



EUROPEAN COMMISSION
DIRECTORATE-GENERAL
ENVIRONMENT
Directorate B – Circular Economy & Green Growth
Unit B1 - Sustainable Production, Products & Consumption

CALL FOR TENDERS

ENV.B.1./SER/2017/0009

SERVICE CONTRACT FOR THE

Operation of an EU Helpdesk for the support and promotion of

Green Public Procurement (GPP)

TENDER SPECIFICATIONS

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1. INFORMATION ON TENDERING

1.1. Participation

Participation in this procurement procedure is open on equal terms to all natural and legal persons coming within the scope of the Treaties, as well as to international organisations.

It is also open to all natural and legal persons established in a third country which has a special agreement with the Union in the field of public procurement on the conditions laid down in that agreement. Where the plurilateral Agreement on Government Procurement¹ concluded within the World Trade Organisation applies, the participation to this procedure is also open to all natural and legal persons established in the countries that have ratified this Agreement, on the conditions it lays down.

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/EU².

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.

¹ See http://www.wto.org/english/tratop_e/gproc_e/gp_gpa_e.htm

² 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).

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.

1.5. 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 Sized 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 Contracting Authority will assess these criteria in no particular order. The successful tenderer must pass all criteria to be awarded the contract.

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.

In any event, the successful tenderer must provide the documents mentioned in the declaration on honour before signature of the contract and within a deadline given by the contracting authority. This requirement applies to each member of the group in case of joint tender and to subcontractors whose capacity is necessary to fulfil the selection criteria.

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 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 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 110 000 (one hundred and ten 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.

In order to prove their capacity, the tenderer must submit with its tender the following evidence:

- 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 three years, with the sums, dates and clients, public or private, accompanied by statements issued by the clients.

- **Criterion A1:** The tenderer must prove in-depth experience in the field of EU environmental and public procurement policies, specifically in the field of Green Public Procurement (GPP). This experience has to include knowledge and work with GPP policies, legislation, criteria development processes and GPP practices and implementation, at the EU level and in at least five EU Member States including at regional and local level. The tenderer must furthermore prove experience in marketing, the writing of articles and newsletters, webpage design, graphical design of documents and basic statistical analysis.

Evidence A1: The tenderer must provide references for at least two projects delivered in these fields in the last three years with a minimum value for each project of € 40,000.

- **Criterion A2:** The tenderer must furthermore prove experience in marketing, the writing of articles and newsletters, webpage design, graphical design of documents and basic statistical analysis.

Evidence A2: The tenderer must provide references for at least two projects delivered in these fields in the last three years with a minimum value for each project of € 20,000.

- **Criterion A3:** The tenderer must prove capacity to work in 3 languages (English, French & German).

Evidence A3: - The tenderer must provide references with at least 2 projects delivered in the last three years showing the necessary language coverage.

- **Criterion A4:** The tenderer must prove capacity to draft reports in English.

Evidence A4: the tenderer must provide one document of at least 10 pages (report, study, etc.) in English 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.

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| <p>General remark: In order to keep tender documents short, please note that the presentation of knowledge in the field of GPP should be kept short (max. 3 DinA4 pages). Bidders should</p> |
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especially abstain from mere copy-pasting/paraphrasing of Commission documents, reports and websites.

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

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

Criterion B1 - Project Manager: At least 5 years' experience in project management, including overseeing project delivery, quality control of delivered service, client orientation and conflict resolution experience in project of a similar size (at least €50,000) and geographic coverage (at least three Member States), with experience in management of teams of at least 4 people.

Evidence B1: CV

Criterion B2 - Language quality check: at least two members of the team should have at least C1 level in the Common European Framework for Reference for Languages³ in English and at least one in German and in French.

Evidence B2: a language certificate or past relevant experience.

Criterion B3 - Team: The team proposed should cover the following areas (with experience of at least three years in the nominated field for each person):

Experience in:

- GPP policies and implementation at different levels of government (at least two persons),
- writing of articles and newsletters to English mother-tongue quality (at least two persons),
- expertise as regards procurement legislation and its implementation,
- marketing,
- webdesign and webcontent,
- basic statistical analysis.

A consolidated table of staff proposed must be provided indicating which team members fulfil the requirements of the above fields.

Evidence B3: CVs

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

³ See http://www.coe.int/t/dg4/linguistic/Cadre1_en.asp

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

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

Tenders scoring less than 65 in the overall points total or less than the technical sufficiency level in the points awarded for a single criterion will be excluded from the rest of the assessment procedure. 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 methodology (40 points – minimum threshold 24 points)

The degree to which the methodology shows the capacity to resolve the questions underlying in the tender in a realistic and well-structured way, as well as whether the methods proposed are suited to the needs set out by the Commission in the Technical Description. Special attention will be given to the methodology on how the tenderer intends to gather and present information for the News-Alert and on GPP examples, and how it will deal with non-standard enquiries. The Commission will specifically assess the likely effectiveness of the proposed methodology regarding how the tenderer intends to reach out to external procurement experts and practitioners in order to execute the tasks described under 3.3 below.

