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DIRECTORATE-GENERAL
ENVIRONMENT
Directorate A - Policy
Unit A3 - Environmental Knowledge, Eco-Innovation & SMEs

CALL FOR TENDERS

ENV.A.3/ETU/2017/00XXLV

Study on methodology to perform environmental noise assessment

TENDER SPECIFICATIONS

DRAFT

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1. INFORMATION ON TENDERING

1.1. Participation

Participation in this tender procedure is restricted to the invited candidates only.

For British candidates or tenderers:

Please be aware that after the UK's withdrawal from the EU, the rules of access to EU procurement procedures of economic operators established in third countries will apply to candidates or tenderers from the UK depending on the outcome of the negotiations. In case such access is not provided by legal provisions in force candidates or tenderers from the UK could be rejected from the procurement procedure.

1.2. Contractual conditions

The tenderer should bear in mind the provisions of the draft contract which specifies the rights and obligations of the contractor, particularly those on payments, performance of the contract, confidentiality, and checks and audits.

1.3. Compliance with applicable law

The tender must comply with applicable environmental, social and labour law obligations established by Union law, national legislation, collective agreements or the international environmental, social and labour conventions listed in Annex X to Directive 2014/24/EU¹.

1.4. Joint tenders

A joint tender is a situation where a tender is submitted by a group of economic operators (natural or legal persons). Joint tenders may include subcontractors in addition to the members of the group.

In case of joint tender, all members of the group assume joint and several liability towards the Contracting Authority for the performance of the contract as a whole, i.e. both financial and operational liability. Nevertheless, tenderers must designate one of the economic operators as a single point of contact (the leader) for the Contracting Authority for administrative and financial aspects as well as operational management of the contract.

After the award, the Contracting Authority will sign the contract either with all members of the group, or with the leader on behalf of all members of the group, authorised by the other members via powers of attorney.

¹ Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC (OJ L 94, 28.3.2014, p. 65).

1.5. Subcontracting

Subcontracting is permitted but the contractor will retain full liability towards the Contracting Authority for performance of the contract as a whole.

Tenderers are required to identify all subcontractors and provide an indication of the proportion of subcontracting. See Annex 2, questionnaire for joint bids and subcontracting.

During contract performance, the change of any subcontractor identified in the tender or additional subcontracting will be subject to prior written approval of the Contracting Authority.

1.6. Structure and content of the tender

The tenders must be presented as follows:

Part A: Identification of the tenderer (see section 1.7)

Part B: Non-exclusion (see section 2.2)

Part C: Selection (see section 2.3)

Part D: Technical offer (see section 3)

Part E: Financial offer (see section 2.6)

1.7. Identification of the tenderer

The tender must include a cover letter signed by an authorised representative presenting the name of the tenderer (including all entities in case of joint tender) and identified subcontractors if applicable, and the name of the single contact point (leader) in relation to this procedure. Coherence must be ensured between the information in the cover letter and in Annex 1.

In case of joint tender, the cover letter must be signed either by an authorised representative for each member, or by the leader authorised by the other members with powers of attorney. The signed powers of attorney must be included in the tender as well. Subcontractors that are identified in the tender must provide a letter of intent signed by an authorised representative stating their willingness to provide the service presented in the tender and in line with the present tender specifications.

The tenderer (and each member of the group in case of joint tender) must declare whether it is a Small or Medium Size Enterprise in accordance with [Commission Recommendation 2003/361/EC](#). This information is used for statistical purposes only.

All tenderers (including all members of the group in case of joint tender) must provide a signed Legal Entity Form with its supporting evidence. The form is available on:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

Tenderers that are already registered in the Contracting Authority's accounting system (i.e. they have already been direct contractors) must provide the form but are not obliged to provide the supporting evidence.

The tenderer (or the leader in case of joint tender) must provide a Financial Identification Form with its supporting documents. Only one form per tender should be submitted. No form is needed for subcontractors and other members of the group in case of joint tender. The form is available on: http://ec.europa.eu/budget/contracts_grants/info_contracts/index_en.cfm

2. EVALUATION AND AWARD

2.1. Evaluation steps

The evaluation is based solely on the information provided in the submitted tender. It involves the following:

- Verification of non-exclusion of tenderers on the basis of the exclusion criteria
- Selection of tenderers on the basis of selection criteria
- Verification of compliance with the minimum requirements set out in these tender specifications
- Evaluation of tenders on the basis of the award criteria

The contracting authority may reject abnormally low tenders, in particular if it established that the tenderer or a subcontractor does not comply with applicable obligations in the fields of environmental, social and labour law.

