



Title: Provision of office furniture to the European Environment Agency

Reference: Open call for tenders EEA/ADS/16/002

Contract: Framework supply contract with one economic operator

Closing date: 12.08.2016

1. Introduction to EEA

The European Environment Agency (EEA) is a decentralised body of the European Union based in Copenhagen, Denmark, and 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 countries² and 6 cooperating countries³ 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 partnership network consisting of the EEA itself, six European topic Centre (ETCs) and a network of around 1000 experts from 39 countries in over 350 national environment agencies and other bodies dealing with environmental information. These are the National Focal Points (NFPs) and the National Reference Centres (NRCs). 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.

Further information about the work of EEA can be obtained on its website: <http://www.eea.europa.eu>.

Further information on Eionet can be found at: <http://www.eionet.europa.eu/about>.

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/ADS/16/002**
- The contract title ***“Provision of office furniture to the European Environment Agency”***
- The name of the tenderer
- The indication ***“Tender – Not to be opened by the internal mail services”***

¹ OJEU L 126 of 21.5.2009, p. 13.

² The Member States of the European Union, Iceland, Liechtenstein, Norway, Switzerland and Turkey

³ Albania, Bosnia and Herzegovina, the former Yugoslav Republic of Macedonia, Montenegro, Serbia, as well as Kosovo* (*this designation is without prejudice to position on status and is in line with UN Security Council Resolution 1244/99 and the International Court of Justice Opinion on the Kosovo declaration of independence).

- 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:

- a. The Tender submission form drawn up in accordance with the template in annex 1
- b. The declaration(s) on exclusion criteria as required under section 11.1.2 drawn up in accordance with the template in annex 2
- c. The legal entity form(s) as required under section 11.2.1 drawn up in accordance with the template in annex 3
- d. The financial identification form drawn up in accordance with the template in annex 4
- e. The evidence and documentation demonstrating the fulfilment of the selection criteria as required under sections 11.2.2 (economic and financial capacity) and 11.2.3 (technical and professional capacity)

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

The technical offer addressing the elements described in section 6 and providing all information requested under section 11.3.1 and, 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 set in sections 10 and 11.3.2, 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 be 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 the 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 data⁴.

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 OJEU L 8 of 12.1.2001, p. 1

4. Participation in the tendering procedure

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 agreement⁵.

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 persons (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 EEA in executing the framework supply contract and they will be jointly and severally liable to the EEA.

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 EEA 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 the contract is signed if this change is necessary for the proper performance of the contract. This can take the form of an entity with or without legal personality but offering sufficient protection to the EEA 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.

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 section 11.1 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.

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 must provide a document containing a list of the professional qualifications of the subcontractors and statement of the means of ensuring confidentiality when subcontractors are used. If awarded the contract, the contractor may not choose subcontractors other than those

⁵ At this point in time, tenderers established in one of the following countries are eligible: EU-28, Iceland, Liechtenstein, Norway, Switzerland and Turkey; under the stabilisation and association agreements: the Former Yugoslav Republic of Macedonia, Albania, Montenegro, Serbia and Bosnia and Herzegovina.

mentioned in the offer unless he obtains the prior written authorisation of the EEA. The overall responsibility of the work remains with the contractor.

Tenderers shall acknowledge (see annex 1) that the EEA reserves the right to request them at a later stage to provide documentation in relation to exclusion and selection criteria for any proposed subcontractors (see sections 11.1 and 11.2 below).

The contractor must ensure that Article II.18 of the draft framework supply contract (see annex 6) can be applied to subcontractors. Once signed, Article II.7 of the above-mentioned draft framework 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 supply contract and order form 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.

Payments shall be made upon delivery and approval of the supplies requested, within 30 (thirty) calendar days upon receipt by the EEA of an invoice and any supporting document relating to the supplies provided and/or services carried out. In the case of tasks where the contractor has to bear substantial upfront costs or the execution of the tasks stretches over a large period of time, payment in instalments may be agreed.

