



EUROPEAN COMMISSION
DIRECTORATE-GENERAL
ENVIRONMENT
Directorate ENV.D – Natural Capital
Unit ENV.D2 – Biodiversity

CALL FOR TENDERS

ENV.D.2/SER/2018/0019

Service Contract for

Identification, assessment, sharing and dissemination of best practices for the humane management of invasive alien species

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.

For British candidates or tenderers:

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

1.2. Contractual conditions

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

1.3. Compliance with applicable law

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

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).

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

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

1.5. 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 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 the 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 500,000 (*five 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 5 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 ecology and veterinary sciences, in particular concerning the management of invasive alien vertebrate animals and animal welfare, as well as in cost-benefit analysis, and in the EU biodiversity policy, in particular the implementation of Regulation (EU) 1143/2014, and in techniques for organising participation, awareness raising and training.

Evidence A1:

The tenderer must provide references for projects delivered during the last 5 years that collectively have a minimum value of € 350,000 and collectively cover all of the following fields: (1) the implementation of Regulation (EU) 1143/2014, (2) management of invasive alien vertebrate animals, (3) animal welfare, (4) cost-benefit analysis, (5) organising participation, and (6) organising training and awareness raising, with a minimum value for each project of € 35,000, including at least 1 project of more than € 200,000.

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

Evidence A2: 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.

- **Criterion A3:** The tenderer must prove capacity to work across the EU.

Evidence A3: The tenderer must provide references for projects or other work delivered during the last 5 years. The combination of these projects or other work must cover at least 15 Member States, including at least 1 project of more than € 100,000 covering more than 5 Member States.

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 10 years' experience in transnational project management, including overseeing project delivery, quality control of delivered service, client orientation and conflict resolution experience in projects of a similar size (at least € 350,000), with experience in managing teams of at least 10 people.

Evidence B1: CV

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

Evidence B2: CVs

Criterion B3 – Expert(s) in the implementation of the EU Biodiversity Strategy, in particular Regulation (EU) 1143/2014: Collectively the team should have 5 years professional experience with the EU Biodiversity policy and with all aspects of the EU IAS policy.

Evidence B3: CV(s)

Criterion B4 – Expert(s) in the management of invasive alien vertebrate animals: Relevant higher education degree or equivalent professional experience, and at least 5 years' professional experience in the field of invasion ecology, in particular the management of invasive alien vertebrate animals.

Evidence B4: CV(s)

Criterion B5 – Expert(s) in animal welfare: Relevant higher education degree (e.g. veterinary sciences) or equivalent professional experience, and at least 5 years' professional experience in animal welfare issues.

Evidence B5: CV(s)

Criterion B6 – Expert(s) in cost-benefit analysis: Higher education degree and at least 5 years' professional experience in cost-benefit analysis.

Evidence B6: CV(s)

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

Criterion B7 – Expert(s) in organising participation and awareness raising: Higher education degree and at least 5 years' professional experience in organising public participation or awareness raising.

Evidence B7: CV(s) and examples of relevant material produced in the framework of organising public participation or awareness raising. **In order to prove their capacity, the tenderer must submit with its tender the evidence listed above.**

2.4. Compliance with the minimum requirements

The technical offer must cover all aspects and tasks required in the technical specifications and provide all the information needed to apply the award criteria. Offers deviating from the requirements or not covering all requirements may be rejected because 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 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 50% of the points under each criterion, 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 analyse, review and evaluate documents and figures, in accordance with the needs of the contracting authority. Furthermore the tender must demonstrate the capacity to resolve the questions underlying in the tender in a realistic and well-structured way, as well as demonstrate that the methods proposed are suited to the needs set out by the Commission in the Technical Specifications (see part 3).

Sub-criterion 1.1 Approach to collecting and integrating knowledge (10 points – minimum threshold 50%)

Sub-criterion 1.2 Approach to assessing and prioritising measures (10 points – minimum threshold 50%)

Sub-criterion 1.3 Approach to adapting knowledge to local conditions across the EU (10 points – minimum threshold 50%)

Sub-criterion 1.4 Approach to building local ownership across the EU (10 points – minimum threshold 50%)

Sub-criterion 1.5 Approach to disseminating knowledge and perpetuating the work (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 will also assess how the tenderer will organise and manage workshops in 23 official EU languages. 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.

Reserve Clause:

Please note that the signature of the contract is subject to the adoption of the financing decision for this specific action.

