



- Title:** Framework service contract for the provision of IT consultancy services to
- 1. The European Environment Agency (leading contracting authority), and**
 - 2. The European Commission, in particular Directorate-General for Environment (participating contracting authority)**
- Scope:** IT consultancy services in the area of spatial dataflow development, management and operation
- Reference:** Open call for tenders EEA/IDM/15/016
- Closing date:** 11.12.2015

1. Introduction to EEA

The European Environment Agency (EEA) is a European Union public body governed by Regulation (EC) No 401/2009 of the European Parliament and of the Council of 23 April 2009¹. The EEA role is to support the European Union in the development and implementation of environmental policy by providing relevant, reliable, targeted and timely information on the state of the environment and future prospects. The EEA also provides the necessary independent scientific knowledge and technical support to enable the Union and the member countries to take appropriate measures to protect and improve the environment as laid down in the Treaty and by successive Community action programmes on the environment and sustainable development. Currently, the EEA has 33 member countries and 6 cooperating countries in the Western Balkans, jointly referred to as the EEA-39.

The EEA is the hub of the European Environment Information and Observation Network (Eionet), a network of around 350 organisations across Europe, including European Topic Centres (ETCs), through which it collects and disseminates environment-related data and information. The EEA and Eionet contribute to the European Shared Environmental Information System (SEIS), a distributed, integrated, web-enabled information system based on a network of public information providers sharing environmental data and information. It builds on existing e-infrastructure, systems and services in the Member States and EU institutions. Finally, the EEA will assist further in the streamlining of reporting processes as currently discussed within an initiative of the European Commission, DG Environment, in relation to EU environment legislation.

Further information about the work of EEA can be obtained on its website:

<http://www.eea.europa.eu>

¹ OJEU L 126/13 of 21.5.2009.

2. Presentation of the tender

Tenders shall be submitted in accordance with the ***double envelopes system***:

The outer envelope or parcel should be sealed with adhesive tape and signed across the seal and carry the following information:

- The call for tenders reference No **EEA/IDM/15/016**
- The contract title ***“IT consultancy services in the area of spatial dataflow development, management and operation”***
- The name of the tenderer
- The indication ***“Tender – Not to be opened by the internal mail services”***
- The address for submission of tender (as specified in the letter of invitation to tender)
- The date of submission shall be legible on the outer envelope or parcel

The outer envelope or parcel must contain three inner envelopes, i.e. Envelopes No 1, 2 and 3, corresponding to the following three sections: administrative section, technical offer and financial offer.

(a) Envelope No 1 – Administrative section shall include the following:

- The tender submission form drawn up in accordance with the template in annex 1
- The declaration(s) on exclusion criteria as required under section 12.1.2 drawn up in accordance with the template in annex 2
- The legal entity form as required under section 12.2.1 drawn up in accordance with the template in annex 3
- The financial identification form drawn up in accordance with the template in annex 4
- The evidence and documentation demonstrating the fulfilment of the selection criteria as required under sections 12.2.2 (economic and financial capacity) and 12.2.3 (technical and professional capacity)

(b) Envelope No 2 – Technical offer shall include the following:

The technical offer addressing the elements described in sections 6, 7 and 8 and providing all information requested under section 12.3.1 including, where appropriate, information relevant to subcontracting as requested under section 4.3

(c) Envelope No 3 – Financial offer shall include the following:

The financial offer drawn up in accordance with the requirements in sections 11 and 12.3.2 and with the template in annex 5.

Tenders shall be drafted in one of the official languages of the European Union, **preferably in English** (supporting evidence does not need to be translated) and submitted **in triplicate** (one signed original unbound and two copies).

It is important that tenders are presented in the correct format and include all documents necessary to enable the evaluation committee to assess them. Failure to respect these requirements will constitute a formal error and may result in the rejection of the tender.

