economic growth and transport demand, achieving a better quality of life for people in Europe and providing a clean and healthy urban environment.

Initiatives undertaken during Mobility Week typically focus around:

- increasing the usage of public transport, walking and cycling;
- promoting lower levels of traffic and reducing the need to travel;
- reducing transport noise;
- changing citizens' behaviour;
- promoting the health benefits of walking and cycling;
- promoting collaboration and partnerships between public administrations and other stakeholders.

Importantly, by encouraging the implementation of permanent changes in favour of sustainable modes of transport (such as reallocation of road space in favour of cycling or public transport, car sharing systems) EMW contributes to the improvement of the quality of life in the participating cities, leaving a legacy lasting way beyond the actual length of the week.

The objective for future events is to at least maintain the participation levels in the EU-27 vs. 2010, with improved geographical balance and improved quality of local programmes.

In terms of desired image, the aim is to clearly communicate that EMW is

- (1) an event that leaves legacy lasting beyond the actual length of the week;
- (2) an official EU programme, part of the Community effort on improving air quality, well being and environmental protection.

The purpose of this call for tender is for the Commission's Environment Directorate-General to secure the European coordination of European Mobility Week for 2012 with a view to reaching the above mentioned goals as completely and as effectively as possible.

3. Content / Description of the tasks

The role of European coordination is to promote participation and facilitate execution of the event by the local authorities across the EU, via:

- **Managing the annual project cycle.** i.e. from proposing the 'theme', through development of communication tools and promotional strategy, coordination with relevant stakeholders, handling the registration procedure (including ensuring that ethical rules are respected) to summarizing the outcomes and management of the award procedure.
- **Assuring coordination of the programme at European level** (i.e. among national coordinators, pledge signatories and the European Commission),
- **Maintaining and supporting an active network of national coordinators.** i.e. organizing regular coordination meetings, co-organizing with the European Commission (DG ENV, DG MOVE) the annual capacity building and best practices exchange workshop, maintaining working relationships with relevant national and local authorities.

To that aim, the successful tenderer will be responsible for carrying out the following tasks:

1. Actively and innovatively promoting EMW vis-à-vis participating cities, media and other stakeholders via a coherent communication strategy. The bid should specify what kind of promotional activities are envisaged and how these will be undertaken. At minimum the offer must foresee:
 - a. A bi-monthly e-newsletter,
 - b. maintenance of the existing mailing database,
 - c. development and dissemination of a press pack ahead of the September event and the March award ceremony
 - d. playing the role of a central info-desk for enquiries, including drafting and providing replies.
 - e. help with the on-line registration process (in particular for cities from countries where there is no national coordinator).
 - f. representing the EMW at events relevant to sustainable urban mobility at which the contractor may be present. At least one event during the contractual period must be identified.
 - g. In addition, the tenderer should foresee some resources to review the existing 'pledge' system (i.e. the way relationships with partner organisations is set up) with the view of clarifying the rules on who can be a 'pledge signatory' as well as responsibilities and benefits of becoming an EMW partner.
2. Maintaining and actively supporting and enhancing the existing network of national coordinators. The contractor will maintain an active working relationship with relevant national authorities represented by national coordinators. The bid should specify what kind of activities are envisaged, at minimum it must foresee:

- a. maintaining an on-line community forum to share information, exchange ideas, best practices, etc.
- b. maintenance of the restricted 'partners' sections of the EMW website.
- c. organising two briefing meetings – one in June 2012, to review preparations for the September 2012 events and to discuss any issues relevant to the national coordinators, and a second one around November 2012, with the main objectives of gathering feedback on the implementation of the event and to kick off preparations for the 2013 event. To note:
 - the contractor will be responsible for the logistics but not the travel and accommodation expenses for meetings (other than his own).
 - a third coordination meeting is usually organised but as it is combined with the annual workshop in March (and limited to a half day session), the contractor will not be responsible either for the logistics or for travelling and accommodation expenses for the participants of that meeting..

In some cases, the contractor will need to work on renewing the commitment of national authorities to the programme. For the purpose of preparing an offer, tenderers may assume that this would be needed in the case of the UK and Romania.

3. Actively contributing to the improvement of the quality and coherence of the EMW activities in the participating cities. This should include at minimum:

- a. Development and dissemination of relevant publications:
 - 2012 EMW Participation Report (to be ready in time for the November 2011 meeting of national coordinators)
 - EMW 2013 Promotional brochure (to be ready in time for the March 2012 award ceremony)
 - Thematic guidelines for 2012
 - Best Practices Guide for 2012,

Examples: <http://www.mobilityweek.eu/-Library-.html>. There are no printing costs; the publications are either for the website or printing is done in-house by DG ENV

- b. Update of communication toolkit for 2012. This includes update of the EMW visual identity for 2012 based on existing visual identity charter and provision of 'ready to adapt' tools: EMW Charter, EMW e-News, templates for posters, leaflets, online toolkit for National Coordinators, PowerPoint presentations, and press pack.