2.6.Financial offer

The maximum budget allocated to this contract is fixed at € 500,000 (five hundred thousand Euros) excluding VAT (including fees, travel and all other costs. **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

Invasive alien species (IAS) are one of the major causes of biodiversity loss. In addition, IAS can alter ecosystem processes, change landscapes, spread diseases to native species and reduce the value of land and water for human activities, causing a cost to the European economy which is estimated to be at least € 12 billion per year. Stricter control of IAS is one of the six main targets of the EU biodiversity strategy adopted by the European Commission in May 2011 and which applies until 2020.

Regulation (EU) 1143/2014 on invasive alien species (hereinafter referred to as the “IAS Regulation”) established a European framework to prevent, minimise, and mitigate adverse impacts from IAS. The legislation includes dedicated articles on prevention, early detection and rapid eradication, and management of the priority IAS included in the List of Invasive Alien Species of Union Concern (hereinafter referred to as the “Union List”). Up to date, 49 species have been included on the Union List, which is updated regularly.

Member States need to carry out the following measures with regard to species on the list: (1) prevention, (2) early detection and rapid eradication of new invasions, and (3) management

of invasions that are already widely spread. As the management of IAS included in the Union List can impact large numbers of animals for sustained periods of time, it raises concerns for animal welfare. There is an increasing public concern for invasive alien animals as sentient beings, and, more generally, an increasing interest by the civil society in the humane treatment of animals.

Article 19 of the IAS Regulation requires:

- *The establishment of effective management measures, so that the impact on biodiversity, the related ecosystem services, and, where applicable, on human health or the economy is minimised.*
- *The selection of measures that are proportionate to the impact on the environment and appropriate to the specific circumstances of the Member States, based on an analysis of costs and benefits. They shall be prioritised based on the risk evaluation and their cost effectiveness. The measures may consist of lethal or non-lethal physical, chemical or biological actions aimed at the eradication, population control or containment of a population of an invasive alien species.*
- *When applying management measures and selecting methods to be used, Member States shall have due regard to human health and the environment, especially non-targeted species and their habitats, and shall ensure that, when animals are targeted, they are spared any avoidable pain, distress or suffering, without compromising the effectiveness of the management measures.*

It is up to the Member States to select measures that suit their own specific circumstances. However, there is a need to develop adequate guidance to support Member States in making these choices. Inappropriate measures could lead to a lack of public acceptance and support and can prevent the complete and successful implementation of the management plans.

1.8. General and specific objectives

The objective of this project is to promote the uptake of the best practices for the management of invasive alien vertebrate animals, through lethal or non-lethal measures, in order to strengthen the application of Regulation (EU) No 1143/2014 on invasive alien species. The contractor shall identify the existing effective management measures for invasive alien vertebrate animals with a view to eradicate, control and/or contain their populations in order to minimise their impact on biodiversity, the related ecosystem services and where applicable, on human health or the economy. The identified measures shall be assessed in terms of their cost-effectiveness, how humane they are considered (e.g. sparing any avoidable pain, distress or suffering, being lethal or non-lethal) and other possible side-effects. The contractor shall address in particular animal species included on the list of invasive alien species of Union concern (Commission Implementing Regulations (EU) 2016/1141 and 2017/1263).

The contractor shall also target:

- the development of guidance materials to be used by the competent authorities of the Member States, stakeholders and practitioners in the field, in relation to the obligations under Article 19 of Regulation (EU) No 1143/2014;

- the dissemination of the guidance materials among the competent authorities, stakeholders and practitioners in the field.

1.9. Tasks

Task 1 – Draft guidance on managing invasive alien vertebrate animals

This task includes the following sub-tasks.

Sub-task 1A – Standards and rules on animal welfare

The contractor shall produce a concise overview of international standards and EU rules on animal welfare of relevance to the eradication or management (control and containment) of invasive alien vertebrate animals, including the Agreement on International Humane Trapping Standards - AIHTS⁴.

Sub-task 1B – Overview of measures

The contractor shall develop a comprehensive overview of feasible measures, lethal and non-lethal, to eradicate or manage (control and containment) invasive alien vertebrate animals, based on sound scientific evidence and using best available and reliable data. The measures shall be in line with the standards and rules summarised under sub-task 1A.