Tenderers shall carefully follow the instructions in points 2, 3, 4 and 6 of the letter of invitation to tender to ensure their tender is admissible. Late delivery will lead to non-admissibility of the tender

and its rejection from the procedure for awarding a contract following this call for tenders. Offers sent by e-mail or by fax will also be non-admissible and discarded. Envelopes found opened at the opening session will also lead to non-admissibility of the tender. Consequently, tenderers must ensure that their tender is wrapped in such a way as to prevent any accidental opening during its mailing.

3. Confidentiality and protection of personal data

For the processing of this tendering procedure, the EEA observes the rules set in Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by Community institutions and bodies and on the free movement of such data².

For further detailed information please refer to the privacy statement available on the EEA website at the following address: <http://www.eea.europa.eu/about-us/tenders/privacy-statement>.

4. Participation in the tendering procedure

Submission of a tender implies acceptance of the terms and conditions set out in the invitation to tender, in these tender specifications and in the draft framework contract attached as annex 6 and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. It is binding on the tenderer to whom the contract is awarded for the duration of the contract.

4.1. Eligibility

This call for tenders is open on equal terms to all natural and legal persons from one of the 33 EEA member countries and to all natural and legal persons established in a third country which has a special agreement with the European Union in the field of procurement on the conditions laid down in that agreement³.

As proof of eligibility tenderers must indicate in the tender submission form (see annex 1) in which country they have their headquarters, registered office or residence, and provide the necessary supporting documents in accordance with their national law. If the tender is a natural person, he/she must provide a copy of identity card/passport or driving license and proof that he/she is covered by a social security scheme as a self-employed person.

4.2. Application

All eligible natural and legal person (as per above) or groupings of such persons (consortia) may apply.

A consortium may be a permanent, legally established grouping or a grouping, which has been constituted informally for a specific tender procedure. If awarded the contract, the members of the consortium (i.e. the coordinator and all other partners) will have an equal standing towards the contracting authorities in executing the framework service contract and they will be jointly and severally liable to the contracting authorities.

The participation of ineligible natural or legal persons will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

The contracting authorities will not request consortia to have a given legal form in order to be allowed to submit a tender, but reserves the right to require a consortium to adopt a given legal form before

² OJEU L 8/1 of 12.1.2001.

³ At this point in time, tenderers established in one of the following countries are eligible: EEA member countries, i.e. EU-28, Iceland, Liechtenstein, Norway, Switzerland and Turkey; under the stabilisation and association agreements: the Former Yugoslav Republic of Macedonia, Albania, Montenegro and Serbia.

the contract is signed if this change is necessary for proper performance of the contract. This can take the form of an entity with or without legal personality but offering sufficient protection to the contracting authorities' contractual interests (depending on the country concerned this may be for instance, incorporation or partnership or a temporary association). Consortia must identify one of their members as coordinator who will interface with the EEA, as leading contracting authority.

Each member of a consortium must fulfil the conditions for participation mentioned in this section as well as in section 4.1 above and provide the required documents listed in these tender specifications under sections 12.1 and 12.2 below. Therefore, each member of a consortium shall specify his role, qualifications and experience.

4.3. Subcontracting

A contractor may subcontract part of the services to be provided.

Tenderers must state what part of the work, if any, they intend to subcontract, and to what extent (for instance % of the total contract value), specifying the names, addresses and legal status of the subcontractors. If subcontracting is **not** envisaged, tenderers shall clearly state so in the tender submission form (see annex 1).

Tenderers shall provide a document containing a list of the professional qualifications of the subcontractors and statement of the means of confidentiality when subcontractors are used. If awarded the contract, the contractor may not choose subcontractors other than those mentioned in their tender unless they obtain the prior written authorisation of the contracting authorities. The overall responsibility of the work remains with the contractor.

Tenderers shall acknowledge (see annex 1) that the EEA, as leading contracting authority, reserves the right to request them at a later stage to provide documentation in relation to the exclusion and selection criteria for any proposed subcontractors (see sections 12.1 and 12.2 below).

