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Directorate D Natural Capital
Unit D.3. Nature Protection

CALL FOR TENDERS

ENV.D.3/SER/2017/0010

Service contract

Support for the Natura 2000 Biogeographical Process

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 Size Enterprise in accordance with [Commission Recommendation 2003/361/EC](#). This information is used for statistical purposes only.

All tenderers (including all members of the group in case of joint tender) must provide a signed Legal Entity Form with its supporting evidence. The form is available on: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

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

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

2. EVALUATION AND AWARD

2.1.Evaluation steps

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

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

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

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

2.2.Verification of non-exclusion

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

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

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

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

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 600,000 (six hundred 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 3 years, with the sums, dates and clients, public or private, accompanied by statements issued by the clients.

- **Criterion A1:** The tenderer must prove experience in the field of the Birds and Habitats Directives and more specifically in relation to the objectives and tasks described in chapters 3.2 and 3.3 as well as in working with public authorities and interest groups (NGOs, landowners, land users, etc.) in more than two EU countries, working with information sources and expert networks in relation to the subjects covered by the present contract, data collection and data management, handling large amounts of information and producing summary reports.

Evidence A1: the tenderer must provide references for 2 projects delivered in these fields in the last three years, with a minimum value for each project of € 200.000.

- **Criterion A2:** The tenderer must prove capacity to work in more than 2 EU official languages including at least English.

Evidence A2: the tenderer must provide references for 1 project delivered in the last three years showing the necessary language coverage.

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

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

- **Criterion A4:** The tenderer must prove its capacity to work in more than 3 EU countries.

Evidence A4: the tenderer must provide references for two projects delivered in the last 3 years. The combination of projects must cover the required geographical scope.

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

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

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

Criterion B1 - Project Manager: At least 3 years' experience in project management, including overseeing project delivery, quality control of delivered service, client orientation and conflict resolution experience in similar projects (with a budget of at least € 200.000 and at least 5 countries covered), with experience in management of teams of at least 5 people.

Evidence B1: CV

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

Evidence B2: a language certificate or past relevant experience.

Criterion B3 - Experts in nature conservation: At least five years of professional experience. Relevant higher education degree or equivalent professional experience and at least three years' professional experience in the field of nature conservation or managing natural areas/spatial planning.

Evidence B3: CV

Criterion B4 - Team for data collection, data management and ICT applications: collectively the team of experts should have knowledge of more than 5 EU languages, including English and proven experience of 3 years in data collection, data management and ICT applications.

Evidence B4: CV and a language certificate or past relevant experience.

Criterion B5 - Team for meeting organisation and facilitation: collectively the team of experts should have knowledge of more than 5 EU languages, including English and proven experience of 3 years in nature conservation and meeting organisation and facilitation techniques.

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

In order to prove their capacity, the tenderer must submit with its tender the evidence listed above, including a consolidated overview of the CVs presented in a table with the following entries at least: name, language, areas of competence(s).

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.

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

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 50 points will be attributed to criterion 1, a maximum of 30 points will be attributed to criterion 2, and a maximum of 20 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 25, 15 and 10 points under criteria 1, 2 and 3 respectively, with a minimum total of 65 points.

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

1 Quality of the proposed methodology (50 points – minimum threshold 50%)

The degree to which the methodology shows the capacity to support the Commission in implementing the Natura 2000 Biogeographical Process and Networking Programme, including the capacity to organise individual networking events in an effective co-ordination with the Commission.

Sub-criterion 1.1 Capacity to support and facilitate the organisation of the Steering Committee meetings and Natura 2000 Seminars (20 points – minimum threshold 50%)

Sub-criterion 1.2. Capacity to identify, support and organise individual networking events as part of the Natura 2000 Biogeographical Networking Programme in an effective co-ordination with the Commission and host-organisations (20 points – minimum threshold 50%).

Sub-criterion 1.3. Capacity to compile and make available scientific and technical background information and to maintain, update and where appropriate further develop the Natura 2000 Communication Platform (10 points – minimum threshold 50%).

2 Organisation of the work and allocation of resources (30 points – minimum threshold 50%)

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 (20 points – minimum threshold 50%)

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 € 900.000 (nine hundred thousand euros) excluding VAT (including fees, travel and all other costs. **NB Travel and subsistence expenses should be part of the lump sum and will not be refunded separately**). Any offers received that do not respect this maximum budget will be automatically excluded from the evaluation procedure. For guidance purposes see Annex 3.

