



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

CALL FOR TENDERS

ENV/D.2/SER/2017/0008

Service Contract to Support the EU Sixth National Report to the Convention
on Biological Diversity, and follow-up

TENDER SPECIFICATIONS

TABLE OF CONTENTS

1. INFORMATION ON TENDERING	4
1.1. Participation	4
1.2. Contractual conditions	4
1.3. Compliance with applicable law	4
1.4. Joint tenders	4
1.5. Subcontracting	5
1.6. Structure and content of the tender	5
1.7. Identification of the tenderer.....	5
2. EVALUATION AND AWARD	6
2.1. Evaluation steps	6
2.2. Verification of non-exclusion	6
2.3. Selection criteria	7
2.4. Compliance with the minimum requirements.....	10
2.5. Award criteria	10
2.6. Financial offer.....	12
3. TECHNICAL SPECIFICATIONS	13
3.1 General Background and Reference Documents	13
3.2 General and specific objectives	15
3.3 Description of the Tasks	17
ANNEX 1 - ADMINISTRATIVE INFORMATION FORM.....	23
ANNEX 2 – QUESTIONNAIRE FOR JOINT BIDS AND SUBCONTRACTING	24
ANNEX 3 – FINANCIAL OFFER TEMPLATE.....	27

ANNEX 4 - LEGAL ENTITY AND FINANCIAL IDENTIFICATION FORMS	28
ANNEX 5 - DECLARATION ON HONOUR ON EXCLUSION CRITERIA AND SELECTION CRITERIA.....	29
I – SITUATION OF EXCLUSION CONCERNING THE PERSON.....	29
II – SITUATIONS OF EXCLUSION CONCERNING NATURAL PERSONS WITH POWER OF REPRESENTATION, DECISION-MAKING OR CONTROL OVER THE LEGAL PERSON	31
III – SITUATIONS OF EXCLUSION CONCERNING NATURAL OR LEGAL PERSONS ASSUMING UNLIMITED LIABILITY FOR THE DEBTS OF THE LEGAL PERSON.....	31
IV – GROUNDS FOR REJECTION FROM THIS PROCEDURE	32
V – REMEDIAL MEASURES	32
VI – EVIDENCE UPON REQUEST.....	32
VII – SELECTION CRITERIA	33
VII – EVIDENCE FOR SELECTION.....	33
ANNEX 6 - ACKNOWLEDGEMENT OF RECEIPT	34

1. INFORMATION ON TENDERING

1.1.Participation

Participation in this procurement procedure is open on equal terms to all natural and legal persons coming within the scope of the Treaties, as well as to international organisations.

It is also open to all natural and legal persons established in a third country which has a special agreement with the Union in the field of public procurement on the conditions laid down in that agreement. Where the plurilateral Agreement on Government Procurement¹ concluded within the World Trade Organisation applies, the participation to this procedure is also open to all natural and legal persons established in the countries that have ratified this Agreement, on the conditions it lays down.

1.2.Contractual conditions

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

1.3.Compliance with applicable law

The tender must comply with applicable environmental, social and labour law obligations established by Union law, national legislation, collective agreements or the international environmental, social and labour conventions listed in Annex X to Directive 2014/24/EU².

1.4.Joint tenders

A joint tender is a situation where a tender is submitted by a group of economic operators (natural or legal persons). Joint tenders may include subcontractors in addition to the members of the group.

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

¹ See http://www.wto.org/english/tratop_e/gproc_e/gp_gpa_e.htm

² Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC (OJ L 94, 28.3.2014, p. 65).

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

1.5.Subcontracting

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

Tenderers are required to identify all subcontractors and provide an indication of the proportion of subcontracting. See Annex 2, questionnaire for joint bids and subcontracting.

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

1.6.Structure and content of the tender

The tenders must be presented as follows:

Part A: Identification of the tenderer (see section 1.7)

Part B: Non-exclusion (see section 2.2)

Part C: Selection (see section 2.3)

Part D: Technical offer (see section 3)

Part E: Financial offer (see section 2.6)

1.7.Identification of the tenderer

The tender must include a cover letter signed by an authorised representative presenting the name of the tenderer (including all entities in case of joint tender) and identified subcontractors if applicable, and the name of the single contact point (leader) in relation to this procedure. Coherence must be ensured between the information in the cover letter and in Annex 1.