The contractor must ensure that Article II.17 of the draft framework contract (see annex 6) can be applied to subcontractors. Once signed, Article II.12 of the above-mentioned draft framework service contract shall govern subcontracting.

5. Contractual terms and guarantees

In drawing up their bid tenderers should bear in mind the provisions of the standard framework service contract and standard specific contract attached as annex 6 to these tender specifications, particularly those on payments, performance of the contract, confidentiality, and checks and audits. Any limitation, amendment or denial of the terms of the contract will lead to the automatic exclusion from the procurement procedure.

It should also be noted that all software components developed as part of the contracts will belong to the European Union. In most cases they will be made available to the world under Open Source Licenses.

No financial guarantee is required.

6. Subject of the contract

The EEA, as leading contracting authority for the purpose of this inter-institutional call for tenders, seeks to contract one contractor who will assist it and the European Commission, in particular DG ENV as participating contracting authority, by providing IT services and support to develop and operate various spatial and tabular data flows and deliver hands-on training on the software packages used.

The EEA is responsible for developing, implementing and operating a number of spatial and tabular data flows in which countries report data to the EEA. When data have been successfully delivered to the EEA, the data are processed in various steps and levels and eventually disseminated for further use.

The European Commission can require services under this Framework contract when the EEA infrastructure is used for processing and handling of data. This work will always be in close cooperation with EEA technical staff to ensure coherence, transparency and technical compliance of the implementation.

7. General services

The processing of data are highly automated and for this purpose a number of software products are used. These include FME, ArcGIS Server/Desktop/Online, Tableau, Microsoft SQL Server and Python.

Expert support is needed to develop robust and automated IT solutions which can support the complete workflow from harvesting data from ReportNet (<https://www.eionet.europa.eu/reportnet>) or other endpoints depending on the specific dataflow (e.g. FTP or HTTP download), quality control, storage in harmonised databases (SQL and geodatabase) and dissemination of data to external users or on the EEA website. The support should allow handling of all types of data including those which comply with the specifications of the INSPIRE Directive (2007/2/EC). Wherever possible and appropriate, INSPIRE-compliant specifications should be used.

In order to ensure long term continuity within the EEA, the future contractor will be required to organised training sessions to make EEA staff confident with the software packages, among which FME, ArcGIS and Tableau.

The EEA has established the Common Workspace where consultants are provided remote access to a common IT infrastructure, including virtual servers and access to software. The Common Workspace will be a fundamental element for the future contractor for the performance of the framework contract.

Below are listed some of the typical tasks which the tenderer is expected to take care of. The list is not exhaustive and provided for information purposes:

- Build FME solution to harvest air quality metadata (e-Reporting) from ReportNet and import into SQL Server relational database
- Review existing FME solution which imports air quality data (e-Reporting) from ReportNet and imports into existing SQL Server relational database. Additional attributes from the source XML file needs to be mapped into the database
- Documentation of existing FME solution
- Import and republish new version of noise data into file geodatabase and ensure that existing map viewers uses the newly published data
- Based on bug report, identify and fix bug in Python script
- Optimize performance of SQL Server database
- Maintain and optimize complex stored procedures setup in SQL Server database which is responsible of calculation various aggregations and statistics in air quality
- Based on request from thematic experts in EEA, setup a web map using Web App Builder in ArcGIS Online; the data are available in a file geodatabase and appropriate web map services will need to be created and published before
- Organise and quality assure the EEA content in ArcGIS Online

- In close cooperation with EEA thematic expert build and publish a Tableau dashboard for water quality data

8. Mandatory requirements

As both tabular and spatial data are managed it is expected that the consultants who will be working with the EEA will have an intensive knowledge in GIS and experience working with spatial data and analysis as well as the INSPIRE Directive. Furthermore, they shall be familiar with the principle of Agile methodology upon which all IT projects in the EEA are based. In this respect, the EEA uses Redmine.org to manage projects and tasks.

