



EUROPEAN COMMISSION

DIRECTORATE-GENERAL  
ENVIRONMENT  
**Directorate B – Natural Capital**  
**Unit B2 – Biodiversity**

## **CALL FOR TENDERS**

N° ENV.B.2/SER/2015/0019

### **SERVICE CONTRACT**

**to support follow-up actions to the mid-term review of the EU biodiversity strategy  
to 2020 in relation to target 3A - Agriculture**

# **TENDER SPECIFICATIONS**

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## **1. INFORMATION ON TENDERING**

### **1.1.Participation**

Participation in this tender procedure is open on equal terms to all natural and legal persons coming within the scope of the Treaties and to all natural and legal persons 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 Multilateral Agreement on Government Procurement<sup>1</sup> concluded within the WTO applies, the participation to the call for tender is also open to nationals of 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.Joint tenders**

A joint tender is a situation where a tender is submitted by a group of economic operators (consortium). Joint tenders may include subcontractors in addition to the joint tenderers.

In case of joint tender, all economic operators in a joint tender assume joint and several liability towards the Contracting Authority for the performance of the contract as a whole. Nevertheless, tenderers must designate a single point of contact for the Contracting Authority.

After the award, the Contracting Authority will sign the contract either with all members of the group, or with the member duly authorised by the other members via a power of attorney.

### **1.4.Subcontracting**

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

Tenderers must give an indication of the proportion of the contract that they intend to subcontract. See Annex 2, questionnaire for joint bids and subcontracting.

Tenderers are required to identify all subcontractors. In case a tenderer relies on subcontractors to meet the required level under selection criteria, the subcontractor(s) concerned must provide the relevant supporting documents to that effect (see section 2.3).

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<sup>1</sup> See [http://www.wto.org/english/tratop\\_E/gproc\\_e/gp\\_gpa\\_e.htm](http://www.wto.org/english/tratop_E/gproc_e/gp_gpa_e.htm)

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

### **1.5.Content of the tender**

The tenders must be presented as follows:

Part A: Identification of the tenderer (see section 1.6)

Part B: Evidence for exclusion criteria (see section 2.2)

Part C: Evidence for selection criteria (see section 2.3)

Part D: Technical offer (see section 2.6)

Part E: Financial offer (see section 2.7)

### **1.6.Identification of the tenderer: legal capacity and status**

The tender must include a cover letter presenting the name of the tenderer (including all entities in case of joint offer) and identified subcontractors if applicable, and the name of the single contact person in relation to this tender. Coherence must be ensured between the information in the cover letter and in Annex 1.

If applicable, the cover letter must indicate the proportion of the contract to be subcontracted.

In case of joint tender, the cover letter must be signed by a duly authorised representative for each economic operator, or by one of the economic operators duly authorised by the other economic operators (with power of attorney).

Subcontractors must provide a letter of intent stating their willingness to provide the service foreseen in the offer and in line with the present tender specification.

In order to prove their legal capacity and their status, all tenderers (or the single point of contact / all members of the consortium, see paragraph 1.3) 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](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 single point of contact / all members of the consortium, see paragraph 1.3) must provide a Financial Identification Form and supporting documents. Only one form per offer should be submitted (no form is needed for subcontractors). The form is available on: [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/index\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/index_en.cfm)

Tenderers must provide the following information if it has not been included 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 which applies to the legal entity concerned requires such publication. Any delegation of this authorisation to another representative not indicated in the official appointment must be evidenced.
- For natural persons, where applicable, a proof of registration on a professional or trade register or any other official document showing the registration number.

## **2. EVALUATION AND AWARD**

### **2.1.Evaluation steps**

The evaluation is based on the information provided in the submitted tender. It takes place in three steps:

- (1) Verification of non-exclusion of tenderers on the basis of the exclusion criteria
- (2) Selection of tenderers on the basis of selection criteria
- (3) Evaluation of tenders on the basis of the award criteria

Only tenders meeting the requirements of one step will pass on to the next step.

### **2.2.Exclusion criteria**

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

The declaration on honour is also required for all subcontractors. The subcontractor must, if and when requested, provide all the supporting documents in relation to exclusion criteria.