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

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

3. TECHNICAL SPECIFICATIONS

3.1. General Background

3.1.1 The Management of Natura 2000

The key pieces of legislation underpinning EU policy on nature and biodiversity protection are Directive 2009/147/EC (the 'Birds' Directive) and Directive 92/43/EEC (the 'Habitats' Directive), as a result of which, the EU has established the Natura 2000 network which today comprises more than 27.000 sites.

Within the framework of EU nature legislation Member States are committed to achieving favourable conservation status of species and habitats of Community interest and good status of bird species naturally occurring in the EU. This objective is central to meeting the EU 2020 European biodiversity headline target and 2050 vision, aimed at halting and reversing the loss of biodiversity across the EU territory of the Member States. As a cornerstone of EU biodiversity policy the Natura 2000 network plays a pivotal role in fulfilling these commitments.

The designation of Natura 2000 sites requires the necessary conservation measures to be put in place, usually implying proactive management, sometimes including restoration of sites (Article 6.1. of the Habitats Directive and analogous provisions in Article 4 of the Birds Directive). The Directives require measures to be put in place to achieve a coherent European ecological network (Article 4 of the Birds Directive and Article 3 of the Habitats Directive).

3.1.2. The Natura 2000 Biogeographical Process

3.1.2.1 General aims and objectives

The Commission has established a co-operation process at the biogeographical level in order to help achieve coherence in management, monitoring, financing of, and reporting on the Natura 2000 network. It accompanies the operational implementation and management of the network by the Member States.

The process develops around ad-hoc expert meetings, workshops and Natura 2000 seminars and their conclusions. First seminars for the Boreal, Atlantic, Alpine, Mediterranean, Continental, Pannonian, Black Sea and Steppic biogeographical regions were organised between 2012 and 2015. A second round of seminars was launched in 2016 for the Boreal and Atlantic regions and will be continued in 2017 and 2018 for the other regions. A following round of seminars will be launched in 2019 with the third seminars for the Boreal and Atlantic regions. In the Macaronesian region, a similar process still needs to be established involving Spain and Portugal. A specific Marine process was launched in 2015, dealing with marine habitats types and species under priority consideration. It is the intention that the cooperation and networking process flowing from the seminars will continue and be further developed in the coming years. As a result, the Natura 2000 Biogeographical Process is intended to be a catalyst for fostering cooperation between all actors on the management of the Natura 2000 network.

The Natura 2000 Biogeographical Process involves Member States, experts, practitioners, stakeholders and the Commission. It is intended as a mechanism to analyse and interpret the results from reporting on species' and habitats' conservation status at a biogeographical level, to engage in active cross-border cooperation and networking between all actors involved in

the management of Natura 2000 and to make commitments and recommendations for future action. The final aim of the Process is to help the Member States to achieve the favourable status of conservation of habitats types and species of Community interest, which is a legally binding target to be achieved under the nature directives.

Its aims and objectives are:

- To improve and strengthen implementation of Natura 2000 and ensure progress towards the EU 2020 Biodiversity Strategy targets.
- To strengthen common understanding on the conservation status of habitat types and species protected by the EU Nature legislation and Natura 2000 in particular, the major threats affecting the conservation status and what it means in practice to achieve or restore favourable conservation for such habitat types and species.
- To take agreed priority management actions designed to restore Favourable Conservation Status (FCS) for those habitats and species that fall within the Member States' territory.
- To develop new management insights and cooperation between Member States, stakeholder organisations, environmental NGOs and specialist networks which can lead to new 'know-how' to support the achievement of FCS.
- To strengthen recognition and action for the management of Natura 2000 that also contributes to socio-economic objectives, through the multiple benefits that derive from such action.
- To promote networking and cooperation between key experts and Natura 2000 site managers in order to share and widespread good practices and case studies throughout the EU.

The Natura 2000 Biogeographical Process focuses on habitat types and species of Community interest that are selected for priority consideration in each biogeographical region by the Member States involved. It seeks responses to the following questions:

1. Do we understand the problems and solutions to address so that we can make significant/measurable and cost effective progress?
2. Have some Member States found practical solutions that can be shared with others?
3. Where there are important gaps in knowledge, can Member States co-operate together in finding solutions?