The consultants who will be working with the EEA shall have a thorough and proven knowledge and experience in the following software packages:

- FME from Safe.com (version 2015.x)
- ArcGIS (version 10.x, desktop and server)
- ArcGIS Online
- Tableau (desktop and server)
- Microsoft SQL Server (2012, 2014)
- Python (2.7 or newer)

Each of the listed consultants shall be certified in at least one of the above software packages.

For FME, ArcGIS and Tableau the listed consultants shall have a proven experience in organising training workshops.

Beside the above mentioned software packages it is expected that all listed consultants have a thorough knowledge in working with XML, XML schemas, JSON and XHTML.

9. Place of performance of the services

The services will be performed mainly at the contractor's own premises (extramural). However, the EEA intends to have minimum one consultant working at its premises in Copenhagen (intramural) who will also act as a hub between the EEA and the contractor ensuring the daily connection and cooperation between the EEA project managers and the contractor.

Occasionally, services may be required to be performed at the EEA premises in Copenhagen (intramural) depending on the requirements of a specific project.

Close cooperation and regular communication with the contracting authorities staff is expected throughout the whole duration of the contract. For that purpose, the contractor shall have video or telephone-conferencing tools to organise virtual meetings requested on short notice or of a short duration. Additionally, the contractor may be required to attend meetings at the EEA in Copenhagen or at the Directorate-General for the Environment of the European Commission in Brussels (one to three meetings per year depending on the requirements of the specific project and the role of the consultants). For attendance to such meetings, the contracting authority will reimburse the contractor on the basis of the daily rate applicable for services provided at the contracting authorities' premises (intramural).

10. Type and volume of contract

The successful tenderer will be awarded a framework service contract for an initial period of 24 (twenty four) months, starting from the date of signature, with the possibility of maximum two renewals for a period of 12 (twelve) months each. The framework service contract will be implemented through specific contracts depending on the contracting authorities' demands. Annexes to such specific contracts will include detailed description of the services to be purchased, of the timeframe available (6-12 months) and of the deliverables to be provided. For details, reference is made to the terms and conditions of the draft framework service contract and draft specific contract forming part of the tender documents (see annex 6).

The aggregated total value of the framework contract is estimated at EUR 6.000.000 (six million euro) for both contracting authorities (EEA and European Commission DG ENV), over a maximum period of 48 (forty eight) months, covering all services described in section 7 above. It is anticipated that the total volume of the contract will be shared equally between the contracting authorities.

Under no circumstances can a minimum volume of services be required by the contractor.

This framework service contract is inter-institutional. The EEA acts on its own behalf and on behalf of the European Commission, represented by the Directorate-General for the Environment for which it has received power of attorney. The EEA will sign the contract and any possible amendments thereto on its own behalf and on behalf of the European Commission. The contracting authorities shall implement the contract individually, independently and in complete legal autonomy, through specific contracts, which alone shall be binding on the respective contracting authority having concluded them.

11. Price

Tenderers are required to quote prices for the services to be provided according to the requirements specified in section 12.3.2 below and the following:

- Prices quoted must be **all-inclusive** (i.e. inclusive of all costs involved in the performance of the contract (e.g. management, administrative and travel costs)) and expressed in **euro**, including for tenderers established in countries that are not part of the euro zone. For tenderers established in countries that do not belong to the euro zone, the price quoted may not be revised in line with exchange rate movements. It is for the tenderers to select an exchange rate and assume the risks or the benefits deriving from any variation.
- No additional expenses incurred in the performance of the services will be reimbursed separately neither by the EEA, nor the European Commission.
- The price quoted must be fixed and not subject to revision during the first year of performance of the contract.

From the beginning of the second year of performance of the contract, 80% of the prices may be revised upwards or downwards each year, where such revision is requested by one of the contracting parties by registered letter no later than 31 July in order that the new prices may take effect on 1 January the following year.