The scope of the measures shall include all 19 vertebrate animals currently included on the list of invasive alien species of Union concern:

Scientific name	English name
<i>Alopochen aegyptiacus</i>	Egyptian goose
<i>Callosciurus erythraeus</i>	Pallas' squirrel
<i>Corvus splendens</i>	Indian house crow
<i>Herpestes javanicus</i> (= <i>H. auropunctatus</i>)	Small Indian mongoose
<i>Lithobates catesbeianus</i>	North-American bullfrog
<i>Muntiacus reevesi</i>	Muntjac deer
<i>Myocastor coypus</i>	Coypu
<i>Nasua nasua</i>	Coati
<i>Nyctereutes procyonoides</i>	Raccoon dog
<i>Ondatra zibethicus</i>	Muskrat
<i>Oxyura jamaicensis</i>	Ruddy duck
<i>Percottus glenii</i>	Amur sleeper
<i>Procyon lotor</i>	Raccoon

⁴ http://ec.europa.eu/environment/biodiversity/animal_welfare/hts/index_en.htm

<i>Pseudorasbora parva</i>	Stone moroko
<i>Sciurus carolinensis</i>	Grey squirrel
<i>Sciurus niger</i>	Fox squirrel
<i>Tamias sibiricus</i>	Siberian chipmunk
<i>Threskiornis aethiopicus</i>	Sacred ibis
<i>Trachemys scripta</i>	Red-eared, yellow-bellied and Cumberland sliders

Sub-task 1C – Assessment of measures

After approval of sub-tasks 1A and 1B by the Commission, the contractor shall perform a thorough assessment of every measure, based on sound scientific evidence and using best available and reliable data. For every measure, the assessment shall include at least the following elements:

- Technical details of the measure
- Potential to avoid pain, distress or suffering of the animals when applying the measure
- The cost of the measure (for non-lethal measures this shall include the long-term cost of (1) preventing the animals to reproduce and (2) keeping them in containment until the end of their natural life)
- The effectiveness of the measure (for non-lethal measures this shall include the risk of reproduction and escape until the end of the animals' natural life)
- Potential positive and negative side-effects of the measure on:
 - other invasive alien species
 - non-targeted native species and their habitats
 - the environment
 - human health
- A cost-benefit evaluation

The assessments shall be peer reviewed by at least two experts independent from the initial authors.

Sub-task 1D – Prioritisation of measures

The contractor shall prioritise, based on the information generated in sub-task 1C, for each of the invasive alien vertebrate animals of Union concern, the most appropriate measures, in application of Regulation (EU) 1143/2014. Explain the logic behind the prioritisation. Take into consideration whether measures can address several invasive alien species.

Sub-task 1E – First draft manual, first draft EU powerpoint presentation and first progress report

The contractor shall compile a first draft manual (describing the measures and their assessment, structured according to the prioritisation, as well as the animal welfare standards

and rules), a first draft EU powerpoint presentation (reflecting the draft manual) and a first progress report describing the above sub-tasks.

Task 2 – Fine-tuning of the guidance to the local conditions

This task includes the following sub-tasks.

Sub-task 2A – Organisation of local workshops

After approval by the Commission of the first progress report, the first draft manual and the first draft EU powerpoint presentation, the contractor shall organise 23 local 1 day workshops to fine-tune and disseminate the manual and powerpoint presentation developed under task 1 across Europe. The contractor shall organise each of the 23 workshops in a different EU official language. The workshops shall be facilitated by native speakers with knowledge of biodiversity and invasive alien species management, who will be supported by the expert in organising participation and awareness raising.

Please note that countries sharing the same language shall be covered by one workshop as per table below:

Language	Member State(s) to be covered by the workshop
Bulgarian	Bulgaria
Croatian	Croatia
Czech	Czech Republic
Danish	Denmark
Dutch	Netherlands, Belgium
English	UK, Ireland
Estonian	Estonia
Finnish	Finland
French	France, Belgium, Luxembourg
German	Germany, Austria
Greek	Greece, Cyprus
Hungarian	Hungary
Italian	Italy
Latvian	Latvia
Lithuanian	Lithuania
Maltese	Malta
Polish	Poland
Portuguese	Portugal
Romanian	Romania
Slovak	Slovakia
Slovenian	Slovenia
Spanish	Spain
Swedish	Sweden

The contractor shall organise the workshop in the concerned Member States and strive to involve the relevant national competent authorities in the organisation. The tenderer shall provide a detailed plan of how it will seek to secure such cooperation with the national authorities.

The contractor shall seek to include participants from the following parties:

- competent authorities;
- trainers, supervisors and practitioners in the field;
- relevant stakeholder organisations (e.g. nature conservation, animal welfare and hunters/anglers).

The contractor shall organise, manage and finance all 23 workshops, including the venue and the catering, including providing pre-paid tickets (from duty station to venue) and accommodation (where necessary), for up to 25 participants, in accordance with annex 6.

In preparation of the workshops, the contractor shall, involving the competent authorities:

- Make a summary of any legislation or binding rules in the concerned Member State(s) on animal welfare that apply to the management of invasive alien vertebrate animals
- Make a list of invasive alien vertebrate animals of Union concern that are established or could establish in the concerned Member State(s)
- Adjust the first draft EU powerpoint presentation developed under sub-task 1E to the concerned Member State(s), based on the above information. The prioritisation of measures can be revised and measures not in line with the legal provisions in the concerned Member State(s) shall be adjusted or discarded. Translate the powerpoint presentation into the relevant language.