The successful tenderer shall provide the documents mentioned as supporting evidence in Annex 5 before signature of the contract and within a deadline given by the contracting authority. This requirement applies to all members of the consortium in case of joint tender and to identified subcontractors whose capacities will be relied upon to fulfil the selection criteria.

### **2.3.Selection criteria**

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

The evidence requested should be provided by each member of the group in case of joint tender and identified subcontractors whose capacities will be relied upon to fulfil the selection criteria.

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 Economic and financial capacity criteria and evidence**

In order to prove their economic and financial capacity, the tenderer (i.e. in case of joint tender, the combined capacity of all members of the consortium and identified subcontractors) must comply with the following criteria:

- Annual turnover of the last two financial years above € 400.000

The following evidence should be provided:

- Copy of the profit & loss account and balance sheet for the last two years for which accounts have been closed,
- 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, he or she may prove his or her 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 in the tender. The Commission reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

### **2.3.2 Technical and professional capacity criteria and evidence**

#### **a. Criteria relating to tenderers**

Tenderers (in case of a joint tender the combined capacity of all tenderers and identified subcontractors) must comply with the following criteria:

- The tenderer must demonstrate in-depth knowledge in the field of EU nature protection legislation and policy, and in particular the EU Biodiversity Strategy to 2020. The tenderer must also demonstrate technical expertise in the field of biodiversity assessment, agro-biodiversity and nature conservation in farming systems, as well as experience in research, the collection and processing of factual information, statistical analysis of data and indicators, GIS mapping and modelling, with at least 3 projects delivered in the field in the last three

years, with a minimum value for each project of € 50,000, or a project duration of more than 100 days.

- The tenderer must prove experience of working in English with at least 5 projects delivered in the last three years showing the necessary language coverage.
- The tenderer must prove capacity to draft reports in English.
- The tenderer must prove experience of working in more than one EU country with at least 3 projects delivered in the last three years, the combination of which must show the necessary coverage.

The following evidence should be provided to fulfil the above criteria:

- List of relevant services provided, with sums, dates and recipients, public or private. The most important services shall be accompanied by certificates of satisfactory execution, specifying that they have been carried out in a professional manner and have been fully completed;

#### **b. Criteria relating to the team delivering the service:**

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

Project Manager: At least 5 years of experience in project management, including overseeing project delivery, quality control of delivered service, client orientation and conflict resolution experience in projects of a similar size (at least € 150.000) and coverage (at least three EU Member States), with experience in management of teams of at least 5 people and of interlinking teams inside a project.

The project manager needs to be able to communicate with biodiversity and agriculture/rural development experts in a non-technical way and ensure that complex technical issues are understandable by the project team.

Technical team: collectively the team should have proven experience of at least 3 years in each of the following areas:

- EU and Member States' policies related to nature conservation, rural development and agriculture;
- Assessment of biodiversity status and trends (such as data on birds, butterflies and pollinators);
- Agri-biodiversity and nature in farming systems;
- Information technologies, geographic information system (GIS); database development and management.

Language quality check: at least 2 members of the team should have native or equivalent level language skills in English, as guaranteed by a certificate or past relevant experience.

The following evidence should be provided to fulfil the above criteria:

- The educational and professional qualifications of the persons who will provide the service for this tender (CVs) including the management staff. Each CV provided should indicate the intended function in the delivery of the service.

## **2.4.Award criteria**

The tender will be awarded according to the best-value-for -money procedure. The quality of the tender will be evaluated based on the following criteria. The maximum total quality score is 100 points.

A maximum of 60 points will be attributed to criterion 1, a maximum of 25 points will be attributed to criterion 2, and a maximum of 15 points will be attributed to criterion 3. In addition, a minimum threshold will be set up under this system of points:

- Technical sufficiency levels: Selected companies will have to score a minimum of 30, 13 and 8 points under criteria 1, 2 and 3 respectively, with a minimum total of 65 points.