2 Organisation of the work and allocation of resources (30 points – minimum threshold 18 points)

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 (30 points – minimum threshold 18 points)

This criterion will assess the quality control system applied to the service foreseen in these tender specifications concerning the quality of the deliverables, the language quality check, and continuity of the service in case of absence of a member of the team. The quality control system should be detailed in the tender and specific to the tasks at hand; a generic quality control system 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 € 55,000 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

3.1 BACKGROUND

As set out in the Communication "Public Procurement for a Better Environment" (2008), the European Commission is encouraging public authorities to green their purchasing decisions. In addition to other supporting measures, in 2010 the Commission established a Green Public Procurement (GPP) Helpdesk. Its main mission is to promote and disseminate information about GPP, and to provide timely and accurate answers to stakeholders' enquiries. The Helpdesk's tasks also include the revision of GPP website (http://ec.europa.eu/environment/gpp/index_en.htm), preparation of a monthly GPP News-Alert (http://ec.europa.eu/environment/gpp/alert_en.htm), the development of good practice examples (http://ec.europa.eu/environment/gpp/case_en.htm) and the elaboration of a list of frequently asked questions (http://ec.europa.eu/environment/gpp/faq_en.htm). The current Helpdesk contract expires on 31 December 2017.

3.2 OBJECTIVES

The objective of the Helpdesk services contract will be to support the implementation of green public procurement.

3.3 Content/Description of Tasks

The main tasks of the helpdesk are as follows:

(1) Drafting, publication and dissemination of 8 news alerts

The Helpdesk shall produce 8 GPP news alerts (each month except for four months to be agreed with the Commission after signature of the contract), each one containing a mix of news items on GPP both at the EU and Member State level. The format will follow the current template, provided by DG ENV. It should be published in the first half of the respective month. See an example here:

http://ec.europa.eu/environment/gpp/pdf/news_alert/Issue70_NewsAlert_April.pdf

The topics for each news alert will be proposed to DG ENV for agreement at least three weeks prior to the intended publication date. DG ENV will propose possible changes within three working days. At least seven working days before the publication date, each draft news alert will be sent to DG ENV for approval. DG ENV will indicate, within three working days, the need for possible changes/further research. The final version of the news alert must be provided to DG

ENV at least one day before the publication date. DG ENV will publish it on the GPP website. The contractor will be given access to the Commission's Newsroom System through which the contractor will upload the content and send the news alerts to the subscribers.

For GPP related international or larger national events (in a Member State), the Helpdesk has to, after agreement with DG ENV, contact the organisers and, if they agree, send them printed copies of the latest news alert to be put on display at the event. The estimated number of events where copies should be sent is approximately 15 per year with an average of 30 copies per event.

Excerpts from the news alert and the GPP examples (see (2) below) may also be used by the Commission in a future Circular Economy newsletter.

(2) Drafting and Publications of 12 GPP examples

The Helpdesk shall produce a total of 12 GPP examples to be disseminated via the news alert and on the GPP website (four news alerts with two examples, four with only one example). These examples have to describe GPP-related tendering processes or practices. They are to be drawn from a variety of Member States and cover a range of goods, services and works contracts where GPP has been implemented. The examples should mainly address areas where common EU GPP criteria exist. The examples should focus on cases of good practice with specific new aspects not covered in earlier GPP examples with a good potential for replication or lessons to be learnt by other public authorities.

The preparation of each example must be based on individual contacts with the contracting authority or another party involved in the tendering process (DG ENV can provide a support letter). An outline of the examples has to be sent to DG ENV at least four weeks prior to the intended publication date. DG ENV has the right to refuse an example if it is not of high quality and in line with the aspects mentioned above. At least nine working days before the publication date, each example will be sent to DG ENV for approval. DG ENV will indicate, within three working days, the need for possible changes/further research. The final version of the examples must be provided to DG ENV at least one day before the publication date. DG ENV will publish it on the GPP website.

The format has to follow the template presented on the GPP webpage see e.g. http://ec.europa.eu/environment/gpp/pdf/news_alert/Issue55_Case_Study113_Rotherham_healthcare.pdf. Each example has to contain links to further information and, where possible, individual contact details for the contracting authority involved. The Helpdesk has to carry out a legal check of each example to ensure the information provided on tendering procedures complies with the EU procurement rules.

(3) Development & Maintenance of websites

DG Environment's GPP webpage needs to be updated regularly. While the technical changes are being done by the Commission, the Helpdesk has to contribute actively to changes of the content.

The work will consist of defining, producing, drafting and upgrading sections of the existing website on request by DG ENV. This will include the updating/addition of maximum four

Frequently Asked Questions in the respective section of the webpage, including a legal check done by the contractor before publication.

The contractor has to collect and provide DG ENV with information to update the webpage (http://ec.europa.eu/environment/gpp/events_en.htm) as regards events with GPP relevance. A total of 3-5 man days would likely be needed for this task.