4. Hosting and managing the dedicated EMW website in English (www.mobilityweek.eu). Its main functions are:

- Central on-line registration tool (has to allow for collection of main data for each participating city)
- Facilitating quality participation from local authorities by providing downloadable information on relevant topics and publications, such as for example 'Best Practices Guide' or communication tools.

- Promoting the EMW vis-à-vis the media, e.g. by providing lists of events per region/country, press releases, etc.
- Raising awareness of the general public on issues related to sustainable urban mobility and air quality and educating them on EU actions in that area.

The website will have to be updated with different materials such as video clips and photos of events sent by towns and cities. The updates should be done regularly, at least once a month in less active months and more frequently in July, August and September. Outdated information must be cleaned up regularly (i.e. minimum once every 3 months).

The contractor should also collect and group links to ongoing research and demonstration projects related to sustainable mobility undertaken by other Directorate Generals of the Commission and their related activities (e.g. by DG MOVE, DG ENER or DG REGIO).

Technical considerations:

- The EMW website: the website is managed with a Content Management System (CMS) called Spip (www.spip.net) and a Database Management System (DBMS) called MySQL (www.mysql.com). The used version of the CMS is SPIP 1.9.1 [7502]. The used version of the DBMS is MySQL 5.0.77.

The EMW website is compliant with the Web Standards of the World Wide Web Consortium (W3C): XHTML 1.0 Transitional, CSS 2.1, WAI-AA.

The partners section, enabling the registration data management for the Mobility Week has been developed using PHP 5.1.6 and MySQL 5.0.77. All information is stored with UTF-8 Unicode encoded characters.

For a handover, the current contractor will provide the European Commission with all data from the website and the database on a DVD on the last day of the contract. The domain name (mobilityweek.eu) will have to be redirected to the new hosting server and the domain name management will have to be transferred to the organisation in charge of the website and partners section.

- The website should, as far as possible, follow the recommendations of the Commission's Information Providers' Guide (see <http://ec.europa.eu/ipg>), namely in terms of choice of tools, file formats, accessibility, usability, presentation
- At the expiry date of the contract the website should be handed over to the Commission in an electronic format (DVD) along with the necessary technical documentation.

5. Managing the European Mobility Week award procedure. This will include promotion of the competition and general management of the competition, including at least:

- proposing a short list of minimum 6 (six) independent technical experts with credible, relevant experience who would be willing to participate in the jury (on a voluntary basis). The final selection of the jury members will be made by the Commission and communicated to the contractor, who will liaise with the experts. To note, the jury is co-chaired by a representative of DG ENV and DG MOVE.
- screening of the received applications for technical validity;

- c. organising and facilitating the jury proceedings, including final evaluation meeting. The contractor will be responsible for logistics of that meeting, and if necessary, for travel and accommodation arrangements for the jury members. To note, the details of the jury proceedings will need to obtain the prior approval of DG ENV.

The selection of winners must be completed in time for the award ceremony (March 2013).

6. Co-organizing with the European Commission the annual European Mobility Week capacity building and best practices exchange workshop for key stakeholders (tentative date: mid March). While DG ENV will be responsible for logistics (venue, catering, etc), the contractor will be responsible for:
 - a. proposing an attractive and effective workshop format. The successful approach that was used in 2010 and 2011 may be used as a base. See Annex 9 for examples.
 - b. developing the programme,
 - c. identifying and recruiting potential speakers,
 - d. identifying a training need and initiating contacts with potential training providers.

Travel and subsistence costs of participants, venue rental and catering costs, as well as the cost of the training do not fall under the scope of this contract (this will be covered by DG ENV).

7. Initiating and carrying out preparations for EMW 2012 including at minimum:
 - a. suggestions for the theme,
 - b. finding the slogan,
 - c. development of communication tools such as the online toolkit for National Coordinators
 - d. development of a detailed timetable.

The tenderer may include in his proposal other complementary services **within the framework of the above mentioned tasks** they deem necessary to reach the objectives set out in Point 2 (Objectives).

The selected tenderer will work in close co-operation with DG ENV and DG MOVE. He/she will also have to coordinate with the contractor that will be selected by DG MOVE to carry out Europe-wide awareness raising campaigns on sustainable urban mobility (ENER/DDG1/C/3/562-1/2010). Contact information will be provided upon contract signature.