Tenders scoring less than 65 in the overall points total or less than the technical sufficiency level in the points awarded for a single criterion will be excluded from the rest of the assessment procedure. Since assessment of the tenders will focus on the quality of the proposed services, tenders should elaborate on all points addressed by these specifications in order to score as many points as possible. The mere repetition of mandatory requirements set out in these specifications, without going into details or without giving any added value, will only result in a very low score. In addition, if certain essential points of these specifications are not expressly covered by the tender, the Commission may decide to give a zero mark for the relevant qualitative award criteria.

### **1 Quality of the proposed methodology (60 points – minimum threshold 30 points)**

The degree to which the proposed methodology shows the understanding of the tasks and issues involved and demonstrates the capacity to gather, analyse, assess and synthesize information. The proposal must demonstrate the capacity to resolve the questions underlying in the tender in a realistic and well-structured way.

#### **Sub-criterion 1.1 Related to Tasks 1 and 2 (30 points – minimum threshold 15 points)**

The methodology should describe the approach, information sources to be used and steps to developing an integrated assessment framework for evidence-based links to biodiversity; it will further provide a clear description of how selected datasets would be prepared for inclusion in the integrated assessment and how possible limitations would be addressed (related e.g. to data availability, differences in scale, comparability etc.); as well as how the datasets will be integrated and patterns, hotspots and areas of improvement identified and presented.

#### **Sub-criterion 1.2 Related to Task 3 (20 points – minimum threshold 10 points)**



The methodology should describe the approach to selecting, implementing and presenting the case studies, including what further data gathering efforts would be undertaken in case of data gaps, so as to deliver a credible, evidence-based analysis of links between agricultural practices and the status and trends of biodiversity in the selected areas.

Sub-criterion 1.3 Related to Task 4 (10 points – minimum threshold 5 points)

The methodology should provide an outline of the analytical and methodological chapters of the final report, including recommendations, and should explain how the outputs from tasks 1-4 will be presented in the final report.

Furthermore, the tender must demonstrate the capacity to synthesise and present the results of the work in a user-friendly format and to resolve questions underlying the tasks in a realistic and well-structured way.

## **2 Organisation of the work** (25 points – minimum threshold 13)

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.

## **3 Quality control measures** (15 points – minimum threshold 8)

This criterion will assess the quality control system applied to the service foreseen in this tender specification 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 system should be detailed in the tender and specific to the tasks at hand; a generic quality system will result in a low score.

## **2.5.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.Compliance of technical offer**

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

## **2.7.Financial offer**

The price range is fixed between € 170,000 and € 200,000 excluding VAT (including fees, travel and all other costs). Any offers received that do not respect the upper limit will be automatically excluded from the evaluation procedure. The lower limit is indicative. **Travel and subsistence expenses are not refundable separately.** 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 and Reference Documents**

The EU Biodiversity Strategy to 2020<sup>2</sup> aims to halt the loss of biodiversity and the degradation of ecosystem services in the EU by 2020, and to restore them in so far as feasible, while stepping up the EU contribution to averting global biodiversity loss. A mid-term review of the EU Biodiversity Strategy to 2020, foreseen in autumn 2015, will evaluate progress towards the targets to date in order to help policy-makers identify areas in which an increased momentum would be needed to meet the EU biodiversity commitments by 2020.

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<sup>2</sup> The EU Biodiversity Strategy to 2020: <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:52011DC0244>

The EU Biodiversity strategy is built around six mutually supportive targets which address the main drivers of biodiversity loss. Target 3 deals with the contribution of agriculture and forestry to biodiversity conservation. Target 3A) is set to maximise areas under agriculture covered by biodiversity-related measures under the EU Common Agricultural Policy (CAP), so as to ensure the conservation of biodiversity and to bring about a measurable improvement in the conservation status of species and habitats linked to agriculture, and in the provision of ecosystem services, as compared to the EU 2010 baseline<sup>3</sup>. In order to achieve this target, Actions 8 to 10 foresee enhancing direct payments for environmental public goods under the CAP, better targeting Rural Development to biodiversity conservation, and increased uptake of agri-environmental measures to support agricultural genetic diversity.