The tenders will be assessed in the order indicated above. Only tenders meeting the requirements of one step will pass on to the next step.

2.2. Verification of non-exclusion

All tenderers must provide a declaration on honour (see Annex 5), signed and dated by an authorised representative, stating that they are not in one of the situations of exclusion listed in that declaration on honour.

In case of joint tender, each member of the group must provide a declaration on honour signed by an authorised representative.

In case of subcontracting, subcontractors whose capacity is necessary to fulfil the selection criteria must provide a declaration on honour signed by an authorised representative.

The Contracting Authority reserves the right to verify whether the successful tenderer is in one of the situations of exclusion by requiring, at any point during the procedure, the supporting documents listed in the declaration on honour.

The obligation to submit supporting evidence does not apply to international organisations.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit the documentary evidence if it has already been submitted for another procurement procedure and provided the documents were issued not more than one year before the date of their request by the contracting authority and are still valid at that date. In such cases, the tenderer must declare on its honour that the documentary evidence has already been provided in a previous procurement procedure, indicate the reference of the procedure and confirm that that there has been no change in its situation.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit a specific document if the contracting authority can access the document in question on a national database free of charge.

2.3.Selection criteria

Tenderers must prove their legal, regulatory, economic, financial, technical and professional capacity to carry out the work subject to this call for tender.

The tenderer may rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal.

2.3.1. Declaration and evidence

The tenderers (and each member of the group in case of joint tender) and subcontractors whose capacity is necessary to fulfil the selection criteria must provide the declaration on honour (see Annex 5), signed and dated by an authorised representative, stating that they fulfil the selection criteria applicable to them individually. In case of joint tender or subcontracting, the criteria applicable to the tenderer as a whole will be verified by combining the various declarations for a consolidated assessment.

This declaration is part of the declaration used for exclusion criteria (see section 2.2) so only one declaration covering both aspects should be provided by each concerned entity.

The Contracting Authority will evaluate selection criteria on the basis of the declaration on honour and evidence submitted for the legal and regulatory, financial and economic and technical and professional capacity of the tenderers.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit the documentary evidence if it has already been submitted for another procurement procedure and provided the documents were issued not more than one year before the date of their request by the contracting authority and are still valid at that date. In such cases, the tenderer must declare on its honour that the documentary evidence has already been provided in a previous procurement procedure, indicate the reference of the procedure and confirm that that there has been no change in its situation.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit a specific document if the contracting authority can access the document in question on a national database free of charge.

2.3.2. Legal and regulatory capacity criteria and evidence

Tenderers must prove that they are allowed to pursue the professional activity necessary to carry out the work subject to this call for tenders. The tenderer (including each member of the group in case of joint tender) must provide the following information in its tender if it has not been provided with the Legal Entity Form:

- For legal persons, a legible copy of the notice of appointment of the persons authorised to represent the tenderer in dealings with third parties and in legal proceedings, or a copy of the publication of such appointment if the legislation applicable to the legal person requires such publication. Any delegation of this authorisation to another representative not indicated in the official appointment must be evidenced.
- For natural persons, if required under applicable law, a proof of registration on a professional or trade register or any other official document showing the registration number.

2.3.3 Economic and financial capacity criteria and evidence

The tenderer must have the necessary economic and financial capacity to perform this contract until its end. The tenderer must comply with the following selection criteria:

Annual turnover of the last two financial years above EUR 120 000 (one hundred and twenty thousand euros); this criterion applies to the tenderer as a whole, i.e. the combined capacity of all members of a group and identified subcontractors in case of a joint tender.

On request from the contracting authority, the tenderer should be able to provide the following evidence at short notice.

- Copy of the profit and loss accounts for the last two years for which accounts have been closed from each concerned legal entity;
- Failing that, appropriate statements from banks;
- If applicable, evidence of professional risk indemnity insurance.

If, for some exceptional reason which the Contracting Authority considers justified, a tenderer is unable to provide one or other of the above documents, it may prove its economic and financial capacity by any other documents which the Contracting Authority considers appropriate. In any case, the Contracting Authority must at least be notified of the exceptional reason and its justification. The Commission reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

2.3.4 Technical and professional capacity criteria and evidence

a. Criteria and evidence relating to tenderers

Tenderers (in case of a joint tender the combined capacity of all members of the group and identified subcontractors) must comply with the criteria listed below.

The project references indicated below consist of a list of relevant services provided (i.e. fully delivered) in the past 3 years, with the sums, dates and clients, public or private, accompanied by statements issued by the clients.