The process also addresses the following questions: What concrete lessons can be learnt from the results of the Article 17 (Habitats Directive) assessment of the conservation status of habitat types and species of Community interest? Can we define biogeographical level targets for conservation and restoration? How will this determine the establishment of conservation objectives at different levels? How can favourable reference values be defined at the site level and harmonised between Member States or how can the effectiveness of conservation measures for achieving favourable conservation status be evaluated and where necessary improved? How local stakeholder involvement and integrated management approaches be promoted?

The process is guided and monitored by so-called 'Steering Committees' (one committee for each biogeographical region or group of regions). The committees are composed of

representatives of the Member States involved, the Commission, the European Environmental Agency, the European Topic Centre on Biological Diversity, the European Habitats Forum and the Natura 2000 Users Forum; horizontal coordination and guidance of the process is assured by the Expert Group on the Birds and Habitats Directives (NADEG).

The process is supported by a networking programme designed to build knowledge and capacity, along with a web based platform to communicate and share information.

More information about the Natura 2000 Biogeographical process is available at:

http://ec.europa.eu/environment/nature/natura2000/seminars_en.htm

3.1.2.2 The Natura 2000 Seminars

The Natura 2000 Seminars bring together key actors from the different countries of a biogeographical region (including competent authorities, Natura 2000 site managers, NGOs and stakeholders). They are being organised at intervals depending on the development and the results of the process in the respective biogeographical region and the need to review progress and consider further developments. The seminars are hosted by a Member State or a national, local or regional, governmental or non-governmental organisation or authority involved in the management of Natura 2000. They are co-chaired by the Commission and the host Member State, region or organisation. They are organised around parallel meetings of thematic working groups, plenary meetings, selected management themes and/or habitat related field visits and poster sessions (so-called 'knowledge markets'). Each working group is chaired by an experienced expert from a participating Member State or organisation. The chairpersons are assisted in their work by a facilitator provided by the contractor. The contractor also assists the host organisation in the practical organisation of the meeting.

Participants in the seminars as well as working group chair persons are relevant experts selected and proposed by the Member States and stakeholder organisations involved in the process. The number of participants at the seminars is ca. 10 per Member State involved, including experts from the competent authorities and from national stakeholder organisations. In addition, there are also participants from the Commission, the European Environmental Agency (EEA), the European Topic Centre on Biological Diversity (ETC/BD), the European Habitats Forum and the European Natura 2000 Users Forum.

Each seminar includes a 'knowledge market' with a particular focus on the habitat types, habitat groups or species or the specific conservation issues dealt with at the seminar. A 'knowledge market' is a poster session where a number of thematic case studies related to these issues are presented and discussed.

For each Biogeographical region a number of habitat types has been selected for priority consideration under the process. These lists are contained in a 'Habitats and species selection document'. A so-called 'Seminar input document' is prepared by the contractor to serve as a basis and background for the discussions at the seminar. It contains back-ground information that is collected and compiled in advance of the seminar by the contractor, on the basis of questionnaires sent to the involved Member States and distributed by them to national experts. The background information is also updated where appropriate after the seminars, taking into account additional information that may result from networking events and additional ad-hoc expert consultation.

The seminars agree on common priority issues and measures to be considered under the process. They also draw conclusions and recommendations on issues that need more in-depth cooperation, networking and cooperative actions. They monitor and evaluate the results already achieved through the process and, on that basis, identify and recommend priorities and opportunities for the further and continuous development of the process. They result in a jointly agreed list of recommendations and a roadmap of priority actions on the part of Member States and other actors. The actions identified at the seminars are being followed-up by thematic expert meetings and workshops on particular issues and by specific cooperation actions or projects, including under the Natura 2000 Biogeographical Networking Programme.

So far, Natura 2000 Seminars have been organised for the Boreal region (2012 and 2016), the Atlantic region (2012 and 2016), the Mediterranean region (2014) and the Continental, Pannonian, Black Sea and Steppic regions (joint seminar in 2015). For the Macaronesian region a first bilateral seminar involving Spain and Portugal has still to be organised (2018, to be confirmed). In 2017 the second seminars for the Alpine and Mediterranean regions will be organised. A tentative timetable illustrating the development of the Natura 2000 Seminars since 2012 is given here below:

Biogeographical Region	First seminar	Second seminar (indicative)	Third seminar (indicative)	Thematic Events
BOREAL	May 2012	Oct. 2016	2019	ongoing
ATLANTIC	December 2012	Oct. 2016	2019	ongoing
ALPINE	November 2013	2017	2020	ongoing
MEDITERRANEAN	May 2014	2017	2020	ongoing
MACARONESIAN	2018	2021	2024	As from 2017
CONTINENTAL, PANNONIAN, BLACK SEA, STEPPIC	2015	2018	2021	ongoing
MARINE	2015	2018	2021	ongoing

3.1.2.3 The Natura 2000 Biogeographical Networking Programme

In addition to the organisation of periodic Natura 2000 Seminars in each biogeographical region, the process promotes the exchange of knowledge and cooperation on the management of Natura 2000 beyond national borders, within and between biogeographical regions through the implementation of a **Natura 2000 Biogeographical Networking Programme**.

This programme consists of the organisation of networking events in each biogeographical region. The programme will be organised and managed by the contractor in close cooperation with the Commission and Member States. It includes the organisation of ad-hoc expert meetings and thematic workshops, including field visits and/or knowledge markets addressing

conservation and management issues related to selected habitat types, species and management themes.

The events can be proposed, hosted and organised by a Member State, a Natura 2000 management body, a scientific institute or any other organisation involved in the management of Natura 2000. A number of events can be facilitated by the contractor who can also provide some financial support for the organisation of the meetings (See section 3.3.3 for details). The results of the meetings and workshops will be published on the Natura 2000 Communication Platform.

3.1.2.4 The Natura 2000 Communication Platform

The Natura 2000 Biogeographical Process is supported by a web-based Communication Platform ('the Natura 2000 Platform') which was established in 2013. The Communication Platform will be maintained, updated and where appropriate further developed under the present support contract. The platform is an instrument for networking, communicating and exchanging information on conservation objectives and measures and their follow-up between all actors involved in the process. The platform is available on the Europa server under: http://ec.europa.eu/environment/nature/natura2000/platform/index_en.htm

3.1.3. On-going contracts

Since the end of 2011, the Natura 2000 Biogeographical Process has been supported by three contracts focused on the preparation of seminars and preparatory workshops, the elaboration and consultation of appropriate technical and scientific information on the conservation status of species and habitat types, in particular seminar reports and guidance documents, interpretation notes or revues for the seminars and preparatory workshops, assessment of existing conservation objectives and measures, as well as recommendations for the adaptation of conservation objectives and measures. The contracts have also included the establishment, promotion and maintenance of the Natura 2000 communication platform.

3.2. General and specific objectives of the service contract which will result from this call for tender

The general objective of this contract is to provide support to the Commission in relation to the implementation and further development of the Natura 2000 Biogeographical Process, including in particular the organisation of preparatory meetings (Steering Committee meetings, expert groups meetings) and Natura 2000 Seminars, the promotion and facilitation of the Natura 2000 Biogeographical Networking Programme, the compilation of scientific background information in relation to the process and the maintenance of the Natura 2000 Communication Platform. The support under this service contract also covers the Marine Natura 2000 Biogeographical Process. In this regard, the contractor will ensure coherence between the activities under the terrestrial part of the process and the marine part.

3.3. Specific Tasks of the Contractor

The specific tasks of the contractor are summarised as follows:

1. Supporting the preparation and organisation of **Steering Committee meetings and meetings of Commission expert groups dealing with the Natura 2000**

Biogeographical Process, including the preparation of meeting documents and presentations;

2. Supporting the preparation, organisation and facilitation of **Natura 2000 Seminars**, including the logistic preparation of the seminars in close cooperation with the Commission and the host organisation or country, the preparation of meeting documents and presentations and the facilitation of working group and plenary meetings in close cooperation with the host and the respective Chair persons;
3. Identifying, promoting and supporting the organisation of thematic networking events as part of the '**Natura 2000 Biogeographical Networking Programme**' with the objective of enhancing cooperation between Member States, regions and interested organisations on the management of Natura 2000 , focusing on key habitat types, species and management themes that have been or will be identified as priorities under the process;
4. **Compiling and making available scientific and technical background information** for the benefit of Natura 2000 Seminars and the events under the Natura 2000 Biogeographical Networking Programme;
5. Maintaining, updating and where appropriate further developing the **Natura 2000 Communication Platform**.