In case of joint tender, the cover letter must be signed either by an authorised representative for each member, or by the leader authorised by the other members with powers of attorney. The signed powers of attorney must be included in the tender as well. Subcontractors that are identified in the tender must provide a letter of intent signed by an authorised representative stating their willingness to provide the service presented in the tender and in line with the present tender specifications.

The tenderer (and each member of the group in case of joint tender) must declare whether it is a Small or Medium Sized Enterprise in accordance with [Commission Recommendation 2003/361/EC](#). This information is used for statistical purposes only.

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

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

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

2. EVALUATION AND AWARD

2.1.Evaluation steps

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

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

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

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

2.2.Verification of non-exclusion

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

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

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

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

In any event, the successful tenderer must provide the documents mentioned in the declaration on honour before signature of the contract and within a deadline given by the contracting authority. This requirement applies to each member of the group in case of joint tender and to subcontractors whose capacity is necessary to fulfil the selection criteria.

The obligation to submit supporting evidence does not apply to international organisations.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit the documentary evidence if it has already been submitted for another procurement procedure and provided the documents were issued not more than one year before the date of their request by the contracting authority and are still valid at that date. In such cases, the tenderer must declare on its honour that the documentary evidence has already been provided in a previous procurement procedure, indicate the reference of the procedure and confirm that there has been no change in its situation.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit a specific document if the contracting authority can access the document in question on a national database free of charge.

2.3.Selection criteria

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

The tenderer may rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal.

2.3.1. Declaration and evidence

The tenderers (and each member of the group in case of joint tender) and subcontractors whose capacity is necessary to fulfil the selection criteria must provide the declaration on honour (see Annex 5), signed and dated by an authorised representative, stating that they fulfil the selection criteria applicable to them individually. In case of joint tender or subcontracting, the criteria applicable to the tenderer as a whole will be verified by combining the various declarations for a consolidated assessment.

This declaration is part of the declaration used for exclusion criteria (see section 2.2) so only one declaration covering both aspects should be provided by each concerned entity.

The Contracting Authority will evaluate selection criteria on the basis of the declaration on honour and evidence submitted for the legal and regulatory, financial and economic and technical and professional capacity of the tenderers.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit the documentary evidence if it has already been submitted for another procurement procedure and provided the documents were issued not more than one year before the date of their request by the contracting authority and are still valid at that date. In such cases, the tenderer must declare on its honour that the documentary evidence has already been provided in a previous procurement procedure, indicate the reference of the procedure and confirm that there has been no change in its situation.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit a specific document if the contracting authority can access the document in question on a national database free of charge.

2.3.2. Legal and regulatory capacity criteria and evidence

Tenderers must prove that they are allowed to pursue the professional activity necessary to carry out the work subject to this call for tenders. The tenderer (including each member of the group in case of joint tender) must provide the following information in its tender if it has not been provided with the Legal Entity Form:

- For legal persons, a legible copy of the notice of appointment of the persons authorised to represent the tenderer in dealings with third parties and in legal proceedings, or a copy of the publication of such appointment if the legislation applicable to the legal person requires such publication. Any delegation of this authorisation to another representative not indicated in the official appointment must be evidenced.
- For natural persons, if required under applicable law, a proof of registration on a professional or trade register or any other official document showing the registration number.

2.3.3 Economic and financial capacity criteria and evidence

The tenderer must have the necessary economic and financial capacity to perform this contract until its end. The tenderer must comply with the following selection criteria:

Annual turnover of the last two financial years above EUR 200 000 (two hundred thousand euros); this criterion applies to the tenderer as a whole, i.e. the combined capacity of all members of a group and identified subcontractors in case of a joint tender.

In order to prove their capacity, the tenderer must submit with its tender the following evidence:

- Copy of the profit and loss accounts for the last two years for which accounts have been closed from each concerned legal entity;
- Failing that, appropriate statements from banks;
- If applicable, evidence of professional risk indemnity insurance.