- **Criterion A1:** The tenderer must prove experience in the field of 1) epidemiology as well as in 2) environmental data analyses 3) health effects of environmental noise.

Evidence A1: the tenderer must provide references for 1 project delivered in each of these fields in the last three years with a minimum value for each project of EUR 30 000. If a single project is brought as evidence to cover more than 1 field, please specify that in the tender.

- **Criterion A2:** The tenderer must prove capacity to work in English.

Evidence A2: the tenderer must provide references for 2 projects delivered in the last 3 years showing the necessary language coverage.

- **Criterion A3:** The tenderer must prove capacity to draft reports in English.

Evidence A3: the tenderer must provide one document of at least 10 pages (report, study, etc.) in this language that it has drafted and published or delivered to a client in the last two years. The verification will be carried out on 5 pages of the document.

In order to prove their capacity, the tenderer must submit with its tender the evidence listed above.

b. Criteria and evidence relating to the team delivering the service:

The team delivering the service should include, as a minimum:

Criterion B1 - Project Manager: At least 10 years' experience in project management, including overseeing project delivery, quality control of delivered service, client orientation and conflict resolution experience in projects of a similar size (at least EUR 30 000), with experience in management of teams of at least 3 people.

Evidence B1: CV

Criterion B2 - Language quality check: at least 1 member of the team should have at least C1 level in the Common European Framework for Reference for Languages² in English.

² See http://www.coe.int/t/dg4/linguistic/Cadre1_en.asp

Evidence B2: a language certificate or past relevant experience.

Criterion B3 – Senior Expert(s) in environmental epidemiology: relevant higher education degree or equivalent professional experience and at least 10 years' professional experience in the field of environmental epidemiology, such as performing assessments and statistical analyses of epidemiological data, dealing with association between health determinants and health endpoints and considering effects of confounders. Years spent in any post higher education degree studies relevant to environmental epidemiology count as professional experience. (This must be a different person from the expert(s) proposed for B4).

Evidence B3: CV

Criterion B4 – Expert(s) in environmental epidemiology: relevant higher education degree or equivalent professional experience and at least 3 years' professional experience in the field of environmental epidemiology, such as performing assessments and statistical analyses of epidemiological data, dealing with association between health determinants and health endpoints and considering effects of confounders. Years spent in any post higher education degree studies relevant to environmental epidemiology count as professional experience. (This must be a different person from the expert(s) proposed for B3).

Evidence B4: CV

Criterion B5 – Expert(s) in environmental noise: At least 10 years of professional experience. Relevant higher education degree or equivalent professional experience and at least 10 years' professional experience in the field of environmental noise assessment, such as assessments of health effects of environmental noise, management of environmental noise. (For the purpose of fulfilling this selection criterion, environmental noise is to be considered as noise from road, railway and air transport modes).

Evidence B5: CV and a language certificate or past relevant experience.

The same people may cover more than 1 criterion except for in the case of criteria B3 and B4, as mentioned above, for which two separate people must be proposed.

In order to prove their capacity, the tenderer must submit with its tender the evidence listed above.

2.4. Compliance with the minimum requirements

The technical offer must cover all aspects and tasks required in the technical specifications and provide all the information needed to apply the award criteria. Offers deviating from the requirements or not covering all requirements may be rejected on the basis of non-compliance with the tender specifications and will not be evaluated.

2.5. Award criteria

The contract will be awarded to the most economically advantageous tender, according to the 'best price-quality ratio' award method. The quality of the tender will be evaluated based on the following criteria. The maximum total quality score is 100 points.

A maximum of 70 points will be attributed to criterion 1, a maximum of 15 points will be attributed to criterion 2, and a maximum of 15 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 42, 9 and 9 points under criteria 1, 2 and 3 respectively, with a minimum total of 65 points.

Assessment of the tenders will focus on the quality of the proposed services therefore tenderers 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.

1 Quality of the proposed working methodology (70 points – minimum threshold 60%)

The degree to which the working methodology shows that the contractor has understood the issue at stake, its proposal is scientifically knowledgeable and sound, uses scientific literature and available data and develops a health assessment methodology that is fit for purpose to be used in assessing the effectiveness of noise action plans established under Annex III of the Directive, will all be assessed under this criterion.

2 Organisation of the work and allocation of resources (15 points – minimum threshold 60%)

This criterion will assess how the roles and responsibilities of the proposed team and of the economic operators (in case of joint tenders, including subcontractors if applicable) are distributed for each task. It also assesses the global allocation of time and resources to the project and to each task or deliverable, and whether this allocation is adequate for the work. The tender should provide details on the allocation of time and resources and the rationale behind the choice of this allocation. Details should be provided as part of the technical offer and not simply as part of the financial offer.