3.3.1.1. Supporting the preparation and organisation of Steering Committee meetings and meetings of Commission expert groups dealing with the Natura 2000 Biogeographical Process, including the preparation of meeting documents and presentations

The Contractor will assist the Commission in preparing and holding preparatory meetings for the preparation of Natura 2000 Seminars. Such meetings include Steering Committee meetings for the different biogeographical regions and other meetings with representatives of national authorities and other actors involved in the Process, for example meetings of the Expert Group on the Birds and Habitats Directives (NADEG) and the 'Marine Expert Group'. The contractor will also participate in those meetings.

There are five different Steering Committees: 1) Boreal, 2) Atlantic, 3) Alpine, 4) Mediterranean & Macaronesian, 5) Continental/Pannonian/Steppic/Black Sea. Each Steering Committee holds a minimum of one and a maximum of two meetings during the 36 months period covered by the contract. Most meetings of the Steering Committees will take place in Brussels. Occasionally (maximum two per year) a Steering Committee meeting can be organised in another country (especially for the Alpine, Boreal, Mediterranean/Macaronesian and Continental/Pannonian/Black Sea/Steppic regions). NADEG can play the role of a steering committee in up to two of its meetings per year. NADEG meetings all take place in Brussels. With a view to ensuring coherence between actions and events under the 'terrestrial' Natura 2000 Biogeographical Process and those of the Marine Natura 2000 Biogeographical Process the contractor will within the 36 month contract period also participate in three meetings organised in Brussels under the Marine Natura 2000 Biogeographical Process.

Support by the contractor includes the preparation of draft invitations, draft agendas, draft minutes and presentations on the main agenda items of the meetings, facilitating the discussions

at the meetings and following-up feed-back from participants after the meetings. The contractor will make available all the necessary information needed for the good preparation of meetings at least two weeks in advance of the respective meetings. The support is to be provided from the premises of the contractor and directly at the approved venues of meetings.

3.3.2. Supporting the preparation and organisation of Natura 2000 Seminars

The Contractor will assist the Commission in **preparing and holding Natura 2000 Seminars**. There will be 6 Natura 2000 Seminars and one bilateral seminar (Macaronesian region) within the 36 month contract period. An indicative planning of the seminars for the years 2018 to 2020 is given in the table below:

	2018	2019	2020
Boreal		x	
Atlantic		x	
Alpine			x
Mediterranean			x
Macaronesian bilateral seminar	x		
Continental/Pannonian/Black Sea/Steppic	x		
Marine	x		

The Continental, Pannonian, Black Sea and Steppic regions will be covered by a joint Natura 2000 Seminar. Each Natura 2000 Seminar will be attended by 80 to 100 participants, except for the bilateral Macaronesian seminar (Spain and Portugal) for which this number will be around 40 participants (see also 3.1.2.3).

Seminars will in principle be organised in plenary meetings and thematic working groups (minimum two, maximum four), depending on the respective seminar programmes. They will also include a field visit. The bilateral Macaronesian seminar will involve experts from only two Member States. Its expected duration will be two days and only two thematic working groups will be foreseen. Accordingly it will require less input from the contractor on the preparation and facilitation.

For the preparations of the Natura 2000 Seminars, the contractor will work in close cooperation with the European Commission and the respective host countries, regions or organisations and leading experts from Member States and organisations, especially the chair persons of the thematic working groups. **For each seminar the contractor will prepare invitations, a seminar programme and a so-called 'Seminar Document'** (see below). All documents (except the invitations) will be published on the Natura 2000 Platform in advance of the seminar and sent to all registered participants by e-mail. After the seminar, **the contractor will prepare a detailed Seminar Report** containing a summary of the discussions and presented case studies, as well as the detailed conclusions on agreed and/or recommended actions and issues identified for further follow-up under the process.

For each Natura 2000 Seminar, **the contractor will prepare a so-called 'Seminar Document'**. Central to the 'Seminar Document' is a list of species- and habitats- related issues and crosscutting issues and problems whose solutions should directly contribute to achieving Favourable Conservation Status. The Seminar Document should identify possible opportunities and priority areas for further cooperation and networking under the Natura 2000 Biogeographical process in the respective region and propose a number of options for concrete

action targeting the selected habitat types, species and management themes. The document should serve as a general discussion basis at the seminar. Its content should be based on pertinent background information on the selected habitat types, species and management themes (see section 3.3.4) and on the results of an online expert consultation to be carried out by the contractor in advance of each seminar. These consultations will be based on online questionnaires and use the EU Survey tool (<https://ec.europa.eu/eusurvey/home/welcome>). The Seminar Document should also reflect the results of relevant networking events that have been carried out in-between the seminars in the respective biogeographical regions or in other regions and that cover the issues that are being discussed at a seminar. The tenderer will actively promote the seminar documents before and during the seminars and make sure that it will be the basis of the discussions in the seminar working groups. For example a short presentation of the relevant contents of the seminar document should be given by the respective facilitator at the beginning of each thematic working group.