Sub-task 2B – Management of local workshops

During the workshops, the contractor shall present the findings of task 1, fine-tuned to the local conditions in the concerned Member State(s), in the local language, using the adjusted and translated powerpoint presentation.

Subsequently, the participants shall discuss these findings in the framework of the application of Regulation (EU) 1143/2014 in the concerned Member State(s), in the local language. They shall:

- Provide feedback on the measures presented. Are these the most appropriate measures to address the invasive alien vertebrate animals of Union concern in the concerned Member State(s)? Are there any (further) adjustments needed?
- Provide additional evidence on the measures presented. What experiences do participants have with the measures? Are there any best practices that could be shared across the EU?

- Plan how the findings can be further disseminated within the concerned Member State(s), in order to strengthen the application of Regulation (EU) 1143/2014 for invasive alien vertebrate animals.

Sub-task 2C – Follow-up to local workshops

After the workshops, the contractor shall, involving the competent authorities:

- Update the powerpoint presentation with the findings of the workshop and make it available online (local language);
- Organise the selection of maximum 5 best practices for addressing invasive alien vertebrate animals of Union concern, as candidates for the EU-level best practices (the practices shall address different species);
- Draft a chapter for the second progress report, describing the organisation of the workshops, the feedback from the participants, the additional evidence, the best practices provided, the selection of maximum 5 best practices, a fiche per selected best practice and the further dissemination plan (English language).

Sub-task 2D – Second draft manual, second draft EU powerpoint presentation and second progress report

The contractor shall integrate the findings of the short reports from the workshops into the first draft manual and first draft EU powerpoint presentation developed under sub-task 1E (English language). This resulting second draft manual shall also elaborate on the differences in approaches across the EU. The second progress report shall describe the above sub-tasks, and include a chapter on each of the 23 workshops.

Task 3 – Wrap-up of guidance at the EU-level

This task includes the following sub-tasks.

Sub-task 3A - EU-level best practice

The contractor shall organise the selection of maximum one best practice in applying Regulation (EU) 1143/2014 for every invasive alien vertebrate animal of Union concern, if available.

Sub-Task 3B – Final 1 day conference

The contractor shall organise and manage a final 1 day conference, presenting the findings of the project and showcasing the 19 best practices. The conference shall target 150-200 participants, including participants to the workshops and any other interested parties. The contractor shall propose the location, taking into consideration the travelling time for the participants and the cost. The conference shall foster the exchange of experiences and plan further cooperation in order to strengthen the application of Regulation (EU) 1143/2014. The

contractor shall organise, manage and finance the conference, including the venue and the catering. It shall also provide pre-paid tickets (from duty station to venue) and accommodation (where necessary) for one person per selected best practice and for one person per Member State, in accordance with annex 6.

Sub-tasks 3C – Final manual and EU powerpoint presentation

The contractor shall update the second draft manual and second draft EU powerpoint presentation resulting from sub-task 2D with the feedback received during the final conference (sub-task 3B), and adding a fiche on each of the maximum 19 best practices (sub-task 3A), which will lead to the final manual and EU powerpoint presentation.

1.10. Input by the Contracting Authority

Names of the IAS of Union concern in all EU languages:
<https://circabc.europa.eu/w/browse/ecc487a2-fc4c-4cb9-b92e-e2fbde8b5e1b>

Report on non-lethal measures:

<https://circabc.europa.eu/sd/a/518231a9-abdd-47b1-b455-9d78a7e98f0e/Non-lethal%20measures.pdf>

Report on management measures: <https://circabc.europa.eu/sd/a/830b1a32-00a3-4ca0-a8ff-77c9adfa6ab6/WGIAS-3%20Management.docx>

Reports on management measures for selected species:
<https://circabc.europa.eu/w/browse/ead324a2-f37a-461d-b6bf-b3870c7308ce>

1.11. Deliverables and meetings

All progress reports must contain the information gathered in carrying out the tasks. The progress reports, all versions of the manual and all versions of the EU powerpoint presentation must be written in English and drafted in a clear and easily understandable language. The presentation of the texts, tables and graphs has to be clear and complete and correspond to commonly recognised standards for publication. Only the powerpoint presentations resulting from sub-task 2C shall be drafted in the 23 different official EU languages.