3 Quality control measures (15 points – minimum threshold 60%)

This criterion will assess the quality control measures in place for the deliverables, the language quality check, and continuity of the service in case of absence of a member of the team. It will specifically address how the two (or more) experts on environmental epidemiology will interact critically amongst them. A generic statement on quality control measures will result in a low score.

2.5.1 Ranking and Award

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.

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.

2.6. Financial offer

The maximum budget allocated to this contract is fixed at EUR 60 000 (sixty thousand euros) excluding VAT (including fees, travel and all other costs. **NB Travel and subsistence expenses should be part of the lump sum and will not be refunded separately**). Any offers received that do not respect this maximum budget will be automatically excluded from the evaluation procedure. For guidance purposes see Annex 3.

The price for the tender must be quoted in euro. Tenderers from countries outside the euro zone have to quote their prices in euro. The price quoted may not be revised in line with exchange rate movements. It is for the tenderer to assume the risks or the benefits deriving from any variation.

Prices must be quoted free of all duties, taxes and other charges, including VAT, as the European Union is exempt from such charges under Articles 3 and 4 of the Protocol on the privileges and immunities of the European Union. The amount of VAT may be shown separately.

3. TECHNICAL SPECIFICATIONS

The objective of the present study is to provide the Commission with **a methodology to make meaningful use of dose-effect relations to assess harmful effects, including annoyance, due to exposure to environmental noise.**

Context

The Environmental Noise Directive (Directive 2002/49/EC, hereunder "the Directive") is intended to set a common basis for the management of environmental noise, and specifically to avoid, prevent or reduce, on a prioritised basis, harmful effects, including annoyance, due to exposure to environmental noise.

The European Commission will revise Annex III of the Directive in order to establish common assessment methods for harmful effects of noise on human health. This corresponds to the introduction of a set of dose-effect relations³ to be combined with the two noise indicators L_{den} and L_{night} , for each potential harmful effect (health outcome). In other words, while the Directive so far prescribes how to assess the number of people exposed to different noise levels (L_{den} and L_{night}), by means of the revision of Annex III it will introduce a link between the number of people exposed to different noise levels and specific health outcomes.

The dose-effect relations to be introduced will be taken from recent scientific literature, such as the WHO-JRC Report on "Burden of disease from environmental noise"⁴, the WHO "Night noise guidelines for Europe"⁵, the WHO "Methodological guidance for estimating the burden of disease from environmental noise"⁶ and the IJERPH (International Journal of Environmental Research and Public Health) Special Issue "WHO Noise and Health Evidence Reviews"⁷ or any update of these documents that will become available in the public domain until the end of the year 2017 (the contract is foreseen to start in November/December 2017).

Further to this, to support future meaningful use of such dose-effect relations, the European Commission has identified the need for a methodology to condense, preferably into one or two overall indicators⁸, an overall quantification of the burden of noise on different health outcomes, for instance for easy comparison amongst different noise exposure situations, before and after an action plan, or for cost-benefit analyses.

Therefore, the contractor will be required to:

³ The Environmental Noise Directive uses the term "dose-effect relations", and therefore this term is retained as such in this call for tender. Nevertheless, sometimes the same relation may be referred to in literature as "dose-response", "exposure-response" or similar. The different terminologies generally refer to the same relation.

⁴ http://www.who.int/quantifying_ehimpacts/publications/e94888/en/

⁵ http://www.euro.who.int/_data/assets/pdf_file/0017/43316/E92845.pdf

⁶ http://www.euro.who.int/_data/assets/pdf_file/0008/179117/Methodological-guidance-for-estimating-the-burden-of-disease-from-environmental-noise-ver-2.pdf?ua=1

⁷ http://www.mdpi.com/journal/ijerph/special_issues/WHO_reviews

⁸ By overall indicator it is here meant an indicator that condenses into a single meaningful number (for instance in Disability Adjusted Life Years) an indication of the total health burden due to multiple health outcomes such as diseases, disorders, injuries and other related health conditions.