4. Experience required of the Contractor

Tenderers must demonstrate in their offers that they have the technical and organisational capacity as well as the experience necessary to ensure contractual services which are the subject of this invitation to tender:

4.1 Logistical and managerial capacity

- Information and evidence that the tenderer has the logistical and managerial capacity (including the necessary human resources, materials, technical equipment, etc.) to ensure delivery of the contractual services which are the subject of this invitation to tender with a quality appropriate to the proper representation of the Commission.
- The tenderer must demonstrate sufficient flexibility with regard to delivery dates. [e.g. by demonstrating the availability of suitable staff]
- Due to the nature of the project, the tenderer must have proven experience in maintaining working relationships with stakeholders and local authorities from all Member States.

4.2. Qualifications and experience

- Tenderers must provide a list of main clients from the past 3 (three) years in areas related to the services which are the subject of this invitation to tender. The list must indicate the type of service, the amount, date and duration of service, and the recipient (public or private customer).
- The examples chosen must demonstrate the tenderer's ability to provide services that are at least equivalent in value and in scope to the services requested in this call for tender:
 - At least one example must demonstrate the ability to coordinate programmes at EU level (involving a minimum of 15 Member States) including secretarial tasks, representational functions, networking with relevant stakeholders, and maintaining working relationships with relevant national and local authorities in Member States.
 - At least one example must demonstrate the capability to coordinate large, decentralised networks of local and national authorities on issues related to sustainable urban development, in particular in the field of resource efficiency and transport (involving a minimum of 15 Member States).
 - At least one example must demonstrate the capability to evaluate programmes at EU level (involving a minimum of 15 Member States), including analysis of short and long term outputs, defining lessons learned and future recommendations.
 - At least one example must demonstrate the ability to develop and implement a pan-European communication strategy (covering a minimum of 15 Member States), including design and production of communication tools, management of media relations and website management.
- The tenderer must demonstrate a well founded expertise in the area of sustainable urban development and sustainable urban mobility. This should be demonstrated by the CVs of the expert(s) proposed and / or by examples of work completed in that area.
- The core team proposed must include staff that have the relevant skills and experience (as demonstrated through CVs) to carry out efficiently the tasks that are the subject of this call for tender and must be fluent in English (Commission B2 level or equivalent).

- The CV of the person appointed by the tenderer as the coordinator for providing the services will have to meet, in addition, the minimum requirements of:
 - At least 5 (five) years documented prior experience relevant to coordinating services in the area covered by this call for tender.
 - At least 1 (one) year of prior experience in working with the European Commission or an equivalent organisation (international public body with complex internal structure).
- The composition of the team should reflect the nature of the tasks to be carried out. The character of the tasks should be reflected in the seniority of the team members dealing with them. The involvement of persons (part-time, full-time) should be in proportion to the expected workload of the different tasks. In addition to the project manager having the overall responsibility for the delivery of the contract; the contractor should clearly assign the person/s per different tasks in its tender.

5. Deliverables

- At the latest 14 days after the signature of the contract, the contractor will attend a kick-off meeting in Brussels with the Commission to confirm the details of the work programme and receive all relevant updates about the project.
- Report of the kick off meeting will be submitted by the contractor no later than 1 month after the date of the meeting which will be accompanied by a detailed work program based on these tender specifications, the contractor's offer as well as taking into account any adjustments that might have been agreed during the kick off meeting. This report will serve as a reference document for the European Commission and for the contractor for the lifetime of the project.
- At the latest 5 months after the signature of the contract the contractor will submit an interim report to the European Commission. The report will briefly describe the work carried out during the project implementation period and highlight any possible problems that the contractor may have encountered in performance of the contract and propose corrective measures.
- At the latest 11 months after the signature of the contract the contractor will submit a draft final report to the European Commission covering progress achieved in executing the tasks outlined in section 3 of these specifications. In particular, the report will:
 - outline the coordination and networking undertaken by the contractor;
 - describe the Mobility Week events that took place, including date and location, responsible person and/or organisation, number of people that participated, results/deliverables and media coverage;

The **final report**, taking into account the comments of the Commission services, shall be presented to the Commission at the latest 12 months after the signature of the contract for final approval.

There should be one paper copy and an electronic version of the full report.

It is underlined that all reports have to be written in clear, quality **English**. Reports should be concise, focusing on main messages and avoiding long sentences, redundant text, and repetition. Reports should use effective lay-out and style to enable the easy absorption of information.

- Two weeks before the end date of tasks, if necessary, the contractor will submit a self-explanatory handover file.