Member States' data received in the course of the preparation of the Report on the State of Nature in the EU and the Report on the Mid-Term Review of the Biodiversity Strategy, point to some practices and trends in agriculture as key potential drivers of biodiversity loss and degradation in the EU. Conversion of natural grasslands to arable land, the intensification of agricultural practices and the abandonment of extensively managed agricultural areas in particular are causing continuing farmland biodiversity decline.

At the same time, data from the Member States highlight some local improvements in the status of some habitats and species, which can be linked to the implementation of good agricultural management practices and policy support measures for biodiversity protection under the CAP. Such success stories carry an important message on the achievability of the 2020 biodiversity objectives if sustainable agricultural practices are supported and significantly scaled-up.

Finally, the data collection and assessment exercise has shown that limited access to data on agricultural land use and practices, especially on the local level, presents a challenge to a comprehensive assessment of their potential links to the status and trends of biodiversity on the ground.

The present assignment will therefore contribute to strengthening the evidence base on links between agriculture and biodiversity, so as to support the follow-up to the mid-term review of the EU biodiversity strategy. This contract will complement and closely coordinate with work under the common monitoring and evaluation framework of the measures adopted under the CAP, as described in art. 110 of Regulation (EU) No 1306/2013 on the financing, management and monitoring of the CAP.

### **3.2 General and Specific Objectives**

#### General Objective

The objective of this contract is to elaborate and apply an evidence-based methodology for analysing potential causal links between the state of biodiversity and certain agricultural

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<sup>3</sup> EU 2010 Biodiversity Baseline: [http://www.eea.europa.eu/publications/eu-2010-biodiversity-baseline/at\\_download/file](http://www.eea.europa.eu/publications/eu-2010-biodiversity-baseline/at_download/file)

management practices in the EU. To this end, the contract will compile and analyse available data on the state and trends of flagship habitats and species linked to agriculture, on the one hand, and agricultural practices, on the other.

### Specific objectives

- Develop and test a methodology for evidence-based assessment of potential agriculture-related drivers on the status and trends of selected flagship habitats and indicator species in the EU;
- Highlight and analyse patterns which indicate potential causality between (changes in) agricultural practices and the status and trends of biodiversity in the EU, while taking into account possible other intervening factors;
- Identify and provide a detailed analysis of evidence-based causal links between biodiversity status and agricultural practices in selected case study areas.

### **3.3 Description of the Tasks**

This contract shall elaborate and test a methodology for evidence-based assessment of potential agriculture-related drivers on biodiversity status and trends. It will build on, and coordinate closely with, previous and ongoing biodiversity work done by DG AGRI, as well as other studies by DG ENV, either already performed or ongoing.

The work will consist of **4 main tasks** to be undertaken in close collaboration with a project team led by the European Commission, including an expert team of the Joint Research Centre (JRC).

#### **Task 1: Methodology**

In cooperation with the team of the JRC, the contractor will elaborate, a methodological concept for evidence-based assessment of agriculture-related drivers on biodiversity status and trends in the EU. The concept will include:

a) An overview of existing information sources and relevant data sets to be considered for use in an integrated assessment, including at least (but not limited to) the following:

- EU agri-environmental indicators,<sup>4</sup> (EUROSTAT);
- MAES data on ecosystem condition for cropland and grassland (EEA) and ecosystem services (JRC)<sup>5</sup>;

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<sup>4</sup> [http://ec.europa.eu/eurostat/statistics-explained/index.php/Glossary:Agri-environmental\\_indicator\\_\(AEI\)](http://ec.europa.eu/eurostat/statistics-explained/index.php/Glossary:Agri-environmental_indicator_(AEI))

<sup>5</sup> [http://ec.europa.eu/environment/nature/knowledge/ecosystem\\_assessment/pdf/2ndMAESWorkingPaper.pdf](http://ec.europa.eu/environment/nature/knowledge/ecosystem_assessment/pdf/2ndMAESWorkingPaper.pdf)