1. examine how dose-effect relations are presented in recent literature (for instance relative risk corresponding to the incidence, prevalence of death rates associated with a specific health outcome);
2. assess what options are available to describe in a clear, simple and scientifically sound manner, the effects of exposure of the general population (not a single person) to environmental noise;
3. propose two (or more) alternatives to use all relevant and available dose-effect relations, in combination with the assessment of the number of people exposed to different noise levels and other necessary information typically available in the European Union (for instance population death rates, incidence of specific diseases taken from public statistics), in order to obtain one or two single overall indicators for the total burden on health;
4. develop and describe the methodology to be followed to determine the one or two single overall indicator(s) for the total burden on health, for each of the two (or more) alternatives proposed, in a well-structured, step-by-step mode;
5. present one example of use of this methodology.

The selection of the specific dose-effect relations (specific equations) **is not** part of this contract, instead, a table is provided (Table 1) with the input and the output of the dose-effect relations that the contractor is required to consider, and amongst which he shall make his selection to come to the single overall indicator(s).

What **is** part of this contract is an assessment of the dose-effect relations below in order to determine which are likely to be available based on the latest scientific evidence, and which are useful and usable to determine the one or two single overall indicator(s) for the total burden on health that are proposed by the contractor. The contractor should therefore explain which ones he would use and why, in function of their potential availability and relevance.

Table 1 – list of available health outcomes and dose-effect relations foreseen for each noise indicator.

Health outcome	Lden	Lnight
IHD (Ischaemic Heart Disease) - incidence	Relative Risk (per noise band)	
IHD (Ischaemic Heart Disease) - prevalence	Relative Risk (per noise band)	
IHD (Ischaemic Heart Disease) - mortality	Relative Risk (per noise band)	
Stroke - incidence	Relative Risk (per noise band)	
Stroke - prevalence	Relative Risk (per noise band)	
Stroke - mortality	Relative Risk (per noise band)	
Diabetes - prevalence	Relative Risk (per noise band)	
Diabetes - incidence	Relative Risk (per noise band)	
Obesity	BMI (waist circumference) (per noise band)	
Children's blood pressure	mmHg (per noise band)	
Highly sleep disturbed		Percentage of affected people amongst those exposed (per noise band)
Sleep disturbed		Percentage of affected people

		amongst those exposed (per noise band)
Highly annoyed	Percentage of affected people amongst those exposed (per noise band)	
Annoyed	Percentage of affected people amongst those exposed (per noise band)	
Children's impaired reading and oral comprehension	Percentage of affected people amongst those exposed (per noise band)	
Permanent hearing impairment	Percentage of affected people amongst those exposed (per noise band)	

In addition, the contractor is required to assess if any other information which is necessary to use the proposed methodology (for instance population death rates, incidence of specific diseases taken from public statistics) is generally available in the public domain. The methodology should indeed be practicable for end users such as policy makers and local authorities involved in management of environmental noise and should avoid the need for the collection of expensive data prior to its use.

In the event that some key factors or input values are missing in the freely accessible scientific or technical literature, the contractor can, provided he motivates this choice, come up with new factors or input values to allow the chosen methodology to be operational.

The European Commission requires that at least one of the proposed methodologies uses DALYs⁹ to express the total burden of disease.

It is recognised and accepted that the contractor will need to make assumptions and simplifications while developing and describing his methodology. Therefore, by "scientifically sound", it is intended that the assumptions and simplifications are accepted, even if sometimes they are not strictly scientific, provided they are well explained and justified. This is an important caveat, as there is the need to strike a balance between having clear and simple overall indicator(s) which may not be scientifically sound, and having scientifically sound indicators but which are unclear and complex. The contractor shall therefore bear in mind the target users of such methodology and its results, (i.e. policy makers, citizens and local authorities involved in management of environmental noise). One expected major use of the methodology will be to put competent local authorities in a position to derive health effects of measures contained in their action plans and compare those against alternative solutions (e.g.: is it better to reduce only slightly the noise intervening on the source, but to the benefit of citizens exposed to all noise levels, or to intervene only for the few exposed to the highest noise levels for instance by insulating windows?), including the use of the suggested overall indicators for monetisation of health effects.

⁹ http://www.who.int/healthinfo/global_burden_disease/metrics_daly/en/

Since some health outcomes may be difficult to evaluate or quantify, the contractor will also need to strike a balance between the solidity of the methodology and completeness of the various health outcomes included in the methodology. For instance, the contractor should assess which health outcomes cause significant effects, and can therefore not be excluded from the methodology for reasons of simplicity or unavailability of data, and which could be excluded, as their contribution is marginal, while the inclusion poses serious scientific and practical challenges. The same would apply to the choice of the right dose-effect relation when a set of them is available for the same health outcomes (e.g.: choice amongst incidence, prevalence and mortality).