6. Duration of the tasks

The tasks should be completed within **12** months of the signature of the contract (see point 5). The execution of the tasks may not start before the contract has been signed. The contract is a contract of one year renewable once (total of 24 months) on identical terms, provided that the contractor's work is satisfactory in all respects and depending on budget availability.

7. Stability of service

For the duration of the contract the contractor will ensure that a stable service is maintained as required for the proper, quality implementation of the contract.

For tasks that are difficult to be substituted such as project coordination the contractor shall ensure that staff are not changed except in circumstances beyond its control. In case the coordinator for providing services to the European Commission has to be changed, the European Commission has to pre-approve the new candidate (based on CV) prior to his/her appointment. In no circumstances may the Contractor invoke a change of staff as a reason for failing to meet one of his obligations, in particular as regards deadlines and quality.

8. 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 tenderer 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 sub-contractors (joint tenders described in case III) please refer to point 4 below. Furthermore, the questionnaire in Annex 2 must be completed.

4. Subcontractors

Sub-contracting for the purpose of the contract is permitted where there is a need for specific expertise.

Sub-contracting is defined as the situation where a contract has been or is to be established between the Commission and a contractor and where the contractor, in order to carry out that contract, enters into legal commitments with other legal entities for performing part of the service. However, the **Commission has no direct legal commitment with the sub-contractor(s)**. At the level of the liability towards the Commission, tasks provided for in the contract may be entrusted to sub-contractors, but **the contractor retains full liability towards the Commission for performance of the contract as a whole**.

Accordingly:

- The Commission will treat all contractual matters (e.g. payments) exclusively with the contractor, whether or not the tasks are performed by a sub-contractor;
- The Commission will privilege direct contacts with the contractor, who is responsible for executing the contract;
- Under no circumstances can the contractor avoid liability towards the Commission on the grounds that the sub-contractor is at fault.

A contract which includes sub-contracting is subject to certain general conditions in particular the provisions on sub-contracting, checks and audits, and confidentiality. Where justified by the subject matter of the contract, a statement of confidentiality may be required to be submitted to the Commission. **The sub-contracting arrangement between the contractor and his sub-contractor should render directly applicable all those contractual obligations with regard to the Commission to the sub-contractor.**

Consequently, the bid must clearly identify the sub-contractor(s) and document their willingness to accept the tasks and their acceptance of the terms and conditions set out in part 3, point 2 below, in particular article II.17 of the standard service contract by returning the form in Annex 2, duly filled in and signed.

Tenderers must inform the sub-contractor(s) and include in their sub-contracting documents that Article II.17 of the standard service contract may be applied to sub-contractors.

Once the contract has been signed, Article II.13 of the above-mentioned service contract shall govern the sub-contracting.

Where sub-contracting exceeds 60.000€ or 20% of the contract value (the highest value will be applied), the sub-contractor(s) concerned will be assessed against the exclusion criteria, including absence of conflict of interest (see Annex 5), and selection criteria.

Documents to be submitted - subcontracting

If the bid envisages subcontracting, it must include the following:

Administrative information and evidence for access to the contract

1. The **questionnaire for joint bids and subcontracting** provided in Annex 2, signed by a legal representative of the tenderer. A separate copy of the second page of this questionnaire must be provided for each sub-contractor, and include the following information:
 - the reasons for sub-contracting;
 - the role, activities and responsibilities of each sub-contractor;
 - and the volume/proportion of tasks for each sub-contractor.
2. A **declaration of intent** by each sub-contractor stating its intention to collaborate with the tenderer if the contract is awarded to it.

Documents relating to the exclusion criteria

1. Subcontractors must provide the duly signed declaration on the grounds for exclusion (Annex 5). Where the value of the sub-contracting to be executed by a subcontractor in a bid is equal to or exceeds 60.000€ or 20% of the value of the contract (whichever is higher of the two), the subcontractor must if and when requested, provide all the supporting documents to the declaration as specified in part 3, point 1. Where these services represent less than the above mentioned ceiling, the subcontractor shall not be required to provide the supporting evidence. The Commission reserves the right to ask for those documents if considered necessary.

Documents relating to the selection criteria

1. Where the value of the subcontracting to be performed by a sub-contractor in a bid is equal to or exceeds 60.000€ or 20% of the value of the contract, the sub-contractor must provide the documents relating to financial and economic capacity as specified in part 3, point 2.

Where these services represent less than above mentioned ceiling, the sub-contractor does **not** have to provide the **documents relating to financial and economic capacity**. However, if the tenderer is relying on the capacities of the sub-contractors to fulfil the selection criteria, as stated in the questionnaire for joint bids and sub-contracting (Annex 2), these documents must be submitted. The Commission also reserves the right to ask for those documents in other cases if considered necessary.