The contracting authorities shall purchase on the basis of the price in force on the date on which specific contracts are signed. Such prices shall not be subject to revision.

The revision shall be determined by the trend in the harmonised indices of consumer price (HICP) published by the European Commission on Eurostat web page at

<http://ec.europa.eu/eurostat/data/database> (Theme – Economy and Finance; Price (prc); Harmonised indices of consumer prices (HICP) (prc_hicp); HICP (2005=100) ; – monthly data (index) (prc_hicp_midx); GEO – Euro area (EA11-2000, EA12-2006, EA13-2007, EA15-2008, EA16-2010, EA17-2013, EA18).

The revision shall be calculated in accordance with the following formula:

$$Pr = Po \times (0,2 + (0,8 \times Ir/Io))$$

Where

Pr = revised price

Po = price in the original tender

Ir = index of the month corresponding to the date of receipt of the letter requesting a revision of prices.

Io = index for the month in which the validity of the tender expires.

- Prices must be quoted free of all duties, taxes and other charges, including VAT, as the European Union and the EEA are exempt from such charges under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union; the VAT amount may be shown separately.

The cost incurred in preparing and submitting tenders are borne by the tenderer and cannot be reimbursed.

12. Criteria

12.1. Exclusion criteria

12.1.1. Exclusion from participation and award in the procurement procedure

To be eligible to participate in this contract award procedure, tenderers must not be in any of the exclusion situations referred to in Articles 106 and 107 of the financial rules applicable to the general budget of the European Union⁴.

12.1.2 Evidence to be provided by the tenderers

When submitting their bids, each tenderer (including any subcontractor or any member of a consortium) must provide a declaration on their honour in accordance with the form attached as annex 2, duly signed and dated, stating that they are not in any of the situations mentioned under paragraph 12.1.1 above.

The tenderer to whom the contract is to be awarded will be required, prior to the signature of the contract, to provide the evidence specified in the penultimate paragraph of the declaration of honour mentioned above (see annex 2).

⁴ Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25.10.2012, OJEU L 298/1 of 26.10.2012.

12.2. Selection criteria

12.2.1. Legal capacity

Any tenderer is required to prove that he is authorised to perform the contract under national law, as evidenced by inclusion in a trade or professional register, or a sworn declaration or certificate, membership of a specific organisation, express authorisation, or entry in the VAT register.

To that effect, each service provider (including any subcontractor or any member of a consortium) is required to submit a legal entity form (see annex 3) duly filled out and signed, accompanied by a copy of inscription in trade register and/or a copy of inscription in VAT register, where applicable. However the subcontractor(s) shall not be required to fill out or provide those documents when the services they provide represent less than 20% of the framework contract estimated value.

12.2.2. Economic and financial capacity

Evidence of economic and financial capacity shall be furnished by **one** (or more) of the following documents:

- Appropriate statements from banks or evidence of professional risk indemnity insurance; OR
- The presentation of balance sheets or extracts from balance sheets for at least the last two years for which account have been closed, where publication of the balance sheet is required under the company law of the country in which the economic operator is established; OR
- A statement of overall turnover and turnover concerning the services covered by the contract during the last two financial year.

If, for some exceptional reason, which the contracting authorities consider justified, a tenderer is unable to provide the reference(s) requested above, he may prove his economic and financial capacity by any other means which the contracting authorities consider appropriate.

An economic operator may, where appropriate and for a particular contracts, 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 authorities 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.

12.2.3. Technical and professional capacity

Tenderers should show their degree of technical and professional capacity to carry out the requested tasks by providing information on the criteria described below. If several service providers or subcontractors are involved in the tender, the selection criteria for the technical and professional capacity will be assessed in relation to the combined capacity of the service providers and subcontractors, as a whole, to the extent that service providers or subcontractors put their resources at the disposal of the tenderer for performance of the contract.