The annex of the seminar document should include a short **summary information sheet** for each selected habitat group and species with information on the conservation status and related threats as well as on the most relevant existing conservation objectives and measures (see: section 3.3.4). The annex should also include summaries of at least 4 relevant case studies related to the thematic focusses of the respective seminar (habitat groups, species or management themes). The seminar document (including the annex) will be published on the Natura 2000 Platform in advance of the seminar and sent to all registered participants by e-mail.

The contractor will **assist the host organisation or country in the logistic organisation of the seminars**. This includes advising the host on seminar venues and related logistics (such as practical arrangements for meeting rooms, reception desk, catering, poster sessions, bus transfers and field visits) and organising and following-up the on-line registration of seminar participants. For this purpose one preparatory meeting between the contractor and the host at the seminar location is required. The contractor will animate and facilitate the discussions in the working groups (generally four working group meetings per seminar) and plenary meetings. He will prepare the necessary presentations according to the issues discussed. For each Seminar Working Group, the contractor will propose a Chair person (to be identified among competent experts on the theme covered by the respective working group and agreed with the Commission) and designate a member of his team as a facilitator who will work in close cooperation with the respective Chair person. This task will be carried out in close cooperation with the respective host organisations or countries.

For each Natura 2000 Seminar **the contractor will advise the host organisation or country on the organisation of a seminar related field visit**, making sure that the programme of the field visit directly relates to the key management issues discussed at the respective seminar. The contractor will ensure that all inputs (case studies, best practices examples,...) and field visit will stick to the main questions addressed by the process, namely the key problems and recommended solutions and how we can make significant/measurable and cost effective progress, which practical solutions exist in the different Member States that can be shared with others, on which important knowledge gaps can Member States co-operate to find solutions. For each Natura 2000 Seminar **the contractor will also advise the host organisation or country in the organisation of a so-called 'knowledge market'** as a part of the seminar programme. The knowledge market essentially consists of a 'poster session' where participants can present case studies that are directly related to the key management issues discussed at the seminar or the outcome of thematic networking events or actions that have been organised in-between Natura

2000 Seminars. The contractor will facilitate and support the seminars in good cooperation with the respective host country or organisation.

For a maximum of 3 seminars, and where the respective facilities or services cannot be provided free of charge by the host country or organisation, the contractor will cover the following costs:

- costs of renting meeting rooms or facilities (one plenary meeting room and three smaller rooms for working group meetings);
- costs of renting buses for field visits and of providing light lunches and refreshments to the participants in the field visits;

3.3.3. Identifying, promoting and supporting the organisation of thematic networking events as part of the Natura 2000 Biogeographical Networking Programme

The contractor will play a pro-active role in promoting and disseminating the Natura 2000 Biogeographical Networking Programme, its role and the support he can offer in organising networking events. He will help identifying opportunities for involving relevant organisations in the organisation of events. He will facilitate and support a number of networking events in support of the issues that have been identified as priorities for cooperation at a Natura 2000 Seminar or in the context of its follow-up. This will happen in close co-operation with the Commission and where appropriate with Member States, conservation institutes or organisations, NGOs and stakeholder organisations. The final reports of the past Natura 2000 Seminars include examples of priority issues. They are available on the Natura 2000 Communication Platform⁴.

Networking events are to be understood as **thematic workshops**, preferably including field visits or series of expert meetings with or without field visits taking place at different locations, generally in different regions or Member States or ad-hoc expert meetings. The contractor will participate in and facilitate all events. The estimated number of participants per event is between 20 and 60.

The contractor will facilitate a minimum of 24 thematic networking events within the 36 month contract period. For each event, the respective themes and biogeographical regions to be covered will be agreed in advance with the Commission. The table here below gives an indication of how the different biogeographical regions will possibly be covered by networking events between 2018 and 2020. The tenderer should submit a concrete proposal on how the specific networking activities would be identified, facilitated and/or organised and financially supported.

