

SPECIFICATIONS

To Invitation to Tender ENV.A.1/SER/2009/0012

Secretariat of the European Business Awards for the Environment

These specifications follow the publication of

- the prior information notice in OJEU 2009/S 35 - 050290 of 20/02/2009**
- the contract notice in OJEU 2009/S 57-081599 of 24/03/2009**

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PART 1: TECHNICAL DESCRIPTION

1. Background

- Today's great environmental challenges – such as climate change or biodiversity loss – require efforts and actions from all members of society - individuals, public authorities, all sectors of industry and both small and large businesses.
- In order to recognize, reward and promote best companies that put sustainable development into action and set an example by bringing together innovation, economic viability and environmental concerns, the Directorate-General for the Environment of the European Commission, in close co-operation with the Member States, set up in 1987 an initiative called European Business Awards for the Environment (EBAE).
- Over the last 20 years the initiative has proven to be an important, non-legislative tool aimed at supporting best eco-innovative companies in the EU and candidate countries. The profile of the scheme is widely recognized (with 136 applications for 2006 and 125 applications submitted for the 2008 edition).
- To be eligible to enter the European competition, companies must first win an award at the national level. This requirement ensures that only best companies are awarded and promoted at the European level.
- The Communication Unit of the Directorate-General for the Environment (hereafter DG ENV Communication Unit) works in close co-operation with a network of National Co-ordinators who organise and manage the national competitions, and who help winning companies to fill out the application forms for the EBAE.
- Winners and runners up in the four categories – Management, Process, Product and International Co-operation - are selected by a European Jury, members of which are highly qualified experts recommended by National Co-ordinators.
- Every two years, DG Environment organises a prestigious Awards Ceremony during which the awards are handed out to the winners and runners up. Representatives of the European authorities, media, stakeholders, representatives of the businesses are invited to this event. The next Awards Ceremony is foreseen for the first half of 2010.
- After the Ceremony, DG ENV actively promotes winners and runners-up (through its publications, EBAE website, events etc.)
- More information can be found at the EBAE website www.ebae.eu

2. Objectives

The purpose of this call for tender is to purchase a number of external services to be carried out by the successful tenderer, the general task of which will be to run the EBAE Secretariat and to co-ordinate preparations for the EBAE Awards Ceremony.

The main role of the EBAE Secretariat is to assist the desk officer in charge of the EBAE initiative at DG ENV Communication Unit in pursuing all tasks related to this initiative; and in particular:

- to provide secretarial services (meetings organisation, preparing and managing documents; replying to enquiries) etc.;
- to promote the scheme and the EBAE winners through various channels – maintain and update the existing tools (e.g. website); drafting, producing and disseminating material (newsletter, brochures, press releases etc.); and developing new tools; promoting the EBAE and its winners in media and at various events, developing a database with contact details of stakeholders etc.;
- to help DG ENV in preparing the Awards Ceremony and co-ordinating preparations for this event

In pursuing its tasks the Secretariat is expected to be pro-active - not only fulfilling the tasks upon DG ENV's request, but also presenting **creative** solutions and proposals (e.g. on how to improve existing tools, how to efficiently promote the scheme etc.).

3. Content / Description of the tasks

I. To manage all tasks usually occurring in a secretariat

- The Secretariat will take care of all practical arrangements for all the Steering Committee **meetings**, jury meetings, and other meetings including:
 - preparing (drafting, printing, delivering to the meeting venue) documentation necessary for the meetings (agendas, guest lists, logistics notes, PPT presentations etc.)
 - attending and taking minutes of all meetings: a) meetings with the project manager from DG ENV minimum every two months i.e. six meetings a year in DG ENV premises b) a jury meeting every two years c) Steering Committee (SC) meetings typically once (maximum twice) a year d) occasionally (max. 3 times a year) other meetings with other stakeholders (e.g. EBAE Promoters) held in Brussels. The Jury meetings and SC meetings typically last two days and are held outside Brussels, in one of the European capital cities. Minutes should be sent out to all participants three working days after the meeting at the latest.
 - taking photos during the meetings and uploading them on the EBAE website directly after the meeting
 - if needed, assisting DG ENV and/or the co-organiser of the meeting (usually a National Co-ordinator) with the practical arrangements such as identifying the meeting venue etc.; and with the programme of the meetings (identifying speakers etc.)