Tenderers shall provide the following documentation:

- (i) Human resources
 - CVs detailing the educational and professional qualifications of the firm's managerial staff as well as those of the staff designated to provide the services, indicating language skills and the required professional experience as follows:
 - Managerial staff: Minimum 2 CVs (contract managers), each documenting a minimum of 4 years' relevant experience in project management;

- Consultants responsible for providing the services:
 - Minimum 10 CVs for senior consultants each documenting a minimum of 5 years' relevant experience; and
 - Minimum 5 CVs for junior consultants. In this context consultants with less than 5 year of experience are considered as junior consultants.

Remarks:

- Tenderers should only provide CVs of consultants **who are expected to be assigned to the contract**
- All consultants designated to provide the services are expected to have **a knowledge of English equivalent to at least a level B2** (Common European Framework of languages)
- An overview in a cross table for each of the consultants designated to provide the services giving evidence of the total number of years of experience in the software packages listed.

For that purpose, tenderers shall complete the relevant table attached as annex 7 to these tender specifications. Tenderers shall bear in mind that all fields are compulsory and non-compliance will lead to the exclusion of the tender form the award process.

(ii) Past contracts

Tenderers shall provide details of contracts awarded to them relevant to the services required by the contracting authorities, indicating the value, brief description of the services undertaken and recipients of the services (public or private) under the following two categories: (1) contracts currently undertaken; and (2) contracts that have been undertaken over the last three years.

(iii) Environmental policy

Tenderers shall provide a description of their environmental policy specifying the status of implementation. In the event of a joint offer submitted by a consortium, **each member** of the consortium shall provide the requested description.

12.3. Award Criteria

The assessment method that will be used to determine the choice of the tender will be based on the criteria given below, on the basis of the most economically advantageous tender in terms of

- the quality of the tender (Technical merit – TM)
- the financial value of the tender (Price – P)

12.3.1. Technical merit (TM) (max. 70 points, min. 35 points)

Tenders will be evaluated following the award criteria and weightings outline below, producing a total potential score of 70 points.

Tenderers shall elaborate on all criteria referred to below in order to score as many points as possible. The mere repetition of mandatory requirements set out in these tender specifications, without going into details or without giving any added value will only result in a low score. If essential elements of these tender specifications are not expressly addressed in the tender, the appointed members of the evaluation committee may decide to give a zero mark for the relevant quality criterion.

Tenders will be evaluated on the basis of their understanding of the contract and the work to be carried out. For that purpose, tenderers shall provide a short description of how the required services and tasks would be provided for the scenarios described in the table below (maximum one A4 page per scenario):

No	Scenarios	Maximum points (70)	Minimum points (35)
1	<p>Migrate existing dataflow Describe how to approach a request for an existing dataflow to be migrated into a fully automated FME solution. The existing dataflow has being processed semi-manual by an EEA subcontractor. Beside the migration, the product owner (a thematic expert) has a change request on the existing XML schema which has to be taken into account. The existing dataflow consists of 6 different XML schemas. The resulting dataset is a cross European dataset.</p>	20	10
2	<p>Water quality dataflow Given a delivery of monthly water quality data (following a specific XML scheme) from member countries to EEA, sketch a solution where the data are picked up from ReportNet and processed and stored in a relational database. A number of statistical calculations are required to be done on the processed data. The processed data shall be provided as a European dataset for external use but also analysed internally and results provided via graphs etc.</p>	10	5
3	<p>ArcGIS publishing In a distributed environment, describe the process of publishing data from ArcGIS Desktop to ArcGIS Server and/or ArcGIS Online while ensuring stability, performance, consistency and traceability on both data and metadata.</p>	10	5
4	<p>ArcGIS Online and Web App builder Using ArcGIS Online and its different methods of publication and usage, describe how to satisfy different thematic experts who wish to present their results via interactive maps.</p>	10	5
5	<p>FME Training workshop Describe how a workshop could be established for a number of organisations who are intended to work together using FME/ Tableau.</p>	10	5
6	<p>Project management Describe how to organise the day-to-day work with the EEA project managers assuming the consultants are working remotely.</p>	10	5
<i>Total</i>		<i>70</i>	<i>35</i>

Only tenders which obtain the indicated minimum number of points will be considered for the next stage, which involves determining the financial value of the tender and for the final assessment.