- Status and trends of flagship habitats (grasslands, wetlands) and cropland; of indicator species (e.g. grassland butterflies (BCE)<sup>6</sup>, common birds) and of soil biodiversity;
- Data sets held by the EEA Biodiversity Data Centre<sup>7, 8</sup>
- Reports and analyses of agri-related species and habitats under Art 17 of the Habitats Directive<sup>9</sup>
- Red List index<sup>10</sup>
- EUROSTAT data on regional agricultural statistics, or equivalent (i.e. CAPRI CoCo data, CAPRI disaggregated data on agricultural production and inputs);
- The State of Nature report 2015<sup>11</sup>, including data on the links between Natura 2000 coverage (SCI and SPA) and trends in conservation status of the relevant habitats and species;
- Data from national/regional Prioritised Action Frameworks;
- Data from Member States' integrated administration and control system (IACS), where available<sup>12</sup>;
- CMEF Data from the MS Rural Development Plans under the 2007-2013 CAP period;
- Corine Land Cover;
- Further datasets identified as relevant by the contractor.

The Joint Research Centre (JRC) will contribute to the overview of existing information sources and relevant datasets for the integrated assessment, concerning data available at EC level (JRC, DG AGRI, DG ENV, EUROSTAT, EEA), including unpublished data available at JRC.

b) Criteria for the selection of the data sets to be used in the assessment, developed in close cooperation with the JRC. These criteria may include, but should not be limited to: data relevance for establishing status, trends, patterns and potential links; data availability, coverage and level of detail; the need to cover a diverse range of species' characteristics and requirements, etc.

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<sup>6</sup> [The European Grassland Butterfly Indicator: 1990–2011](#)

<sup>7</sup> <http://www.eea.europa.eu/themes/biodiversity/dc>

<sup>8</sup> [http://www.eea.europa.eu/data-and-maps/data#c11=biodiversity&c17=&c5=all&c0=5&b\\_start=0](http://www.eea.europa.eu/data-and-maps/data#c11=biodiversity&c17=&c5=all&c0=5&b_start=0)

<sup>9</sup> EEA report No 2/2015 — State of nature in the EU: Results from reporting under the nature directives 2007-2012.

<sup>10</sup> <http://www.eea.europa.eu/data-and-maps/data/european-red-lists-3>

<sup>11</sup> <http://www.eea.europa.eu/soer>

<sup>12</sup> [http://ec.europa.eu/agriculture/direct-support/iacs/index\\_en.htm](http://ec.europa.eu/agriculture/direct-support/iacs/index_en.htm)

Using the criteria, the contractor will propose the relevant data sets to be used in the integrated assessment, as well as the appropriate spatial and temporal parameters for the assessment, taking account of the limitations related to the availability and resolution of the selected datasets (NUTS3 or more detailed level, wherever possible).

d) Format of the final integrated assessment product.

Expected outputs:

- A methodological concept for evidence-based assessment of agriculture-related drivers on biodiversity in the EU.
- List of criteria and selected data sets to be used in the integrated assessment.

**Task 2: Dataset preparation and integrated assessment**

The contractor will:

- Prepare all selected datasets in a suitable format and scale for performing the integrated assessment, compliant to INSPIRE<sup>13</sup>. As necessary and appropriate, several additional datasets may be prepared by the JRC based on relevant unpublished information available only to the JRC. The contractor will use these datasets in the integrated assessment.
- In collaboration with the JRC, analyse selected datasets to provide an integrated assessment of agriculture-related biodiversity status and trends and identify patterns indicating potential links with (changes in) land use/cover and farming practices, while taking due account of possible other intervening factors. This should also include differentiating trends inside Natura 2000 and outside.

Expected outputs:

- A dataset to perform the integrated assessment.
- Integrated assessment of data and indicators on agriculture-related biodiversity status, trends and patterns indicating potential links to land use/cover and land use practices, at least at the NUTS 3 level and wherever possible, at a more detailed scale (down to 1km<sup>2</sup>).
- Data-base of areas of favourable/improving and unfavourable/declining biodiversity status. For each area, the database will contain at least biodiversity indicators, information on land use/cover and agricultural practices. The database will be searchable by each of the factors listed above. The information should be extractable at least in an excel format. The database shall be integrated into the Biodiversity Information System for Europe (BISE) hosted by the EEA. The contractor shall insure

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<sup>13</sup> <http://inspire.ec.europa.eu/index.cfm>

that the database structure is in line with the BISE structure, the related rules and guidelines of the EEA<sup>14</sup> and the INSPIRE Directive<sup>15</sup>.