2. The sub-contractor must answer the questions in the technical questionnaire concerning the services it is proposing to perform.

Documents relating to the award criteria

The documents relating to the award criteria shall be provided only by the tenderer.

Tenderers should note that the Commission will consider the level of intended subcontracting in the assessment of the award criterion “project management and availability”.

5. Payments

This contract will be paid on a lump sum basis.

An interim payment of 30% will be paid upon acceptance by the Commission of the interim report.

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

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 Union 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 offer

A financial offer duly dated and signed by the person authorised to sign on behalf of the organisation. The price must be quoted in Euro using the template in annex 3, 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 of all expenses.

The price will not be subject to revision.

The price range within which offers will be accepted for this contract is fixed at **€115 000 – 120 000 (one hundred and fifteen thousand Euro – one hundred and twenty thousand Euro)**

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 European Union is exempt from such charges under Articles 3 and 4 of the Protocol (n° 7) on the Privileges and Immunities of the European Union (OJEU C 83 of 30 March 2010). 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 Union is exempt from VAT.

The offer shall remain valid for a period of 9 months, as from the deadline for submission of offer.

6.2. Administrative offer

An administrative information form containing information on the full name of the organisation, legal status, address, person to contact, person authorised to sign on behalf of the organisation, telephone number, and facsimile number. The form must be duly dated, signed and stamped by the person authorised to sign on behalf of the company (see annex 1).

Legal entity and financial identification forms (see annex 4), 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 5)

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/Europasss+Documents/Europass+CV/navigate.action> **together with a consolidated overview of CVs in an excel table.**

A list, preferably 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 offer

A technical offer with the methodology needed to fulfil the requirements mentioned in Part 1, point 3 must be submitted. The tender should give indications on the theoretical background used, the methodology used in the work that will be undertaken and on its appropriateness for this purpose. It should also give indications on the data to be used and their reliability.

The offer must be clear and concise. 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

PART 3: ASSESSMENT AND AWARD OF A CONTRACT

The assessment will be based on each tenderers 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 for each offer that has passed the exclusion and selection phase.

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 5 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 court, 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 Union's' 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 should be shown by means of the following:

- A simplified balance sheet and profit and loss account, exclusively based on the annex 6 form attached to these specifications;

In the event that the tenderer – for valid reasons which must be communicated to the Commission - 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. 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 (**see point 4 of the Technical Description regarding exact details of experience required**). 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

The contract will be awarded to the most cost-effective tender. The following award criteria will be applied:

Award criteria 1 – Understanding (max points 25)

This criterion serves to assess whether the tenderer has understood all of the issues involved, as well as the nature of the work to be undertaken and whether all of the aspects required to attain the Commission's objectives are taken into consideration in order to provide the services requested.

Award criteria 2 – Methodology (max points 35)

This criterion assesses the suitability and strength of the proposal as measured against the requirements of the specifications in terms of the technical content, completeness, originality of ideas (*where appropriate*) and proposed effort in a realistic and well-structured way.

Award criteria 3 – Project management and availability (max points 40)

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 timely and quality completion of the contractual tasks. This includes outlining of the composition and organisation of the team proposed, division of the responsibilities and time allocated to each team member as well as the availability of resources for the completion of the contractual tasks.

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 25 points will be attributed to criterion 1, a maximum of 35 points will be attributed to criterion 2, and a maximum of 40 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 15, 21 and 24 points under criteria 1, 2 and 3 respectively, with a minimum total of 65 points.

5. Budget

The price range is fixed between € 115 000 and € 120 000 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 Union with regard to its financial contribution under the contract.

The contract may be renewed once for a further 12 months.

The price quoted must be a firm, non-revisable price 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. The ranking of the tenders 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 **02/09/2011 at 10h30** in the Commission building at **Avenue de Beaulieu 5, B-1160 Brussels**.

One authorised representative of each tenderer (with proof of identity) may attend the opening of tenders (no expenses paid). Please inform env-tenders@ec.europa.eu of the name of the attendee in advance of the opening.

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:

Signature of Tenderer

ANNEX 2 - QUESTIONNAIRE FOR JOINT BIDS AND SUBCONTRACTING

This questionnaire should only be completed if your tender involves a joint bid or subcontracting.

Joint bid (refer to part 2, point 3)

1. Does your bid involve more than one tenderer? Yes No

Questions 2 - 4 shall be answered only if you have answered yes to question 1.

2. Please fill in the name of the company having power of attorney for the group of tenderers and acting as a co-ordinator:

3. Please fill in the names of the other companies taking part in the joint offer:

4. If a consortium or similar entity exists, please fill in the name and the legal status of the entity:

Subcontracting (refer to part 2, point 4)

5. Does your bid involve subcontracting? Yes No

If the answer is yes, please complete question 6, and the next page per sub-contractor.