12.3.2. Price (P) (max. 30 points)

Tenderers are requested to submit a financial offer giving the **all-inclusive** (i.e. include all relevant costs and all expenditure (e.g. management and administrative costs, travel costs, quality control, etc...)) average price in **euro**, and **excluding VAT**, as follows:

Price	Services	Weighting factor
P ₁	Daily rate for senior consultants working intramural at the contracting authorities' premises (daily rate = 8 hours)	30%
P ₂	Daily rate for senior consultants working extramural at the Contractor's premises (or elsewhere) (daily rate = 8 hours)	40%
P ₃	Daily rate for junior consultants working intramural at the EEA's premises (daily rate = 8 hours)	15%
P ₄	Daily rate for junior consultants working extramural at the Contractor's premises (or elsewhere) (daily rate = 8 hours)	15%

For that purpose, tenderers shall complete the price quotation attached as annex 5 to these tender specifications. Tenderers shall bear in mind that all fields are compulsory and non-compliance will lead to exclusion of the tender from the award process.

For each category of services (senior respective junior and intramural respective extramural), tenders meeting all mandatory requirements, including the minima for technical merit, will score points in function of the formula:

$$PS = (PS_{\min}/PS_0) \times 30 \times \text{weighting factor}$$

where:

PS = Price Score for price of service;

PS_{min} = the lowest price offered among the compliant tenders received;

PS₀ = the price of the tender being considered;

30 = the maximum number of points that can be awarded under this award criterion.

For example:

Price score for senior consultants working intramural at the contracting authorities' premises:

$$PS_1 = (PS_{\min 1} / PS_{0 1}) \times 30 \times 30\%$$

The score for the price (P) that will be used as a basis for the evaluation of tenders is the sum of the 4 (four) PS: Total score P = PS₁ + PS₂ + PS₃ + PS₄

12.3.3. Final Assessment

A framework service contract will be awarded to the tenderer whose tender achieves the highest total score for technical merit and price (TM + P). Should tenders obtain the same final score and tie for first place, the winning tender will be decided on the basis of the highest score achieved for price.

13. Performance

Once the framework contract has been signed the contractor must be able to offer consultants with the required skills and experience to carry out the work in question within ten calendar days after receipt of an offer for a specific contract.

Competence in both selection and award criteria must be maintained throughout the validity of the framework service contract. Should the contractor fail to do so the contracting authorities reserves the right to refuse any person if performance is not satisfactory and/or to choose another vender from the tenders.

14. Environmental considerations

The contracting authorities run a certified environmental management system (EMAS) and aims to minimise the environmental impact of all its activities, including those carried out under contract. The future contractor will, therefore, be requested to consider the contracting authorities environmental management guidelines in the implementation of the contract, in particular, those relating to business travel, electronic means of communication, paper and energy consumption. Further information on the EMAS system can be found on the EEA website: <http://www.eea.europa.eu/documents/emas> and on the European Commission, Directorate-General for Environment website: http://ec.europa.eu/environment/emas/index_en.htm.

Moreover, it is strongly recommended that tenders are submitted in an environmentally friendly way, e.g., by choosing a simple and clear structure (list of contents and consecutive page numbering), double-sided printing, limiting attachments to what is required in the technical specifications (no additional material) and avoiding plastic folders or binders.

15. Annexes

Annex 1: Tender submission form

Annex 2: Declaration on exclusion criteria

Annex 3: Legal entity form

Annex 4: Financial identification form

Annex 5: Price quotation

Annex 6: Draft framework contract and draft specific contract

Annex 7: Cross table – Consultants technical expertise