Details of deliverables and timelines for particular services to be provided as well as payment periods shall be further detailed in each order form according to the particularities of the supplies and/or services concerned.

The EEA may consider electronic ordering and invoicing in the future which may result in amendments to the contractual terms, in particular those on invoicing and payments.

No financial guarantee is required.

6. Subject and scope of the contract – minimum requirements

The EEA premises, located at Kongens Nytorv 6 and 8, 1050, Copenhagen are covering approximately 9.900 square meters, and hosting around 200 staff in total.

The EEA has a conference room on the ground floor of its building in Kongens Nytorv 6 which can accommodate approximately 80 persons, and which will be soon equipped with new audio-visual equipment (for details on the dimensions of the room please refer to Annex 7 – Graph of the conference room). The EEA wishes to conclude a total overhaul of this room, by replacing the current furniture with new items, as it does no longer meet its needs. The EEA would like to explore different options, with a view to receive proposals for a solution for both a permanent set-up but also a solution that would allow moving around the furniture (modular set-up, which allows adjustments according to the needs of every particular activity taking place in the conference room). Many meetings take place in the conference room with different number of participants, but as a minimum requirement for the purpose of this call for tenders the solutions offered by the tenderers should allow for smaller meetings (up to 10 participants where all can face each other), medium-size meetings (40 participants where all can face each other) and big-size meetings (up to 80 participants seated at the same time). In addition, chairs should be comfortable, with armrests and a cotton surface on the seat, and allowing for a distance of at least 60 cm between each person. Tables should have wire management grommets, power plug-ins and modesty panels.

The EEA wishes to award a framework supply contract, under which it will purchase furniture for its conference room as well as related services, such as dismantling and disposal of the current obsolete furniture, assembling and installation of the new items, demonstration of use for the furniture as

well as technical support within the warranty period. In addition, the EEA wishes, on a need-basis, to replace its office and ancillary furniture already installed in its offices and meeting rooms, such as electrical adjustable desks, drawer units on wheels, book cases on wheels, ergonomic high office chairs on wheels, low office chairs on wheels and LED desk lamps (for further details please see Annex 8 – please note that the list is non-exhaustive). Most of the office and ancillary furniture is relatively new and thus the EEA expects the supply of such furniture, as well as the services related to their supply, to represent a small portion of the total value of the contract that will result from this call for tenders. In relation to the supply of furniture, the EEA may, finally, require additional technical support, such as maintenance services, which it will reimburse separately on an hourly basis, and only in case the item is out of the warranty period (for more details please refer to Annex 5 – Price quotation and section 11.3.2 below).

The furniture will be delivered and installed at EEA premises, in specific offices or areas indicated by EEA staff.

All office furniture must be delivered with adequate mechanical spares, such as chair wheels, cupboard hinges, padlocks, bookcase shelf holds, at a quantity of at least 10% of the ordered quantity for future replacements. All extendable, modular or mechanically functioning equipment (executive/operators chairs) must be delivered with multilingual manuals.

EEA requires an automatic return policy to be applied to all goods which are damaged in transit or not supplied to the quality or exact type ordered by EEA.

For all items purchased under the contract that will result from this call for tenders, the minimum warranty and technical support requested is 2 (two) years on site covering replacement of defective parts, labour and visiting costs to EEA premises. The minimum service level related to the technical support within the warranty period should cover at least the following:

- On site/Off site fix/replacement of any defective part, module, or set;
- In case of failure related to mechanical parts, module or extensions, the provider must send to EEA premises experienced personnel/technicians for the repair/replacement of the part within 7 (seven) working days from the day of notification. In case the repair demands the transportation of the furniture outside EEA premises, the provider must complete the task within 20 (twenty) working days. The cost of furniture/part transportation, technical team travelling, and spares are completely and solely covered by the contractor;
- Defects or scratches caused on transportation or installation of the furniture should be repaired/replaced according to the procedure above mentioned.