6. List of sub-contractors:

.....

.....

.....

Reasons, roles, activities and responsibilities of sub-contractors.

Please complete this page for each sub-contractor (one page per sub-contractor):

Name of the sub-contractor:

.....

Official legal form:

.....

Country of registration:

.....

Statutory registration number:

.....

(Internet address, if applicable):

.....

Official address in full:

.....

.....

Contact person:

.....

Telephone number:

.....

Reasons for subcontracting:

.....

Role, activities and responsibilities of the sub-contractor:

.....

The volume or the proportion of the sub-contracting:

.....

Do you intend to rely on capacities from the sub-contractor in order to fulfil the selection criteria?
If yes, specify which selection criterion - financial and economic capacity or technical and professional capacity - and be aware that the tenderer must provide the documents which make it possible to assess the selection criteria.

.....

Tenderer:

Date:

Signature:

ANNEX 3 - FINANCIAL OFFER TEMPLATE

(FOR GUIDANCE PURPOSES ONLY)

PRICE AND ESTIMATED BUDGET BREAKDOWN

Calculation of the costs (incl. travel, overheads, consumables and any other related costs)

Type of service provider	Position within the project team	Number of working days	Allocation of tasks	Proportion of the contract in %	Costs in €
Lead contractor					

	<i>Sub-total</i>
Sub-contractor 1					

	<i>Sub-total</i>
Sub-contractor 2					

	<i>Sub-total</i>
Sub-contractor 3					

	<i>Sub-total</i>
.....					
External experts					

	<i>Sub-total</i>
	Total

Signature of Tenderer

Date

ANNEX 4 - LEGAL ENTITY AND FINANCIAL IDENTIFICATION FORMS

These forms can be downloaded from

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm
(Legal entity form)

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm
(financial identification form)

ANNEX 5

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 Union's financial interests;
- f) are/is 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 6

Explanation – please read carefully before completing the financial capacity form (in a separate excel table)

How to complete Annex 6

Simplified balance sheet and profit and loss account

Annex 6 has to be completed by all private tenderers (and their partners in case of a consortium). Tenderers considered as public bodies or international organisations shall not complete this form. Private tenderers shall indicate if they are profit making or non profit making companies/organisations.

The purpose of this form is to collect financial data based on your company's/organisation's balance sheets. Please find below a correspondence table giving an explanation on the regrouping of different accounts with respect to the 4th Accounting Directive.

You should carefully complete this form. Given its complexity, we advise you to have the form completed by a professional accountant or an auditor. The data reported will be used to evaluate the financial viability of the company/organisation. Therefore 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.

The amounts have to be filled in euros (for financial statements established in other currencies please refer to EC InforEuro exchange rates available on <http://ec.europa.eu/budget/inforeuro/index.cfm?fuseaction=home&SearchField=&Period=2003-9&Delim=&Language=en> according to the closing date of the statement)

Abbreviation 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 previous certified historical balance sheet.

BALANCE SHEET	CORRESPONDANCE 4th ACCOUNTING DIRECTIVE	
ASSETS	ASSETS / 4th ACCOUNTING DIRECTIVE (Article 9)	
1. Subscribed capital unpaid	A. Subscribed capital unpaid	A. Subscribed capital unpaid (including called 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

3. Current assets
3.1. Stocks
3.2.1. Debtors due after one year
3.2.2. Debtors due within one year
3.3. Cash at bank and in hand
3.4. Other current assets
Total assets

	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)
D. Currents assets	
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
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
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
D.IV. Cash at bank and in hand	D.IV. Cash at bank and in hand
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	

LIABILITIES
4. Capital and reserves
4.1. Subscribed capital
4.2. Reserves
4.3. Profit and loss brought forward from the previous years
4.4. Profit and loss for the financial year
5. Creditors
5.1.1 Long term non-bank debt
5.2.1. Long term bank debt
5.1.2. Short term non-bank debt

LIABILITIES / 4th ACCOUNTING DIRECTIVE (Article 9)	
A. Capital and reserves	
A.I. Subscribed capital	A.I. Subscribed capital
A.II. Share premium account	A.II. Share premium account
A.III. Revaluation reserve	A.III. Revaluation reserve
A.IV. Reserves	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
A.V Profit and loss brought forward from the previous years	A.V Profit and loss brought forward from the previous years
A.VI. Profit or loss for the financial year	A.VI. Profit or loss for the financial year
C. Creditors	
B. Provisions for liabilities and charges (> one year)	B.1. Provisions for pensions and similar obligations B.2. Provisions for taxation B.3. Other provisions
C. Creditors (> one year)	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
C. Creditors "credit institutions" (> one year)	C.2. Amounts owed to credit institutions C.5. Bills of exchange payable
B. Provisions for liabilities and charges (= one year)	B.1. Provisions for pensions and similar obligations B.2. Provisions for taxation B.3. Other provisions
C. Creditors (= one year)	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
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
13. Depreciation and value adjustments on non financial assets
14. Net operating profit
15. Financial income and value adjustments on financial assets
16. Interest paid
17. Similar charges
18. Profit or loss on ordinary activities
19. Extraordinary income and charges
20. Taxes on profits
21. Profit or loss for the financial year