(4) Process public enquiries (receiving, dealing & replying via telephone, fax, postal and electronic mail)

The contractor must have appropriate technical resources to process all public enquiries received directly or forwarded by DG ENV. The contractor needs to reply to all these enquiries by telephone, fax, postal or electronic mail format in a timely and reliable manner (see below). The contractor must be able to process enquiries in at least English, French and German.

Any telephone enquiries should be answered directly from Monday – Friday between 9:30 and 12:00 and between 14:00 and 16:30 CET. Outside of this time range or if the helpdesk is unavailable for exceptional circumstances, an answering machine will be available 24h/day and a message will be taken and responded to within 24 hours of the next working day. Most enquires are received by email.

Written and oral enquiries will be categorised as standard or non-standard. A standard enquiry takes a short time to answer (not more than 10 minutes) and can be answered without further research, mainly by using information already available on the website or from previously asked questions. Non-standard answers require additional information-gathering and expert input.

All enquiries shall be replied to within a maximum of five working days, excluding the time the Commission needs for comments on non-standard replies. No reply should take longer than 10 working days. All non-standard replies will be checked with the Commission prior to being sent. A holding reply must be sent if the answer cannot be sent within five working days because of the need to do further research.

The contractor shall keep a history and database of all requests and replies and send it, as an annex to the half-yearly reports, to the Commission. It should be clear that it is not within the competence of the contractor to advise enquirers on policy issues or to interpret the legislation of GPP relevance.

Replies to standard enquiries have to be sent with a blind copy to DG ENV (email or paper according to the type of reply). For non-standard enquiries, the contractor has to draft the text and forward them to DG ENV for approval before sending them to third parties (with a blind copy to the Commission).

All replies should be specific, supportive and of high quality. They should relate directly to the needs of the enquirers and propose adequate solutions to their problems.

The estimated number of standard questions is: 15

The estimated number of non-standard questions is: 25

(5) Webinars

The GPP Helpdesk has to organise two webinars of ca. 1.5 hour's duration (presentations plus ensuing discussions) on a GPP related subject. The Helpdesk has to propose subjects and speakers (3-4 per webinar) which need to be agreed with DG ENV. The Helpdesk will need to provide the technical facilities for the participation of up to 100 web-participants.

3.3 MEETINGS

A kick-off meeting should take place within three weeks after the contract enters into force. In addition, 1 interim meeting in June or July and 1 meeting in November or December will take place.

One of the meetings should be a physical meeting in Brussels for which the contractor should foresee the travelling costs; the other two meetings should be held in the form of video/teleconferences.

The contractor shall take minutes during all meetings and send them to the Commission for comments and approval within 2 weeks after the meeting.

Communication during the contract will be carried out by email and telephone. If necessary, teleconferences/videoconferences will be organised.

3.4 DELIVERABLES

The contract consists of running the GPP Helpdesk during an entire calendar year (starting on the 1st of January and ending on the 31st of December). The contractor shall organise, in close co-ordination with the Commission, a kick-off meeting of the project at DG Environment's premises in Brussels within three weeks after the contract enters into force. At that meeting a comprehensive annual Marketing Action Plan outlining the foreseen activities should be presented to the Commission for information and subsequent approval. In order to ensure a smooth transfer of the tasks to a new contractor for the following calendar year, the contractor is responsible for submitting a detailed hand-over file/package in the last month of the contracting period (December) to the European Commission.

| Deliverables & Timings | Latest Delivery Date |
|-----------------------------------|-----------------------------|
| Kick-off meeting | Month 1 |
| Interim Report | 30 June |
| Final Report with hand-over file | 31 December |

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

Duration of the tasks

The tasks shall run from 1st January 2018 until 31st December 2018. The execution of the tasks may not start before the contract has been signed. The contract is renewable three times for a period of 12 months on identical terms, up to a total duration of maximum 48 months, provided that the contractor's performance is satisfactory in all respects and depending on budget availability.

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.

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 costs ¹ (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

| | YES | NO |
|--|--------------------------|--------------------------|
| ➤ declares that the above-mentioned person is in one of the following situations: | | |
| 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"/> |

| | | |
|---|--|--|
| irregularity, the applicant is subject to: 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. | | |
|---|--|--|

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"/> |
|---|--------------------------|--------------------------|--------------------------|

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 AND CLIMATE ACTION
SRD - Shared Resources Directorate
SRD.2 - Finance

(Please fill in your address)

ACKNOWLEDGEMENT OF YOUR TENDER

Our reference: ENV.B.1./SER/2017/0009

Your reference:

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

We thank you for your interest.

MarketsTeam
SRD.2

¹ Your personal contact data has been recorded in a database used by the Markets Team of unit SRD.2 for the administrative management of offers. The Commission is bound by Regulation 45/2001 on the protection of individuals with regard to the processing of personal data by the Union institutions and bodies. For more information, and to exercise your rights to access and eventually correct data concerning you, please don't hesitate to contact us.