### **Task 3: Case studies**

Based on the integrated assessment above, the contractor will select at least six case study areas, including one area of favourable/improving status and one of poor/declining status for the same habitat types within the same biogeographical region (at least six case studies within at least three different biogeographical regions). In selecting the case studies, preference should be given to areas for which there is as complete information available as possible both on biodiversity status and trends, and on agricultural practices and land use, in order to allow for the analysis of potential links. In the six selected case study areas, the contractor will explore and describe in detail the state and trends of biodiversity and surrounding habitat; land cover, land use and concrete agricultural practices on the ground (or changes thereof). The contractor will consider at least the following aspects, and will fill any data gaps with additional data collection and research as necessary in order to establish the current land-use and agricultural practices at the selected sites:

- landscape (considering e.g. arable land, cropping patterns, natural pastures, forests, field sizes, mosaic shape, diversity of land cover, landscape features, green infrastructure)
- landscape changes (land abandonment, afforestation, protection and creation of landscape features, etc)
- (changes in) the intensity of fertilizers' and pesticides' use (input pressures)
- Soil cover and tillage practices, including conservation tillage
- buffer strips
- (changes in) grazing intensity
- implementation of Natura 2000 management plans and measures targeting wider biodiversity aspects'
- presence of elements favouring biodiversity, e.g. overwinter stubbles, uncultivated plots, lapwing plots, wild bird seeds & cover mixture
- possible interfering factors which are not directly related to agriculture.

#### Expected outputs:

- At least six case study reports highlighting and analysing well-evidenced causal links between agricultural practices and the status and trends of related flagship habitats and species.

### **Task 4: Technical and analytical report**

Based on the above work, the contractor will draft a report consisting of two parts. The first part will present an overview of the evidence base and an analysis of established patterns and,

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<sup>14</sup> <http://biodiversity.europa.eu/>

<sup>15</sup> <http://inspire.ec.europa.eu/>

in relation to the case study areas under task 3, causal links between the status and trends of indicator species and habitats, on the one hand, and agricultural land use, farming practices and related changes thereof, on the other. The analysis will also reflect on possible intervening factors/drivers on agri-biodiversity which may not be directly related to agricultural models and practices. The second part will present the methodological approach used; its constraints (including gaps and data availability and/or access) and recommendations on future application and areas for improvement.

Expected outputs:

- Report, including: a) the identified causal links between biodiversity and changes in agricultural management and land use/cover in the case study areas; b) the description of the methodology used for the integrated assessment and further recommendations.

### **3.4 Input by the Contracting Authority**

The majority of the documentation relating to the integrated assessment of biodiversity status and trends and agri-environmental indicators is in the public domain and has been referenced in the background chapter to these technical specifications. If, in the course of the contract, it becomes clear that further documents or information held by the Contracting Authority are necessary for the completion of the tasks, the Contracting Authority shall make this available to the Contractor.

### **3.5 Deliverables**

The contractor should provide a number of general deliveries according to the various tasks of the contract. These include:

- **Inception report** submitted at the latest two weeks after the signature of the contract, to be discussed at a kick-off meeting with the Commission. The report will fine-tune the approach taken, including a detailed time-schedule for the implementation of the tasks, a final list of documents and information sources to be used.
- **Progress report**, maximum 6 months after signature of the contract, with all the details of the work completed under tasks 1-2 and progress under task 3. The report will be discussed and put for approval by the steering committee.
- **Final report** submitted at the end of the tasks, and maximum 12 months after the signature of the contract. The final technical report shall include the chapters described under Task 4 as well as present all final outputs from the contract. It will be discussed and agreed by the steering committee. The report will be published on the DG ENV website. The final outputs will also be integrated into the Biodiversity Information System for Europe (BISE) hosted by the EEA.