PROFIT AND LOSS ACCOUNT / 4TH ACCOUNTING DIRECTIVE (Article 23)	
1. Net turnover	1. Net turnover
2. Variation in stock of finished goods and in work in progress	2. Variation in stocks of finished goods and in work in progress
3. Work performed by the undertaking for its own purposes and capitalized.	3. Work performed by the undertaking for its own purposes and capitalized
4. Other operating income	4. Other operating income
5. (a) Raw materials and consumables	5. (a) Raw materials and consumables
5. (b) Other external charges	5. (b) Other external charges
8. Other operating charges	8. Other operating charges
6. Staff costs	6. (a) Wages and salaries 6. (b) social security costs, with a separate indication of those relating to pensions
Gross operating profit .	
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
Gross operating profit - Depreciation and value adjustments on non-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
Interest paid	13. Interest payable and similar charges
Similar Charges	
Profit or loss on ordinary activities	15. Profit or loss on ordinary activities after taxation
Extraordinary income and charges	16. Extraordinary income 17. Extraordinary charges
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
Profit or loss for the financial year	21. Profit or loss for the financial year

ANNEX 7



EUROPEAN COMMISSION
DIRECTORATES-GENERAL
ENVIRONMENT AND CLIMATE ACTION
SRD - Shared Resources Directorate
SRD.2 - Finance

(Please fill in your address)

ACKNOWLEDGEMENT OF YOUR TENDER

Our reference: ENV.F.3/SER/2011/0042

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
SRD.2

¹ Your personal contact data has been recorded in a database used by the Markets Team of unit SRD.2 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 Union 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 8

CHECK LIST

	Document / information	Page(s) in offer
1	Administrative information form filled in	
2	Financial offer duly signed	
3	Legal entity and financial identification forms completed and signed	
4	Declaration of the candidate's eligibility regarding exclusion criteria, completed, signed and dated (and supporting evidence, if relevant)	
5	Questionnaire for joint bids and sub-contracting	
6	Acknowledgement form with candidate's address	
7	Technical bid	
8	Possible annexes	

ANNEX 9

European Mobility Week Interactive Workshop 'Keys to EMW success'

14-15 March 2011

Marivaux Hotel, Congress and Seminar Centre
Boulevard Adolphe Max 98
1000 Brussels

PROGRAMME

DAY I – MONDAY 14 MARCH

12.00 – 13.00 Registration and Lunch

12.45 – 13.00 Briefing for hosts of Speed Networking Sessions

13.00 – 13.50 Plenary Opening

13.00 – 13.10 Introduction and welcome

Mr Robert Konrad, DG Environment, European Commission

13.10 – 13.30 Urban transport and the Action Plan: State of Implementation and Q&A

Monique Van Wortel, DG Mobility and Transport, European Commission

13.30 – 13.50 Presentation on funding opportunities through Intelligent Energy Europe and Q&A

Ms Georgia Favero, EACI, European Commission

13.50 – 14.00 Introduction to format of Speed Networking Sessions

EUROCITIES, EMW European Coordination

14.00 – 16.50 Speed Networking Sessions

14.00 – 16.50 Parallel speed networking sessions on best EMW practice – 'From EMW 2010 to EMW 2011: Learning from each other'

EMW national and local coordinators

16.50 – 18.00 *Buses from hotel to Award ceremony*

18.00 – 20.00 EMW Award Ceremony

See separate programme

DAY II – TUESDAY 15 MARCH

09.30 – 12.30 Training on Fundraising, Corporate Sponsorship and Major Donors

09.30 – 10.00 Presentation on the fundraising world in 2011

	<i>IFC</i>
10.00 – 11.00	Interactive sessions on corporate sponsorship with brief assignments <i>IFC</i>
11.00 – 11.30	Coffee break
11.30 - 12.30	Interactive sessions on major donor sponsorship with brief assignments <i>IFC</i>
12.30 – 13.00	Plenary Closing
12.30 – 12.50	Review of key learning points from training workshops <i>IFC</i>
12.50 – 13.00	Closing speech <i>DG Environment, European Commission</i>
13.00 – 14.00	Lunch
14.00 – 15.00	EMW Coordination Meeting <i>National Coordinators only</i>

Speed Networking Sessions

The aim of the speed networking sessions is to allow campaign stakeholders to network peer-to-peer and to provide them with a platform for sharing experience and know-how on topics related to EMW, with the aim of equipping them with the tools to make the EMW 2011 an even greater success!