EEA pays attention to ergonomic, environmentally-friendly products and purchases.

The furniture must be made from sustainable timber and the items to be used in the offices should have the same colour as the furniture already in use at the EEA (for more details please refer to Annex 8 - Photographs of the already in use office and ancillary furniture).

Packaging should be adapted to the size of the delivered article and be as much environmentally friendly as possible.

EEA will designate a contact point to administer office furniture and expects the contractor to designate at least one account manager to act as a (single) point of contact for all EEA needs in respect of the Framework Contract.

Quality of products and reliability of service must remain consistent throughout the duration of the contract.

The contractor must be in a position to continuously supply and deliver items within 30 calendar days

of an order being placed. Tenderers are invited to propose a shorter standard delivery time in their offer (see award criterion No 4 in section 11.3.1 below).

7. Information visit

With a view to enable tenderers to submit a tender, the EEA envisages to organise a site visit. Interested tenderers are required to send an email to procurement@eea.europa.eu by 8 July 2016 with the subject line: "Site Visit for EEA/ADS/16/002" with name of the person attending. A maximum of one person per tenderer may participate.

To ensure equal treatment, there will only be a single site visit, which will take place within 10 calendar days of the above mentioned date. The EEA will send a consolidated invitation to all interested tenderers with the visit details.

During the visit, no information other than that related to the provision of furniture and related services will be provided. Tenderers who should have any questions, before or after the visit, are required to submit them via the e-Tendering website at <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=1292> in the 'questions and answers' tab, by clicking 'create a question'. Tenderers should note that the answers to any questions will be made available to all tenderers.

8. Place of performance

All goods shall be delivered and all services shall be performed at the EEA premises located at Kongens Nytorv 6 and 8, 1050 Copenhagen K, Denmark.

9. Type and volume of contract

The successful tenderer will be awarded a framework supply 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 contract will be implemented through order forms, detailing the goods to be delivered and/or services to be provided depending on EEA's demand.

Based on the EEA's current level of needs and anticipated future demand, the estimated maximum budget available, is EUR 240,000.00 (two hundred forty thousand euro) over a maximum period of 48 (forty eight) months, covering all goods and services specified above.

Under no circumstances can a minimum volume of supplies and/or services be required by the contractor.

10. Price

Tenderers are required to quote prices for the services to be provided according to the requirements specified in section 11.3.2 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. packaging, transport and delivery, supply and installation, maintenance, travel, technical support during warranty period, etc.)) and expressed in **euro**, including for tenderers established in countries that are not part of the Eurozone. For tenderers established in countries that do not belong to the Eurozone, 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 costs may be introduced/charged (e.g. administrative, environmental etc.) at a later stage, and no additional expenses incurred in the performance of the services will be reimbursed separately by EEA.
- All mechanical spare parts and services referred to in section 6 above shall be provided at no additional cost for EEA.

- Prices and possible general discounts in percentage shall 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, 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 so that the new prices may take effect on 1 January the following year. The other party shall acknowledge the price revision request in writing within 14 (fourteen) calendar days of receipt. The EEA shall purchase on the basis of the price in force on the date on which order forms are signed. Such prices shall not be subject to revision⁶.
- Prices must be quoted free of all duties, taxes and other charges, including VAT, as the EEA is exempt from such charges under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union and the Headquarters Agreement between EEA and the Government of Denmark of 17 August 1995; such charges may not therefore be included in the calculation of the price quoted; the VAT amount may be shown separately.
- The EEA will not reimburse any cost incurred in the preparation and submission of a tender. Any such costs must be paid by the tenderer.