Biogeographical	Indicative number of thematic networking events between 2018 and
-----------------	--

⁴ http://ec.europa.eu/environment/nature/natura2000/platform/events/index_en.htm

region	2012
Boreal	4
Atlantic	4
Alpine	4
Continental	4
Pannonian	1
Mediterranean	4
Macaronesian	1
Steppic/Black Sea	2
Total	24

The contractor will identify appropriate leading experts, existing expert networks and host organisations that will host the events and participate in their organisation. He will establish the necessary contacts with the relevant partners.

The contractor will facilitate individual events on the basis of **task sheets** to be approved in advance of the respective event by the Commission. The task sheet must include relevant information on the subject and programme of the event, the host and organising organisation(s) (where applicable), the location, the estimated number of participants and the planned input by the contractor (see also section 3.4). Any later modification of the task sheets would be subject to a prior Commission agreement.

The facilitation of individual events will include the identification of interested organisations proposing to organise and host an event and the exploratory contacts with the respective host organisation and with appropriate experts in the respective biogeographical region(s). It will also include providing the necessary publicity for the event through the Natura 2000 Platform, as well as advising the host organisation in the logistic organisation of the event (venues, meeting rooms, knowledge markets, field visits, registration of participants). It can be estimated that for this purpose one preparatory meeting between the contractor and the host organisation may be required for up to 12 thematic events at the location of the event.

For each facilitated event the contractor will prepare a meeting / activity report, in cooperation with the organiser. The report will include a summary and the conclusions of the discussions at the event, as well as summaries of the case studies that were presented and the presentations made at the event. All reports will be published on the Natura 2000 Communication Platform.

The contractor will cover the following meeting costs: Where no meeting facilities can be provided free of charge by the host country or organisation, the contractor will cover the costs of renting meeting rooms or facilities. It is estimated that this will be the case for maximum 18 out of 24 events. He will also cover the costs of renting buses for field visits and of providing light lunches and refreshments to all participants at the meetings. Finally the contractor will provide pre-paid tickets (economy class only) to a maximum of 5 invited lead experts or other experts who actively participate in the events or programmes either as invited speakers or as presenters of case studies at the 'knowledge markets'. The contractor will also cover the accommodation costs of such experts for a maximum of 2 nights per event (lump sum of 100 euros/night for accommodation).

The contractor will facilitate and support the events in good cooperation with the respective host and/or organiser.

3.3.4. Compilation and making available of scientific and technical background information

The Contractor will collect and make available all the necessary **scientific background information** needed for the Natura 2000 Seminars and the Natura 2000 Biogeographical Networking Programme. For each Natura 2000 Seminar such information will also include at least one case study on best management practice related to each major issue discussed at the meetings, as well as summary information on conservation status, threats and possible recommendations for conservation objectives at the biogeographical level and recommended cooperative action. The background and other seminar input documents of the past Natura 2000 Seminars are examples of information documents for Natura 2000 Seminars. These documents are available on the Natura 2000 Communication Platform.

For each Natura 2000 Seminar the contractor will make available the compiled background information online on the Communication Platform, at least two weeks in advance of the seminar and in a format compatible with the Communication Platform. The information will be presented in a user-friendly database format. After and between seminars, the background information will be regularly kept up-to-date with relevant new information that may be provided by different actors of the process.

The background information inter alia also serves as the basis for the preparation of the seminar documents and summary information sheets mentioned in section 3.3.2.

3.3.5. Maintaining, updating and where necessary further developing the Natura 2000 Communication Platform

The Contractor will be responsible for the smooth take-over of the Communication Platform from the current contractor that has been developing and maintaining the Platform since 2013 (see: http://ec.europa.eu/environment/nature/natura2000/platform/index_en.htm). The Contractor will familiarize in detail with the Communication Platform, its content, role, usage, management, capacity, protection, drawbacks, problems and tasks to be implemented.

Where necessary the contractor will suggest specific updates, adjustments, modifications and improvements of the platform and its administration. For this task, he is required to co-operate with the Commission (Nature Protection Unit, ENV.D.3, Policy, Coordination & Communication Unit, ENV.A.1. and the Information Technology Unit, ENV.SRD.3) for the whole duration of the contract.

The contractor will make sure that the different parts of the Platform are permanently kept up-to-date and completed where necessary. This is the case in particular for the 'past and future events' events, the expert directory and the knowledge base. This includes preparing the necessary updates and submitting them to the competent Commission IT and Communication Units in a format previously agreed with that service and ready to go online.