Format

There will be 4 rounds of 4 parallel speed networking sessions of 40-45 minutes each, with eight session topics (i.e. a total of 16 speed networking sessions).

There will be no formal registration for the speed networking sessions – participants will be free to participate in 1 speed networking session of their choice per round. Please note however that each room will be set up to accommodate a maximum of 20 participants per session.

Each session will follow a simple format:

- Welcome and introduction by hosts/quick introduction of participants (5 minutes)
- The hosts will present a question for discussion and contribute the perspective and experience of their own city/country/organisation (5 minutes)
- Speed networkers will give their view/perspective/experience on the question and discuss with the others present (30 minutes)
- Hosts will conclude the session and thank all participants (2 minutes)

Programme

Rounds 1 & 2

14.00 – 14.40 / 14.45 – 15.25

Session	Topic	Host	Room	Floor
1	EMW info and feedback session on the 2011 focal theme of "Alternative Mobility"	European Coordination	Polanski	0
2	Flexiworking	Netherlands	Forman	1
3	Who will pay the bill? Organising macro events with a micro budget	Budapest	Tati 1	0

4	Promoting sustainable transport at company level	Bridgestone Hispania S.A	Tati 2	0
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Rounds 3 & 4

15.30 – 16.10 / 16.15 – 16.50

Session	Topic	Host	Room	Floor
5	The Bicycle city	Gävle	Polanski	0
6	Participation of public transport companies and public transport associations during EMW in Austria	Austria	Forman	1
7	The Mobility Festival day	Almada	Tati 1	0
8	Synergising Events: Working together to maximise outcomes	Glasgow	Tati 2	0

Descriptions of the speed networking sessions (examples):

Title	3. Who will pay the bill? Organising macro events with a micro budget
Hosts	Municipality of Budapest-Capital
Description of theme	<ol style="list-style-type: none"> 1. Introduction of hosts and participants 2. The co-host introduces the practice of Budapest: how to make a mega-festival on micro budget? Tools, tricks, bargains – how to convert potential business investors into committed partners? Making of financing plan, marketing plan. Fundraising. 3. Group-work: how to find sponsors, involved partners, exhibitors who would cover the costs of EMW? 4. Peer-to-peer role play: gain a potential sponsor / exhibitor over the benefit of sponsoring an EMW event. The half of the participants plays the 'sponsor'; the other half plays the role of 'EMW organiser'. After 5 minutes they change the role. 5. Wrapping-up the conclusions: how can we find sponsors, who cover the cost of an event which can bring the message efficiently?
Interest for other coordinators	The financing of different EMW events is elementary and a general problem for all, especially during the current economic climate. The host municipalities can not cover the costs, and state help is limited. Practical advices can be useful for all the coordinators.
Key issues to discuss with participants	<ul style="list-style-type: none"> • Who should cover the costs of organisation of EMW? What would be the proper share of financing between the municipality and sponsors? • The moral barrier, keep distance with potential sponsors who would like to paint themselves green only.
Contact	Ms. Erika Re kai Ms. Krisztina Babicz Mr. Laszlo Kovacs info@konkam.hu

Title	4. Promoting sustainable transport at company level
Hosts	Bridgestone Hispania S.A, Burgos
Description of theme	The Bridgestone factory located in Burgos, promotes sustainable mobility policies among their employees. In addition to flexible working hours and internal campaigns to encourage the use of public transport, they also make extensive efforts to raise awareness amongst local citizens (Burgos city and closest municipalities) of the impact of mobility on the environment and quality of life.
Interest for other coordinators	The session would be interesting and useful for other coordinators, as it shows the importance of the companies to take their responsibility in relation to environmental protection and sustainable mobility. It is really necessary to implement mobility campaigns that play an important role in the creation of a new culture for urban mobility among every employee. So we can exchange innovative solutions in sustainable mobility and set out the best practices carried out among Burgos citizens in general and Bridgestone's employees in particular.
Key issues to discuss with participants	<ul style="list-style-type: none"> • Exchange of innovative solutions and activities to carry out effective mobility campaigns. • The important role that companies play in making collective changes to achieve a more sustainable future. • Cities and companies: working together to make a change. • How participants can get different sponsorship opportunities in each country.
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