The project shall lead to following outputs and deliverables:

Inception:

- Kick-off meeting: expected to be called 2 weeks after the signature of the contract, to discuss the contractor's detailed plans for the tasks and the detailed timetable to carry out

each task (task 2). The meeting shall take place in Brussels at the Commission's premises. The contractor shall draft and submit minutes of this meeting.

- Inception report: to be received by the Commission the latest 2 months after the signature of the contract. It shall include the overviews developed under task 1A and 1B, as well as the revised and refined version of the planning and methodology. The draft inception report shall be submitted electronically in Word format. After the inception report has been approved by the Commission, the contractor shall provide it electronically (both Word and PDF format), as well as in three paper copies.

Task 1:

- First progress report, a draft manual and a draft EU powerpoint presentation: to be received by the Commission no later than 11 months after the signature of the contract. The progress report shall report on the work carried out under task 1 and highlight issues and difficulties that may have emerged up to then. All material shall be submitted electronically (Word, Powerpoint – for the presentation - and PDF format). After approval of the material by the Commission, the contractor shall provide three paper copies of the draft manual and the progress report.
- First progress meeting: after receipt of the first progress report, the Commission will call for a first progress meeting with the contractor (to be held in Brussels) with a view to addressing the difficulties highlighted in the first progress report as well as any other issue that may have emerged and to discuss the work plan for task 2 and 3.

Task 2:

- Second progress report, 23 final powerpoint presentations (in 23 languages), second draft manual and second draft EU powerpoint presentation: to be received by the Commission no later than 18 months after the signature of the contract. The second progress report shall describe the work carried out under task 2, including a chapter on each of the 23 workshops, and highlight issues and difficulties that may have emerged up to then. All material shall be submitted electronically (Word, Powerpoint – for the presentations - and PDF format). After approval by the Commission, the contractor shall provide three paper copies of the second draft manual and the second progress report.
- Second progress meeting: after receipt of the second progress report, the Commission will call for a second progress meeting with the contractor (to be held in Brussels) with a view to addressing the difficulties highlighted in the second progress report as well as any other issue that may have emerged and to discuss the work plan for task 3.

Task 3:

- Final report, final manual (including 19 fiches on best practices) and final EU powerpoint presentation: to be received by the Commission no later than 24 months after contract signature. The final report shall describe the work carried out under task 3 and highlight issues and difficulties that may have emerged. All material shall be submitted electronically (Word, Powerpoint – for the presentations - and PDF format). After approval by the Commission, the contractor shall provide three paper copies of the final manual and the final report.

1.12. Duration of the tasks

The tasks shall be completed within 24 months of the signature of the contract. The execution of the tasks may not start before the contract has been signed.

1.13. 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

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

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

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

Travel and subsistence costs

(Only applicable if the organisation of workshops/conferences is specified in the tender specifications –
Not applicable to contractor's own staff)

Travel costs must be based on the following:

- **Train**: first-class rail travel for journeys less than 400 km (one way).
- **Flight**: economy class air travel for distances of more than 400 km. Business class is allowed for a flight of 4 hours or more without stopovers.
- **Private car**: the travel shall be reimbursed at the same rate as the first-class rail ticket, or by default at the rate of 0.22 € per km.

Different travel options will not be accepted and will entail the refusal of the offer. Amounts must be quoted in EURO. Prices must be fixed amounts and be calculated exclusive of all duties and taxes.

Maximum rates for accommodation and meals.

Destination	Hotel ceiling in euros	Daily allowance in euros
Belgium	148	102
Bulgaria	135	57
Czech Republic	124	70
Denmark	173	124
Germany	128	97
Estonia	105	80
Ireland	159	108
Greece	112	82
Spain	128	88
France	180	102
Croatia	110	75
Italy	148	98
Cyprus	140	88
Latvia	116	73
Lithuania	117	69
Luxembourg	148	98
Hungary	120	64
Malta	138	88
Netherlands	166	103
Austria	132	102
Poland	116	67
Portugal	101	83
Romania	136	62
Slovenia	117	84
Slovak Republic	100	74
Finland	142	113
Sweden	187	117
United Kingdom	209	125

Rates for hotel and subsistence for countries not included in the above table will be provided by the Commission services if necessary.

ANNEX 7 - ACKNOWLEDGEMENT OF RECEIPT



EUROPEAN COMMISSION
DIRECTORATES-GENERAL ENVIRONMENT
Directorate ENV. A – POLICY
A.5 - Finance

(Please fill in your address)

ACKNOWLEDGEMENT OF YOUR TENDER

Our reference: ENV.D.2/SER/2018/0019

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
ENV.A5

¹ Your personal contact data has been recorded in a database used by the Markets Team of unit ENV.A5 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.