- The Secretariat will receive, register and acknowledge receipt of the **applications** (and annexes) for the awards. In pursuing this task the Secretariat will work closely with the National Co-ordinators. All entries have to be numbered by the Secretariat; and labelled with the category, country and company.
- The Secretariat will prepare complete **dossiers for the Jury** (entry forms and any other necessary documents, such as annexes, the Handbook; Juries' biography notes etc.) both in electronic and paper version. The secretariat will send the entry forms (without annexes) in electronic form (on a CD, filed by category and country; and on the CIRCA forum) and in hard copy to the Juries as soon as possible after receiving the applications, and two weeks before the jury meeting at the latest; so that the Jury can prepare shortlists. For the Jury meeting, the Secretariat will prepare and send to the meeting venue 4 folders: 1 folder containing entries in all (4) categories for the President of the Jury; and 3 different sets for the other Jury members (including entries for the international co-operation category – to be assessed by all jury members). The annexes are not sent to the Juries but to the meeting venue only, Juries are not obliged to take them into account. The Secretariat will also inform the Juries about the assessment procedure and reply to all their enquiries. It will also gather all necessary information from Juries (which will be used as part of task II – to update the Handbook, the brochure etc.
- The Secretariat will reply without delay to all **enquiries** received via the EBAE website, by e-mail, telephone, fax or letter, sending a copy of the answer to the desk officer in DG Environment.
- The Secretariat will update and disseminate the EBAE **Handbook** whenever necessary (major updates are made on average 3-4 times a year, in particular after the Jury meeting and the Awards Ceremony). Copy of the Handbook will be sent to the tenderers upon request.
- In the event that there is no co-ordinator in one of the EU or candidate countries, the Secretariat will help DG ENV in identifying potential candidates.
- The Secretariat will prepare a **welcome pack** for new National Co-ordinators in electronic and paper version (including the brochure, Handbook, minutes of the recent meetings, press releases and any other useful information). The Secretariat will also provide coaching services to new national co-ordinators – if a meeting is not possible, a phone conference with a new Co-ordinator should be arranged immediately after the appointment.
- The Secretariat will **actively support the network** of the National Co-ordinators by answering their questions, providing material (see task II); informing them of any on-going activities (up-coming meetings, deadlines, requests for input etc.); and will keep the database with their contact details updated.

- The secretariat will work towards the goal of having at least 10 applications from each of the participating countries (27 EU Member States and all accession countries).
- The secretariat will continuously up-date and enlarge the **databases** which include names and contact details of National Co-ordinators, all previous nominees, journalists, persons having requested information, electronic newsletter subscribers, people invited to the ceremonies, members of the jury and of the steering committee etc..
- The Secretariat will manage the registration of **documents as well as maintain an archive** of the European Business Awards for the Environment.
- The Secretariat will coordinate all information between national and European level and DG ENV. In this context the secretariat will also be responsible for maintaining the CIRCA forum (more information on: <http://forum.europa.eu.int/>) as a platform of communication for the Steering Committee members and Jury members.
- The Secretariat will **review the impact of the awards** on winners and nominees and assess the economic and other results (this will involve conducting a survey on the impact of the EBAE on the winners).
- The Secretariat will **evaluate the award cycle** with a view to proposing possible improvements for the next cycle.

Additional information on the secretarial tasks:

All written information including the minutes of meetings should be written by a native English speaker or equivalent. If this is not possible, the written material should be edited by a native speaker or equivalent.

The Jury meeting should be organised a few weeks before the Awards Ceremony at the latest (typically in the capital city of the country holding the EU Presidency) in co-operation with the National Co-ordinator from this country. Juries work in 3 working groups (assessing Management, Product and Process Categories); and all of them as one group assess entries in the International co-operation category (due to the small number of entries in this category).

The Steering Committee (which consists of National Co-ordinators and 2 representatives of DG ENV) typically gathers once a year. In the year of the Ceremony, the meeting takes place the day after the ceremony. In the year when there is no ceremony the meeting takes place in one of the European capital cities and is organised with the help of the National Co-ordinator.