The European Commission is aware that such methodologies exist in literature, but they are scattered and not well described. The contractor must therefore take a critical approach towards what already exists in literature. He can either confirm one or several of those as the best approach, or propose different ones, depending on how well the existing methodologies fit the needs of these tender specifications.

Tasks

The contractor is required to perform the following tasks:

Task 1

Literature review and pre-selection of methodological options, drafting of a short summary report (5-10 pages - Deliverable 1) describing the major findings of the literature search and of the possible options for the methodology to be developed, to be discussed and agreed with the Commission during a web-conference meeting.

Task 2

The main task of this contract is to develop a suitable methodology (as described in detail above) and to describe this methodology in a final report, (around 20-50 pages- Deliverable 3), to be discussed, reviewed and agreed upon with the Commission.

Meetings

- **Two face to face meetings** of at least half a day are foreseen with the European Commission in Brussels. The first will be held within 15 days of the signature of the contract (kick-off meeting) and the second to discuss the 1st version of the final report.

- **Two web-conference meetings** of at least 2 hours are foreseen to verify the progress of the work and fine tune the methodology under development, as well as to discuss deliverable 2. The European Commission will make available the infrastructure for the web-conference. The two meetings are foreseen at the end of Task 1 and during the implementation of Task 2 (to discuss progress).

The contractor is required to write the meeting minutes and submit them to the Commission within 1 week of the meeting.

Duration of the tasks

The tasks should be completed within 6 months of the signature of the contract. The execution of the tasks may not start before the contract has been signed.

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.

4. CONTENT, STRUCTURE AND GRAPHIC REQUIREMENTS OF THE DELIVERABLES

The contractor must deliver the deliverables in English as indicated below.

Each deliverable is required in a single digital copy only, both in MS Word version 2010 and PDF, and can be delivered by email.

Deliverable 1 (within 2 months of the signature of the contract): **summary report** containing the findings of the literature review and the options available for the methodology to be developed.

Deliverable 2 (within 4,5 months of the signature of the contract): **working document** containing an outline of the proposed methodology. This document will form the basis for the final study report.

Deliverable 3 (within 6 months of the signature of the contract): **final study report** containing the findings of the literature review and the final methodology explained with one calculated example. This deliverable shall be clear, well structured, schematic as much as possible, containing well referenced formulas and procedures to be applied. The core of the final study report will be used as a self-standing guidance document explaining how to apply the methodology from given dose response relationships. This deliverable will also include an abstract and an executive summary (see 4.1.1.).

4.1. Specific content requirements

4.1.1. Final study report

The final study report must include:

- an abstract of no more than 200 words and an executive summary of maximum 2 pages, both in English and French;
- specific identifiers which must be incorporated on the cover page provided by the Contracting Authority;
- the following disclaimer:

“The information and views set out in this [report/study/article/publication...] are those of the author(s) and do not necessarily reflect the official opinion of the Commission. The Commission does not guarantee the accuracy of the data included in this study.

Neither the Commission nor any person acting on the Commission's behalf may be held responsible for the use which may be made of the information contained therein."

4.1.2. Publishable executive summary

The publishable executive summary must be provided in English and must include:

- specific identifiers which must be incorporated on the cover page provided by the Contracting Authority;
- the following disclaimer:

"The information and views set out in this [report/study/article/publication...] are those of the author(s) and do not necessarily reflect the official opinion of the Commission. The Commission does not guarantee the accuracy of the data included in this study. Neither the Commission nor any person acting on the Commission's behalf may be held responsible for the use which may be made of the information contained therein."

4.1.3. Requirements for publication on Internet

The Commission is committed to making online information as accessible as possible to the largest possible number of users including those with visual, auditory, cognitive or physical disabilities, and those not having the latest technologies. The Commission supports the Web Content Accessibility Guidelines 2.0 of the W3C.

For full details on the Commission policy on accessibility for information providers, see: http://ec.europa.eu/ipgs/standards/accessibility/index_en.htm

For the publishable versions of the study, abstract and executive summary, the contractor must respect the W3C guidelines for accessible pdf documents as provided at: <http://www.w3.org/WAI/>.

4.3. Graphic requirements

The contractor must deliver the study and all publishable deliverables in full compliance with the corporate visual identity of the European Commission, by applying the graphic rules set out in the European Commission's Visual Identity Manual, including its logo. The graphic rules, the Manual and further information are available at:

http://ec.europa.eu/dgs/communication/services/visual_identity/index_en.htm

A simple Word template will be provided to the contractor after contract signature. The contractor must fill in the cover page in accordance with the instructions provided in the template. The use of templates for studies is exclusive to European Commission's contractors. No template will be provided to tenderers while preparing their tenders.