If, for some exceptional reason which the Contracting Authority considers justified, a tenderer is unable to provide one or other of the above documents, it may prove its economic and financial capacity by any other documents which the Contracting Authority considers

appropriate. In any case, the Contracting Authority must at least be notified of the exceptional reason and its justification. The Commission reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

2.3.4 Technical and professional capacity criteria and evidence

a. Criteria and evidence relating to tenderers

Tenderers (in case of a joint tender the combined capacity of all members of the group and identified subcontractors) must comply with the criteria listed below:

The project references indicated below consist of a list of relevant services provided (i.e. fully delivered) in the past three years, with the sums, dates and clients, public or private, accompanied by statements issued by the clients.

- **Criterion A1:** The tenderer must prove experience in the field of analysis of factual information (data, indicators), assessments (e.g. assessment of the state of biodiversity, ecosystems and their services), studies and reports, particularly as regards the evaluation of measures undertaken to implement biodiversity strategies and reaching 2020 biodiversity targets, at national, European and global level.

Evidence A1: the tenderer must provide references for 5 projects delivered in these fields in the last three years with a minimum value for each project of € 200 000.

- **Criterion A2:** The tenderer must prove experience in planning and conducting stakeholder consultations on policy issues, including in the organisation of stakeholder debates on policy developments, and in reporting and analysing stakeholder consultation results.

Evidence A2: The tender must provide references for 3 projects conducted in the last three years which involve planning and implementation of stakeholder consultation and analysis of the results.

- **Criterion A3:** The tenderer must prove capacity to work in three EU official languages (preferable languages are English, French, German) and to draft reports in English.

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

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

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

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

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

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

Criterion B1 - Project Manager: At least five years' experience in project management, including overseeing project delivery, quality control of delivered service, client orientation and conflict resolution experience in projects of at least € 100 000 and coverage of at least three countries, with experience in the management of teams of at least five people.

Evidence B1: CV

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

Evidence B2: a language certificate or past relevant experience.

Criterion B3 - Experts in EU and global biodiversity policy and knowledge base to support biodiversity policy: At least five years of professional experience. Relevant higher education degree or equivalent professional experience and at least three years' professional experience in the field.

Evidence B3: CV

Criterion B4 – Technical Team: collectively the team of at least five people should have knowledge of the following EU languages: English, French, German and Spanish, and proven experience of at least three years each in data management, assessment and analyses.

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

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

2.4. Compliance with the minimum requirements

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

2.5. Award criteria

The contract will be awarded to the most economically advantageous tender, according to the 'best price-quality ratio' award method. The quality of the tender will be evaluated based on the following criteria. The maximum total quality score is 100 points.

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

A maximum of 50 points will be attributed to criterion 1, a maximum of 30 points will be attributed to criterion 2, and a maximum of 20 points will be attributed to criterion 3. In addition a minimum threshold will be set up under this system of points:

- Technical sufficiency levels: Selected companies will have to score a minimum of 25, 15 and 10 points under criteria 1, 2 and 3 respectively, with a minimum total of 65 points.

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

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

The degree to which the methodology shows the understanding of the work and issues involved, the capacity to analyse, review and evaluate documents and figures, in accordance with the needs of the contracting authority. Furthermore the tender must demonstrate the capacity to resolve the questions underlying in the tender in a realistic and well-structured way, and to present the results of the work in a user-friendly way.

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

This criterion will assess how the roles and responsibilities of the proposed team and of the economic operators (in case of joint tenders, including subcontractors if applicable) are distributed for each task. It also assesses the global allocation of time and resources to the project and to each task or deliverable, and whether this allocation is adequate for the work. The tender should provide details on the allocation of time and resources and the rationale behind the choice of this allocation. Details should be provided as part of the technical offer and not simply as part of the financial offer.

3 Quality control measures (20 points – minimum threshold 50%)

This criterion will assess the quality control system applied to the service foreseen in these tender specifications concerning the quality of the deliverables, the language quality check, and continuity of the service in case of absence of a member of the team. The quality control system should be detailed in the tender and specific to the tasks at hand; a generic quality control system will result in a low score.