National Co-ordinators help companies to fill out the entry forms and send the entry forms to the Secretariat. Direct applications from companies are not allowed.

All documents should be printed on recycled paper, whenever possible – double-sided

II. To actively promote EBAE winners and runners up and the EBAE scheme itself

The Secretariat will maintain and update existing promotional tools and will develop and produce new tools. It will also prepare a communication and promotion strategy aimed at raising the profile of the Awards. In particular the Secretariat is expected:

- To maintain, develop and improve the EBAE **website** <https://www.ebae.eu> (note: this short URL has been booked for the sake of having a short, easy to remember address; it re-directs users to the actual website address http://ec.europa.eu/environment/awards/index_en.htm). The tenderer will be asked to maintain the URL address (the yearly fee amounts to 40 euros; the domain is owned by the current secretariat and will be made available free of charge to the successful tenderer. The contractor is requested to frequently (on average – once a week) update the website and make it more interesting to stakeholders. In particular the national sections should be developed - information on national schemes (deadlines for sending applications, ceremonies, events etc. should be regularly gathered from the National Co-ordinators and uploaded in their respective languages and in English). The current website should be 'refreshed' both in terms of the written content and the layout. The contractor will manage and develop the web content on its local server and deliver the new/updated files to the Commission for uploading onto the Europa server on which the site is hosted. The contractor is free to use a web content management system locally but the web pages are to be delivered to the Commission in static HTML format. The website needs to be fully compliant with the rules set in the Europa Information Providers' Guide¹ and with the Environment website template, available at http://ec.europa.eu/environment/templates/template_en.htm
- EBAE **brochure** – to draft the written content, prepare the layout, manage the stock and actively disseminate the brochure promoting winners and runners up (format suggested is A4, up to 16 pages; up to 4500 copies). The Secretariat will gather all the necessary material from winners and runners up, including pictures, will prepare a graphic design, will print out and will disseminate the brochure (sending it upon individual requests as well as to EBAE winners and runners up, National Coordinators, to events (such as European Business Summit, Green Week); and to any other addresses indicated by DG ENV. Whenever possible the Secretariat should also collect copies leftover after the event. The Secretariat should propose to DG ENV a list of events to which the brochures should be sent. Production of these brochures should begin immediately after the Jury meeting, so that they are ready for the Awards Ceremony. The electronic version of the

¹ See http://ec.europa.eu/ipg/index_en.htm . Some of the information on this site is not accessible on-line from outside Commission premises. This information should not be essential for the purpose of the present tender but will be sent to the tenderers upon request.

brochure will be uploaded on the EBAE website. The Secretariat should also update DG ENV regularly on the number of copies available.

- To draft the written content, prepare the layout, produce disseminate via e-mails and upload on the EBAE website the EBAE **electronic newsletter**. The offers should be based on the assumption there will be 4 issues in the year of the Awards Ceremony and 3 issues in the year without the ceremony; each issue of a max. 4 pages (however, DG ENV might decide to have smaller number of issues a year with a more pages each). The main purpose of this publication is to promote winners and runners-up of the EBAE, the national competitions and the European Commission's initiatives aimed at supporting eco-innovative initiatives. It should contain, whenever indicated by DG ENV, an article promoting the EU policies in fields that might be interesting to the EBAE stakeholders. The Secretariat will also be expected to expand the database with electronic addresses of the recipients of the newsletter.
- To be responsible for the administration and maintenance of the promotional **mobile stand** including sending and recuperating the stand to and from the different countries (up to 12 times a year) for various events (national awards ceremonies; also Brussels-based events). Note: production of the stand is not part of this contract. For the purpose of comparing the offers, the tenderers are asked to assume that the stand is packed in two 'rolls' cases (975 mm x 375 mm x 464 mm) and the total weight of it is 36 kg.
- To draft **press releases** covering the major events and to translate them. Typically two major general press releases are needed for one award cycle – the first to be issued after the Jury meeting (announcing the shortlisted companies) and a second one immediately after the Awards Ceremony (announcing the winners). Four 'tailor-made' press releases on the winners in all categories will also be necessary. The press releases should be prepared in English and translated as following
 - (1) the one announcing the shortlist will be translated into French, German and the languages of the countries of the 12 nominated companies (i.e. the Secretariat will prepare up to 15 language versions including English) – approximately 2 X A4 pages
 - (2) the general press release announcing winners – the languages mentioned above as well as the language of the country hosting the Awards Ceremony (i.e. up to 16 language versions) – approximately 2 X A4 pages
 - (3) The 4 'tailor-made' press releases promoting winners – in English, French and German and in the language of the country in which the company is based (i.e. up to 4 language versions per press release) – approximately 1 A4 page
- The tenderers are asked to suggest other ways of promoting winners and runners up (e.g. buying advertising space in national and/or European newspapers or magazines in countries from which the winners come to announce the winners and congratulate them on behalf of the European Commission on the day after the Ceremony. The tenderers are requested to provide details on the budget they intend allocating to this activity as part of