The Natura 2000 Communication Platform is a static HTML website. The contractor will create and develop web content on its local server and deliver the new/updated files to the Commission (to the functional mailbox ENV EUROPA: ENV-EUROPA@ec.europa.eu) for uploading onto the Europa server.

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 Europa Information Providers' Guide <http://ec.europa.eu/ipg/> and with the Environment website template.

The existing Discussion Forum on the Platform will be abandoned.

The contractor will produce an online trimestral Newsletter on the Natura 2000 Biogeographical Process. He will send the newsletter by e-mail to the registered recipients on the existing mailing list which he will update and complete on a regular basis.

In order to access the IT infrastructure for delivering the updates of the Communication Platform, the contractor may be requested to draft, sign and implement a security convention, based on a template defined by the European Commission's Security services. Such a process is estimated to last between 4 and 8 weeks.

The contractor should note that the Commission is currently reviewing its online presence and during the duration of the contract the Communication Platform might be transformed and migrated (along with other DG ENV's websites) to the new Commission's information website: https://ec.europa.eu/info/index_en.

The contractor might be asked to perform web updates in the new Commission's information website (Next Europa-CMS based in Drupal) when adopted by DG ENV.

3.4. Input by the Contracting Authority and Co-ordination with the Commission

The Commission will discuss the implementation of the individual tasks and the performance of the contract with the contractor on a regular basis starting with a 'Kick-off Meeting' organised upon agreement within 4 weeks after the signature of the contract.

The contractor will establish close working contacts with the Commission, the Member States and the relevant expert and stakeholder organisations. He will attend regular management meetings with the Commission in Brussels (annually 4 meetings), as well as the meetings of the Expert Group on the Birds and Habitats Directives (NADEG) in so far that their agenda relates to the Natura 2000 Biogeographical Process (max. 2 per year). The contractor may also be asked to participate in meetings of the Coordination Group on Biodiversity and Nature (CGBN) when this group discusses the Natura 2000 Biogeographical Process. This is usually the case around once a year.

The contractor will handle the co-ordination of the contract and the administration of specific organisational and/or logistic tasks.

3.5. Intermediate outputs and deliverables

The provided quality services in connection with the organisation of preparatory meetings, the Natura 2000 Seminars and the Natura 2000 Biogeographical Networking Programme are considered the main deliverables of the contract. The interim and final reports mainly describe the project activities and achievements.

A brief Inception Report including draft minutes of the Kick-off Meeting will be delivered within 4 weeks after the Kick-off meeting. It will describe the state-of-play and understanding of

the contract implementation, activities by the contractor and agreements with the Commission. It will summarise planning on the basis of the work programme and a task sheet format.

Interim reports will be provided respectively 11 and 23 months after the signature of the contract. They include a summary of the activities under the contract respectively during the preceding 11 and 12 month period and their evaluation. They will also include draft work programmes for the upcoming 12 months contractual period.

Drafts of all the reports will be provided electronically in the English language in an easily editable format (MS-Word 2010).

3.6. Final deliverable

The final report will be considered as being the final deliverable. It will include overall review and evaluation of the work provided under the contract. The final report will be provided 36 months from the signature of the contract.

The final report will be provided electronically in the English language in an easily editable format (MS-Word 2010). The Final report will be provided also in pdf format and in 2 hard copies.

3.7. Duration of the tasks

The tasks should be completed within 36 months of the signature of the contract. The execution of the tasks may not start before the contract has been signed.

3.8. Place of performance

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

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.		
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II – SITUATIONS OF EXCLUSION CONCERNING NATURAL PERSONS WITH POWER OF REPRESENTATION, DECISION-MAKING OR CONTROL OVER THE LEGAL PERSON

Not applicable to natural persons, Member States and local authorities

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

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

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

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

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

V – REMEDIAL MEASURES

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

VI – EVIDENCE UPON REQUEST

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

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

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

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

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

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

VII – SELECTION CRITERIA

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

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

VII – EVIDENCE FOR SELECTION

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

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

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

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

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

Full name

Date

Signature

ANNEX 6 - ACKNOWLEDGEMENT OF RECEIPT



(Please fill in your address)

ACKNOWLEDGEMENT OF YOUR TENDER

Our reference: Open Procedure ENV.D.3/2017/0010

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.