All deliverables should be provided in English language. All reports and other written materials shall be provided in 3 printed copies; as well as electronically as WORD documents, together with a pdf version.



### **3.6 Duration**

The tasks should not be started before the signature of the contract and will have to be completed within **12 months** from the signature of the contract.

### **3.7 Meetings**

Up to 5 meetings may be organised during the project term, preferably back-to-back with formal meetings organised in Brussels for the discussion of the inception and final reports. Certain of the meetings could possibly be organised as teleconference.

### **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**

**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**

*This questionnaire should only be completed if your tender involves a joint bid or subcontracting.*

### **Joint bid (refer to paragraph 1.3)**

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:

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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 1.4)**

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:

.....

.....

.....

**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**

(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>	.....		.....	.....
.....					
	Total	.....		.....	.....

**Signature of Tenderer**

.....

**Date**

.....

## **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](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)  
[m](#) (Legal entity form)

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/financial\\_id/financial\\_id\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm)  
(financial identification form)

## **ANNEX 5 - DECLARATION OF HONOUR**

### **Declaration of honour with respect to the Exclusion Criteria and absence of conflict of interest**

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

☐ in his/her own name (*for a natural person*)  
or

☐ representing the following legal person (*only if the economic operator is a legal person*)  
full official name :  
official legal form :  
full official address :  
VAT registration number :

- declares that [the above-mentioned legal person][he][she] is not in one of the following situations:
- a) is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
  - b) has been convicted of an offence concerning professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;
  - c) has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify including by decisions of the European Investment Bank and international organisations;
  - d) is not in compliance with all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be performed;
  - e) has been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such activity is detrimental to the Union's financial interests;
  - f) is a subject of an administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in a procurement procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts covered by the Union's budget.
- (*Only for legal persons other than Member States and local authorities, otherwise delete*) declares that the natural persons with power of representation, decision-making or control<sup>1</sup> over the above-mentioned legal entity are not in the situations referred to in b) and e) above;
- declares that [the above-mentioned legal person][he][she]:
- 

<sup>1</sup> This covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares.

- g) has no conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinity, family, emotional life or any other shared interest;
- h) will inform the contracting authority, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;
- i) has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, where such advantage constitutes an illegal practice or involves corruption, either directly or indirectly, inasmuch as it is an incentive or reward relating to award of the contract;
- j) provided accurate, sincere and complete information to the contracting authority within the context of this procurement procedure ;
  - acknowledges that [the above-mentioned legal person][he][she] may be subject to administrative and financial penalties<sup>2</sup> if any of the declarations or information provided prove to be false.

In case of award of contract, the following evidence shall be provided upon request and within the time limit set by the contracting authority:

For situations described in (a), (b) and (e), production of a recent extract from the judicial record is required or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. Where the tenderer is a legal person and the national legislation of the country in which the tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the tenderer.

For the situation described in point (d) above, recent certificates or letters 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 tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

For any of the situations (a), (b), (d) or (e), where any document described in two paragraphs above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

If the tenderer is a legal person, information on the natural persons with power of representation, decision making or control over the legal person shall be provided only upon request by the contracting authority.

Full name

Date

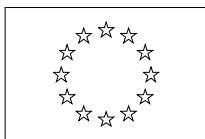
Signature

---

<sup>2</sup> As provided for in Article 109 of the Financial Regulation (EU, Euratom) 966/2012 and Article 145 of the Rules of Application of the Financial Regulation



## **ANNEX 6 - ACKNOWLEDGEMENT OF RECEIPT**



### **EUROPEAN COMMISSION**

DIRECTORATES-GENERAL  
ENVIRONMENT AND CLIMATE ACTION  
SRD - Shared Resources Directorate  
**SRD.2 - Finance**

*(Please fill in your address)*

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## **ACKNOWLEDGEMENT OF YOUR TENDER**

**Our reference:** ENV.B.2/SER/2015/0019

**Your reference:**

We wish to confirm the receipt and opening of your offer<sup>1</sup>. 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

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<sup>1</sup> 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.