the financial proposal. As a guideline, this activity should not exceed 20% of the total budget.

- To 'refresh' the existing **logo** (propose at least 2 versions of the 'refreshed' logo). Current logo is available in the electronic format at http://ec.europa.eu/environment/awards/pressroom_graphics_en.htm. Tenderers are asked to present in their offers one proposal for the 'refreshed' EBAE logo or/and examples of similar graphic works prepared for other clients in the past.
- To develop an innovative communications strategy with the media, including TV, radio and press. The communications strategy should be tailor made towards each of the different stakeholder groups i.e. media, former winners; business organisations; chambers of commerce, associations of industries etc. Special attention should be paid to environmental and business press in all Member States and candidate countries. The purpose of the strategy is to raise the profile of the scheme and to encourage companies to apply for the EBAE.
- To review the concept of the **EBAE Promoters**; to identify new, active Promoters; to motivate them on a regular basis to undertake actions aimed at promoting the EBAE and the EBAE winners (on their websites and in their publications, during their events). The Promoters' activities should be reviewed at least once a year; a report on this (containing conclusions and recommendations) should be delivered to DG ENV.
- The Secretariat will also use and disseminate promotional material produced for the initiative by other contractors (e.g. DVDs of the Awards Ceremony etc.)
- Prepare a summary Media Report once a year :
 - in the year of the Awards Ceremony – several weeks after the event to summarize the media coverage of the event and the winners;
 - in the year without the ceremony – in the second half of the year before the Steering Committee meeting.

The Media Report should give details of media coverage from various countries - press cuts; links, information about news on TV etc.. It should also contain summary conclusions on the media coverage and suggestions on how to increase the initiative's visibility in the media in the future.

- The secretariat will identify the **events** offering promotional opportunities to winners and runners-up (in and outside Brussels) and will send the EBAE promotional material there (including the mobile stand and the brochures). The manager in charge of the secretariat will man the stand (or help the project manager from DG ENV to man it), will take photos of the stand and upload them on the EBAE website as soon as possible after the event. It is assumed there will be 5 events of this type per year, 3 in Brussels and 2 outside. Note – rental of the exhibition space, IT/AV equipment,

furniture, services such as hiring hostesses and technicians etc. are not part of this contract.

III. To co-ordinate preparations for the EBAE Awards Ceremony

Every two years DG Environment organises a prestigious Awards Ceremony during which the winning companies and runners up receive the awards. The ceremony itself offers an excellent opportunity to promote the scheme and winners in the media and among stakeholders.

The main objective of this task is to increase the profile of this event, to ensure participation of high-level guests from both national and European authorities, media, representatives of the business environment etc.

The Secretariat, in close co-operation with DG Environment, will undertake the following tasks:

- Help DG ENV in identifying and inviting high level **speakers**
- **Invitations** – draft, produce and disseminate paper and electronic invitations; follow up by e-mails and phone to ensure confirmations from as many guests as possible
- Manage the **guest list** – prepare a list of potential guests, regularly update DG ENV on confirmations
- Produce **badges** for guests and deliver them to the venue.
- Provide services at the **welcome desk** (checking the guest list, handing out badges; providing information etc.)
- Assistance on the spot if needed (marking the sectors/individual chairs etc.)
- Prepare a detailed **script** of the Ceremony
- Actively **promote** the Awards Ceremony in the media (in particular – in the countries of origin of winners and runners up and in the country hosting the ceremony), on the EBAE website, in the electronic newsletter etc. The Secretariat will draft a press release to be issued by the European Commission and disseminate it (via website, by e-mail etc.). It will keep DG ENV regularly updated on the promotional activities.
- To take high quality **photos** of the ceremony and to make them available to all interested parties (journalists, winners, runners up) immediately after the ceremony via e-mail, preferably the same evening and upload them on the EBAE website as soon as possible after the ceremony. Photos should be downloadable and free of copyright. Several photos of representatives of each nominated company should be taken. The Secretariat will prepare CDs with photos in high resolution (ready to be published in printed publications and will send them upon request to National Co-ordinators, media representatives etc.(for the purpose of preparing the offers, tenderers should envisage sending out 20 CDs a year to various destinations in Europe).

- To design and produce **diplomas** (framed) for winners and runners up; and deliver them to the ceremony venue. Diplomas will need to be ready well in advance (at least 3 weeks before the event) in order to have them signed by the European Commissioner for Environment.

Note : services such as: rental of the venue, rental of the technical equipment, rental of furniture, entertainment, travel and accommodation arrangements; catering; video recording of the ceremony; hiring hostesses or technicians; are not part of this contract.

General remarks

- The tenderer selected will work in close co-operation with and under the authority of the Commission's Environment DG to deliver these services.
- Tenderers must be able to supply **all** the services described
- Tenderers must themselves follow the criteria of sustainable development in all aspects of their work such as having a mobility plan for the personnel, using recycled paper, double-sided copies, waste sorting etc.
- In general, all deliverables shall be sent within the deadlines specified below to DG Environment in three formats: one paper and two electronic formats (MS Office documents and HTML code ready to publish on the existing website).
- A kick-off meeting will be held within the first week after signature in order to discuss all the details of the work to be undertaken and to fine tune the work programme proposed in the offer.

4. Experience required of the Contractor

- The tenderer should have proven experience in management of European wide communication and promotional campaigns and/or programmes, award schemes etc.
- All the members of the team that will be communicating with the Commission and with the stakeholders (National Co-ordinators, winners etc.) should be fluent in English. Where the writing is done by a non-native English speaker, texts need to be proof-read prior to being submitted to the Commission by the native English speaker editor or equivalent. The capacity of the team to exploit multilingual source material (web, press) would be a plus.
- The team appointed should have proven experience in the following areas
 - managing projects
 - PR, development of communication strategies, communication and promotional tools
 - website development and management

- graphic design (publications lay-out; logos etc.)
- events and meetings organisation
- journalistic writing (news, articles, brochures, web content).

Members of the team should have good interpersonal communication skills, computer and drafting skills.

- The contractor should appoint a project manager who will be acting as a main contact point for DG ENV and all stakeholders

5. Deliverables

The reports listed below are to be sent, in three copies, to DG Environment according to the following timetable:

- **A first planning report** to be delivered two (2) weeks after the signature of the contract.
 - The report should describe in as much detail as possible the work programme to be undertaken for the coming year (including – whenever possible – timetable of tasks).
- **The interim report** (of max. 15 pages + annexes) should be sent to the Commission at the latest 12 months after signature of the contract.
 - The report should describe the work done and assess the results; evaluate all the three main tasks described above (secretarial tasks, promotional tasks and preparations of the Awards Ceremony). It should also describe all the practical arrangements regarding the applications and lay down the work programme for the coming year.
- **The draft final report** should be sent to the Commission at the latest 23 months after the signature of the contract. The Commission will then inform the contractor whether the final report is accepted or, if not, the Commission will forward comments. One month after the reception of the Commission comments the contractor should send the final version of the report, either including the amendments, or with explanations for the diverging view.

Should the contractor not receive any comments during the month following the Commission's reception of the draft final report, the contractor has the possibility to request a written acceptance.

The final report will be considered as accepted by the Commission if, after one month after reception of the report, the Commission has not informed the contractor of any comments.