11. Award procedure and criteria

The award procedure will consist of three successive stages; only tenders meeting the requirements of one stage will be examined in the next stage. The procedure foresees:

1. to check, in the first stage, whether tenderers can take part in the tendering procedure (exclusion criteria and legal capacity);
2. to check, in the second stage, the economic and financial capacity and the technical and professional capacity of each tenderer who has passed the eligibility stage (selection criteria);
3. to assess, in the third stage, the merits of each tender which has passed the eligibility and selection stages in terms of its quality and financial value (award criteria).

11.1. Exclusion criteria

11.1.1. 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 Union⁷.

11.1.2. 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 section 11.1.1 above.

The tenderer to whom the contract will be awarded will be required, prior to the signature of the contract, to provide valid documentary evidence demonstrating that the exclusion criteria referred to in the tender specifications are met.

The EEA may waive the obligation of the tender to whom the contract is to be awarded to submit the documentary evidence referred to above if such evidence has already been submitted to it for the

⁶ For further details see Article I.3.3 of the draft framework supply contract included as annex 6.

⁷ 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 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002, OJEU L 298/1 of 26.10.2012, as amended by Regulation (EU, Euratom) 2015/1929 of 28.10.2015 (OJEU L 286/1 of 30.10.2015).

purpose of another procurement procedure and provided that the issuing date of the documents does not exceed one year and that they are still valid. In such a case the tenderer shall declare on its honour that the documentary evidence has already been provided in a previous procurement procedure and confirm that no changes in its situation have occurred.

11.2. Selection criteria

Tenderers should show their degree of economic and financial capacity, and technical and professional capacity to deliver the requested supplies and provide the requested services by providing information on the criteria described below. If several service providers or subcontractors are involved in the tender, the economic and financial capacity, and the technical and professional capacity will be assessed in relation to the combined capacities 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.

11.2.1. Legal capacity

➤ Requirement

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.

➤ Evidence to be provided by the tenderers:

Each tenderer (including any sub-contractor 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 a trade register and/or a copy of inscription in a VAT register, where applicable.

However, the sub-contractor(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.

11.2.2 Economic and financial capacity

➤ Requirements:

Tenderers must be in a stable financial position and have the economic and financial capacity to perform the contract.

➤ Evidence to be provided by the tenderers:

At least one of the documents or information listed below must be presented as evidence of compliance with the economic and financial capacity:

- appropriate statements from banks or, where appropriate, 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 supplies and services covered by the contract during the last two financial years;

If the tenderer relies on the capacities of other entities (regardless of the legal nature of the links which it has with them), a written undertaking on the part of those entities confirming that they will place the resources necessary for performance of the contract at the disposal of the tenderer for the period of the contract. In such case, the EEA may require that the successful tenderer and such entities are jointly liable for the execution of the contract.

If, for some exceptional reason, which the EEA considers justified, a tenderer is unable to provide the references requested above, he may prove his economic and financial capacity by any other means which the EEA considers appropriate.

11.2.3. Technical and professional capacity

- Requirements:
Tenderers are required to fulfil **all** the following requirements:
 - Suitability of the organisation and staffing structure available for the activities covered by the contract;
 - Relevant experience in provision of comparable services to similar clients over the past three years;
 - Application of adequate quality standards;
 - Application of environmental management measures.
- Evidence to be provided by the tenderers:

The following documents or information shall be presented as evidence of compliance with the technical and professional capacity criteria:

- Detailed company profile, demonstrating the ability to provide products and perform services similar to those described in this call for tenders (i.e. specially trained technicians, relation with manufacturing company etc.);
- List of major clients of the past three (3) years similar to the scope, size and nature as those required in this call for tenders indicating the amounts, the dates, and the name of the consignees i.e. public or private;
- Certificates attesting compliance with quality standards, e.g. ISO 9001 (quality management systems). If standard certifications are not held, tenderers shall provide an outline of any quality assurance policy specifying the status of implementation, and details of any quality assurance accreditations for which they have applied. In the event of a joint offer submitted by a consortium, each member of the consortium shall provide the requested information;
- Details of the environmental management measures that the tenderer will be able to apply when performing the contract, identifying which areas of the contract this will apply to.