ANNEX 1 - ADMINISTRATIVE INFORMATION FORM

(To be signed by the tenderer only or the lead tenderer in the case of joint bids)

Organisation or individual:

NAME:

ADDRESS:

Address where contract should be sent to (if different from above):

.....

PERSON AUTHORISED TO SIGN CONTRACT:

Name and position:

PERSON FOR ROUTINE CONTACT:

Name and position:

ADDRESS:

Telephone and E-mail:

Signature of Tenderer

ANNEX 2 – QUESTIONNAIRE FOR JOINT BIDS AND SUBCONTRACTING

(To be completed and signed by the lead tenderer)

Joint bid (refer to paragraph 1.4)

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 paragraph 1.5)

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:

Percentage of subcontracting:

.....

.....

.....

.....

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

(To be completed and signed by the tenderer only or the lead tenderer in the case of joint bids)

(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>
Travel/other costs¹ (if applicable)					
	Total

Signature of Tenderer

.....

Date

.....

¹ Will be reimbursed on a lump-sum basis.

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
m (Legal entity form)

(To be signed by the tenderer and all members of the group in the case of joint tender (not necessary for subcontractors))

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

(One form per offer to be signed by the tenderer or lead tender in the case the of joint tender)

**ANNEX 5 - DECLARATION ON HONOUR ON
EXCLUSION CRITERIA AND SELECTION CRITERIA**

(To be completed by the tenderer, all members of a joint tender and any subcontractor whose capacity is necessary to fulfil the selection criteria)

Comments [*in grey italics in square brackets*] are to be deleted and/or replaced by appropriate data.

The undersigned [*insert name of the signatory of this form*], representing:

<i>(only for natural persons)</i> himself or herself	<i>(only for legal persons)</i> the following legal person:
ID or passport number: (‘the person’)	Full official name: Official legal form: Statutory registration number: Full official address: VAT registration number: (‘the person’)

I – SITUATION OF EXCLUSION CONCERNING THE PERSON

➤ declares that the above-mentioned person is in one of the following situations:	YES	NO
a) it is bankrupt, subject to insolvency or winding up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under national legislation or regulations;	<input type="checkbox"/>	<input type="checkbox"/>
b) it has been established by a final judgement or a final administrative decision that the person is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, with those of the country in which the contracting authority is located or those of the country of the performance of the contract;	<input type="checkbox"/>	<input type="checkbox"/>
c) it has been established by a final judgement or a final administrative decision that the person is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:		

(i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract;	<input type="checkbox"/>	<input type="checkbox"/>
(ii) entering into agreement with other persons with the aim of distorting competition;	<input type="checkbox"/>	<input type="checkbox"/>
(iii) violating intellectual property rights;	<input type="checkbox"/>	<input type="checkbox"/>
(iv) attempting to influence the decision-making process of the contracting authority during the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>
(v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>
d) it has been established by a final judgement that the person is guilty of the following:		
(i) fraud, within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;	<input type="checkbox"/>	<input type="checkbox"/>
(ii) corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of EU Member States, drawn up by the Council Act of 26 May 1997, and in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in the legal provisions of the country where the contracting authority is located, the country in which the person is established or the country of the performance of the contract;	<input type="checkbox"/>	<input type="checkbox"/>
(iii) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA;	<input type="checkbox"/>	<input type="checkbox"/>
(iv) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council;	<input type="checkbox"/>	<input type="checkbox"/>
(v) terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;	<input type="checkbox"/>	<input type="checkbox"/>
(vi) child labour or other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;	<input type="checkbox"/>	<input type="checkbox"/>
e) the person has shown significant deficiencies in complying with the main obligations in the performance of a contract financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an Authorising Officer, OLAF or the Court of Auditors;	<input type="checkbox"/>	<input type="checkbox"/>
f) it has been established by a final judgment or final administrative decision that the person has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;	<input type="checkbox"/>	<input type="checkbox"/>
g) for the situations of grave professional misconduct, fraud, corruption, other criminal offences, significant deficiencies in the performance of the contract or	<input type="checkbox"/>	<input type="checkbox"/>