- The report should evaluate the past period and describe in as much detail as possible the promotional and other actions to be taken in view of the next award ceremony.
- The report will describe all activities carried out during the entire contract duration and all the results thereof. The report will also contain a summary of the main results. The report, except annexes, should not be longer than 15 pages.

6. Duration of the tasks

The tasks should be completed within 24 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 24 months (two years) renewable once (total of 48 months) on identical terms, provided that the contractor's work is satisfactory in all respects and depending on budget availability.

7. Place of performance

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

PART 2: ADMINISTRATIVE DETAILS

1. General terms and conditions for the submission of tenders

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

2. No obligation to award the Contract

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

3. Joint tenders

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

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

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

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

- *Part 2, 6.2 (“administrative proposal”)*
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- *Part 3, 1 (“information for assessment of exclusion criteria”) and*
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- *Part 3, 2 (“information for assessment of selection criteria”)*
-
- *must be provided for **all** members participating in the tender.*

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

4. Subcontractors

Subcontracting is permitted subject to the following conditions:

The subcontractor is the sole responsibility of the main contractor;

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

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

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

Tenderers should note that the Commission will consider intended subcontracting below 30% of the contract value as an indication that the potential contractor has the resources to complete the

tasks under the contract, as well as a factor potentially enhancing the proposed team organisation. Therefore this point will be taken into account in the assessment of the award criterion “project management and availability”.

5. Payments

This contract will be paid on a lump sum basis.

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

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

A final payment of 40% will be paid upon acceptance by the Commission of the final report.

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

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

6. Content of the tender

All tenders must be presented in three sections:

6.1. Financial proposal

- *A financial proposal duly dated and signed by the person authorized to sign on behalf of the organization. The price must be quoted in Euro using the template in annex 2, including for the countries which do not form part of the Euro zone. For the tenderers of the countries which do not form part of the Euro zone, the amount of the offer cannot be revised because of exchange rate movements. The choice of exchange rate belongs to the tenderer, who assumes the risks or opportunities associated with these exchange rate movements.*
- *The price must be a fixed amount, inclusive all expenses.*
- *The price will not be subject to revision.*
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- *For guidance purposes, the maximum budget allocation to this contract is fixed at **€250.000***
- *The price quotation must be signed by the tenderer or his duly authorised representative.*
- *The price must be quoted free of all duties, taxes and other charges, including VAT, as the Communities are exempt from such charges under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities of 8 April 1965 (OJEC L 152 of 13 July 1967). Exemption is granted to the Commission by the governments of the Member States, either through refunds upon presentation of documentary evidence*

or by direct exemption. For those countries where national legislation provides an exemption by means of a reimbursement, the amount of VAT is to be shown separately. In case of doubts about the applicable VAT system, it is the tenderer's responsibility to contact his national authorities to clarify the way in which the European Community is exempt from VAT.

- *The offer shall remain valid for a period of 6 months, as from the deadline for submission of offers.*

6.2. Administrative proposal

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

6.3. Technical proposal

- *A contract proposal with the methodology to fulfil the requirements mentioned in Part 1, point 3. The tender should give indications on the theoretical background used, the methodology used in the work that will be undertaken and on its appropriateness for*

this purpose, in conformity with the guidelines included in the approach. It should also give indications on the data to be used and their reliability.

- *The maximum indicative number of pages for the offer is 25 pages+ annexes. Please use as far as possible recycled paper and duplex printing, and avoid enclosing glossy folders.*

Establish the tenderer's identity

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

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

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

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

Implementation of the contract

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

Managing the contract

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

PART 3: ASSESSMENT AND AWARD OF A CONTRACT

The assessment will be based on each 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.

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

1. Exclusion criteria

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

These articles are as follows:

Article 93:

1. Applicants or tenderers shall be excluded if:

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

(f) They are currently subject to an administrative penalty referred to in [Article 96\(1\)](#).

Article 94

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

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

2. Selection criteria

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

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

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

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

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

2.2. **Technical and professional competence:**

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

2.3. **Authorisation to perform the contract (see Article 135(3) IR).**

- *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 (see Article 159 IR)

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

3. Award criteria

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

Award criteria 1 – Understanding (max points 30)

This criterion 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 the content of the final products.