11.3. 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)

11.3.1 Technical merit (TM) (max. 60, min. 40 points)

Tenders will be evaluated following the award criteria and weightings outlined below, producing a total potential score of maximum 60 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, EEA may decide to give a zero mark for the relevant quality criterion.

1. **Permanent set-up scenario:** Please provide a solution for a permanent set-up for the

conference room, taking into account the minimum requirements detailed in section 6 above. (max 20, min. 13)

2. **Modular set-up scenario:** Please provide a solution for a modular set-up of the conference room, taking into account the minimum requirements detailed in section 6 above (max 20, min. 13)
3. **Quality of the proposed items:** Please provide information with regards to quality certification for the proposed items, including eco-friendliness of the products, functionalities, aesthetics and sustainability aspects (max. 10, min. 7); please provide a catalogue (either paper or electronic) including a large range of items with a full description mentioning the model and characteristics, technical specification sheets, warranty and any other material that could assist for the assessment of the quality of the proposed items; the catalogue shall indicate the NET prices of all items offered to the EEA and any additional price arrangement (e.g. discount rates); the net prices quoted in the catalogue will be used as the basis for potential purchase of items not listed in the price quotation (annex 5, P₃/P_A)
4. **Contract administration and service level agreement** (max. 10, min. 7): Please provide a short description of the interactions with the EEA for administration of the contract, through which tools and how you foresee the provision of supplies etc. Please provide a service level agreement appropriate to the supply of furniture, including at least the following points:
 - Maximum and minimum delivery time since receipt of order (as specified in section 6 above maximum delivery time is 30 days, but more points will be given for a shorter delivery time)
 - Way to ensure timely response to requests for supplies
 - Terms of disposal of the old furniture

Only tenders which obtain the indicated minimum number of points, both for each award criterion and in total, will be considered for the next stage, which involves determining the financial value of the tender (price index) and for the final assessment.

11.3.2 Price (P) (max. 40 points)

Tenders will be evaluated following the award criteria and weightings outlined below, producing a total potential score of maximum 40 points.

- Price for a permanent set-up for the conference room (P₁) (max. 15 points)
- Price for a modular set-up for the conference room (P₂) (max. 15 points)
- Price for office and ancillary furniture (P₃) (max. 10 points)

For that purpose, tenderers are requested to submit a financial offer drawn up in accordance with the template included in annex 5. Tenderers shall bear in mind that all fields are compulsory and non-compliance will lead to exclusion of the tender from the award process.

The award criteria for price for a permanent set-up for the conference room (P₁) as well as the price for a modular set-up for the conference room (P₂) included in the financial offer shall be evaluated according to the following formula:

$$\frac{\text{Lowest price quoted} \times \text{weighting for price (15)}}{\text{Tenderer's price}}$$

The award criterion for price for office and ancillary furniture (P₃) indicated in the financial offer shall be, for the purposes of this evaluation, calculated according to the following formula:

$$\frac{\text{Lowest price quoted} (P_A + P_B) \times \text{weighting for price (10)}}{\text{Tenderer's price} (P_A + P_B)}$$

where P_A is the price for the six types of furniture listed in annex 5 and P_B is the hourly rate for technical support.

The score for the price (P) that will be used as a basis for evaluation of tenders will be the sum of the three prices (P1, P2 and P3).

11.3.3 Final assessment

A framework 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.

12. Performance

Competence in both selection and award criteria must be maintained throughout the framework contract. Should the contractor fail to do this during the validity of the framework contract, EEA reserves the right to refuse any further supply and/or service if performance is not satisfactory and/or to choose another vendor from the tenders.

13. Environmental Considerations

The EEA runs 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 EEA 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 homepage:

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

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.

14. 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 supply contract and draft order form

Annex 7: Graph of the conference room

Annex 8: Photographs of the already in use office and ancillary furniture