<p>irregularity, the applicant is subject to:</p> <ul style="list-style-type: none"> i. facts established in the context of audits or investigations carried out by the Court of Auditors, OLAF or internal audit, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body; ii. non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics; iii. decisions of the ECB, the EIB, the European Investment Fund or international organisations; iv. decisions of the Commission relating to the infringement of the Union's competition rules or of a national competent authority relating to the infringement of Union or national competition law; or v. decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body. 		
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II – SITUATIONS OF EXCLUSION CONCERNING NATURAL PERSONS WITH POWER OF REPRESENTATION, DECISION-MAKING OR CONTROL OVER THE LEGAL PERSON

Not applicable to natural persons, Member States and local authorities

➤ declares that a natural person who is a member of the administrative, management or supervisory body of the above-mentioned legal person, or who has powers of representation, decision or control with regard to the above-mentioned legal person (this covers company directors, members of management or supervisory bodies, and cases where one natural person holds a majority of shares) is in one of the following situations:	YES	NO	N/A
Situation (c) above (grave professional misconduct)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (d) above (fraud, corruption or other criminal offence)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (e) above (significant deficiencies in performance of a contract)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (f) above (irregularity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

III – SITUATIONS OF EXCLUSION CONCERNING NATURAL OR LEGAL PERSONS ASSUMING UNLIMITED LIABILITY FOR THE DEBTS OF THE LEGAL PERSON

➤ declares that a natural or legal person that assumes unlimited liability for the debts of the above-mentioned legal person is in one of the following situations:	YES	NO	N/A
Situation (a) above (bankruptcy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Situation (b) above (breach in payment of taxes or social security contributions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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IV – GROUNDS FOR REJECTION FROM THIS PROCEDURE

➤ declares that the above-mentioned person:	YES	NO
h) has distorted competition by being previously involved in the preparation of procurement documents for this procurement procedure.	<input type="checkbox"/>	<input type="checkbox"/>

V – REMEDIAL MEASURES

If the person declares one of the situations of exclusion listed above, it must indicate measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to this declaration. This does not apply for situations referred in point (d) of this declaration.

VI – EVIDENCE UPON REQUEST

Upon request and within the time limit set by the contracting authority the person must provide information on the persons that are members of the administrative, management or supervisory body. It must also provide the following evidence concerning the person itself and concerning the natural or legal persons which assume unlimited liability for the debt of the person:

For situations described in (a), (c), (d) or (f), production of a recent extract from the judicial record is required or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the person showing that those requirements are satisfied.

For the situation described in point (a) or (b), production of recent certificates issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the person is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions. Where any document described above is not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in its country of establishment.

The person is not required to submit the evidence if it has already been submitted for another procurement procedure. The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

The signatory declares that the person has already provided the documentary evidence for a previous procedure and confirms that there has been no change in its situation:

Document	Full reference to previous procedure
<i>Insert as many lines as necessary.</i>	

VII – SELECTION CRITERIA

➤ declares that the above-mentioned person complies with the selection criteria applicable to it individually as provided in the tender specifications:	YES	NO	N/A
(a) It has the legal and regulatory capacity to pursue the professional activity needed for performing the contract as required in section 2.3.2 of the tender specifications;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) It fulfills the applicable economic and financial criteria indicated in section 2.3.3 of the tender specifications;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) It fulfills the applicable technical and professional criteria indicated in section 2.3.4 of the tender specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

➤ if the above-mentioned person is the sole tenderer or the leader in case of joint tender , declares that:	YES	NO	N/A
(d) the tenderer, including all members of the group in case of joint tender and including subcontractors if applicable, complies with all the selection criteria for which a consolidated assessment will be made as provided in the tender specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VII – EVIDENCE FOR SELECTION

The signatory declares that the above-mentioned person is able to provide the necessary supporting documents listed in the relevant sections of the tender specifications and which are not available electronically upon request and without delay.

The person is not required to submit the evidence if it has already been submitted for another procurement procedure. The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

The signatory declares that the person has already provided the documentary evidence for a previous procedure and confirms that there has been no change in its situation:

Document	Full reference to previous procedure
<i>Insert as many lines as necessary.</i>	

The above-mentioned person may be subject to rejection from this procedure and to administrative sanctions (exclusion or financial penalty) if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

Full name

Date

Signature

ANNEX 6 - ACKNOWLEDGEMENT OF RECEIPT



EUROPEAN COMMISSION
DIRECTORATES-GENERAL
ENVIRONMENT
Directorate A - Policy
Unit A3 - Environmental Knowledge, Eco-Innovation & SMEs

(Please fill in your address)

ACKNOWLEDGEMENT OF YOUR TENDER

Our reference: ENV.A.3/ETU/2017/00XXLV

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.

Claudia Fusco
Head of Unit

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.