Award criteria 2 – Methodology (max points 30)

This criterion assesses the suitability and strength of the proposal as measured against the requirements of the specification in terms of the technical content, completeness, originality of ideas and proposed effort.

Award criteria 3 – Project management and availability (max points 35)

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.

Award criteria 4 – Environmental performance (max points 5)

This criterion assesses commitment to the environmentally friendly performance and sustainable development practices of the tenderers in all aspects of their work (examples include: mobility plan for the personnel, using recycled paper, double-sided copies, having a waste management system implemented etc.)

Note this is a non-exhaustive list. Independent, external verification should be used as a proof (internationally recognised certifications, electricity bills etc.)

Since assessment of the tenders will be based on the quality of the proposed services, tenders should elaborate on all points addressed by these specifications in order to score as many points as possible. **The mere repetition of mandatory requirements set out in these specifications, without going into details or without giving any added value, will only result in a very low**

score. In addition, if certain essential points of these specifications are not expressly covered by the tender, the Commission may decide to give a zero mark for the relevant qualitative award criteria.

4. Points

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

A maximum of 30 points will be attributed to criterion 1, a maximum of 30 points will be attributed to criterion 2, a maximum of 35 points will be attributed to criterion 3, and a maximum of 5 points will be attributed to criterion 4. In addition a minimum threshold will be set up under this system of points:

- Technical sufficiency levels: Selected companies will have to score a minimum of 18, 18, 21 and 3 points under criteria 1, 2 3 and 4 respectively, with a minimum total of 65 points.

5. Budget

i) The budget is a maximum of €250.000 (two hundred and fifty thousand euro) excluding VAT (including fees, travel and all other costs).

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

The contract may be renewed once for a further 24 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 the 100 points that are available for the technical quality of the bid.** The evaluation committee will then proceed with the financial comparison of the tenders retained for further consideration according to the ranking procedure below.

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

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

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

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

7. Opening of tenders

The tenders received will be opened on **19/05/2009 at 10h30** in the Commission building at **Avenue Beaulieu 5, B-1160 Brussels**.

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

8. Information for tenderers

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

ANNEX 1 - ADMINISTRATIVE INFORMATION FORM

Organisation or individual:

NAME:

ADDRESS:

HEADQUARTERS:

PERSON AUTHORISED TO SIGN CONTRACT:

Name and position:

PERSON FOR ROUTINE CONTACT:

Name and position:

Telephone and fax number:

BANK DETAILS:

NAME OF ACCOUNT HOLDER:

ADDRESS OF ACCOUNT HOLDER:

NAME OF BANK:

ADDRESS OF BANK AGENCY:

ACCOUNT N°:

(BLZ, SORT CODE,):

I.B.A.N. CODE:

Signature of Contractor

Official Stamp and Signature
of Contractor's Bank

ANNEX 2 - FINANCIAL OFFER TEMPLATE

(FOR GUIDANCE PURPOSES ONLY)

PRICE AND ESTIMATED BUDGET BREAKDOWN

Calculation of the costs

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

Signature of Contractor

.....

Date

.....

ANNEX 3 - LEGAL ENTITY FORM

This form can be downloaded from

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

ANNEX 4

DECLARATION ON EXCLUSION CRITERIA AND ABSENCE OF CONFLICT OF INTERESTS

Name of the organisation/individual:

Legal address:

Registration number:

VAT number:

Name of the signatory of this form:

Position:

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

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

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

In addition, the undersigned declares on their honour:

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

Full name:

Date

Signature:

ANNEX 5

Explanation – please read carefully before completing the financial capacity form

Simplified balance sheet and profit and loss account

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

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

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

Abbreviations t-1 and t0

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

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

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

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

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

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

Annex 5 FORM to be completed

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

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

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

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

Profit and loss

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

ANNEX 6



EUROPEAN COMMISSION
DIRECTORATE-GENERAL ENVIRONMENT

DIR F- RESOURCES
ENV.F.2 – Finance

(Please fill in your address)

ACKNOWLEDGEMENT OF YOUR TENDER

Our reference: ENV.A.1/SER/2009/0012

Your reference:

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

We thank you for your interest.

MarketsTeam
DG ENV.F.2

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

ANNEX 7

CHECK LIST

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