2.5.1 Ranking and Award

Having examined the tenders from a technical point of view, the evaluation committee will proceed considering which is the economically most advantageous offer taking into account **only those tenders that have obtained at least 65 out of the 100 points that are available for the technical quality of the bid.** The evaluation committee will then proceed with the

financial comparison of the tenders retained for further consideration according to the ranking procedure below.

The bid offering the best value for money will be chosen, provided that the minimum number of points cited above is achieved. The ranking of the tenders will be calculated as follows:

- All bids that do not reach the stated technical sufficiency levels for each individual award criteria will not be considered for contract award.
- All bids that have passed the individual levels and score 65 or higher are deemed to be technically sufficient. Then the price is divided by the total number of points awarded to obtain the price-quality ratio. The award of the contract will be made in accordance with the lowest ratio.

The Commission reserves the right not to select any tender if the amounts tendered exceed the budget envisaged for this project.

2.6. Financial offer

The maximum budget allocated to this contract is fixed at € 300 000 (three hundred thousand Euros) excluding VAT (including fees, travel and all other costs. **NB Travel and subsistence expenses should be part of the lump sum and will not be refunded separately.** Any offers received that do not respect this maximum budget will be automatically excluded from the evaluation procedure. For guidance purposes see Annex 3.

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

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

3. TECHNICAL SPECIFICATIONS

3.1 General Background and Reference Documents

The Convention on Biological Diversity (CBD) requires all Parties to prepare a national biodiversity strategy (or equivalent instrument) and to ensure that it is mainstreamed into all sectors whose activities can have an impact on biodiversity. National Strategies and Action Plans also need to be aligned with the global Strategic Plan for Biodiversity, 2011-2020 and the Aichi Biodiversity Targets⁴. Each Contracting Party is to report, at intervals to be determined by the Conference of the Parties, on measures which it has taken for the implementation of the provisions of the Convention and their effectiveness in meeting its objectives. In 2014, the EU and its Member States submitted their fifth national report⁵ to the CBD, which informed the mid-term assessment of progress towards the implementation of the Strategic Plan for Biodiversity 2011-2020 (Global Biodiversity Outlook 4⁶).

In line with the global Strategic Plan for Biodiversity 2011-2020 and the Aichi Targets, in 2011 the Commission adopted an ambitious Biodiversity Strategy to 2020⁷, setting out 6 targets and 20 actions to halt the loss of biodiversity and ecosystem services by 2020, to restore ecosystems in so far as is feasible, and to step up the EU contribution to averting global biodiversity loss. A mid-term review of the EU biodiversity strategy to 2020⁸, published by the Commission in October 2015, took stock of progress and stressed implementation gaps. It consisted of a Report from the Commission to the European Parliament and to the Council, and a more detailed Commission Staff Working Document. Contributions from the Member States to the mid-term review, based on their 5th national reports to the Convention on Biological Diversity, were compiled in a separate document⁹. In response to the mid-term review, the Council Conclusions of 16 December 2015, and the European Parliament Resolution 2 February 2016 identified key areas needing increased efforts by 2020. The Commission, with input from the Coordination Group on Biodiversity and Nature, developed a Roadmap for enhanced implementation of the EU biodiversity strategy. A final evaluation of the EU Biodiversity Strategy's implementation is envisaged by 2020. In addition, following a 'Fitness Check' evaluation of the Nature Directives published in December 2016, the Commission adopted an Action Plan for Nature, People and the Environment for the period 2017-2019¹⁰ to address identified shortcomings and to improve coherence with broader socio-economic objectives. It will also contribute to some of the broader EU and global biodiversity targets.

⁴ <https://www.cbd.int/sp/>

⁵ <https://www.cbd.int/nr5/default.shtml>

⁶ <https://www.cbd.int/gbo4/>

⁷ Our life insurance, our natural capital: an EU Biodiversity Strategy to 2020 (COM(2011) 244), <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:52011DC0244>

⁸ http://ec.europa.eu/environment/nature/biodiversity/strategy/index_en.htm

⁹ <http://biodiversity.europa.eu/mtr/countries>

¹⁰ http://ec.europa.eu/environment/nature/legislation/fitness_check/action_plan/index_en.htm

Final review of the global Strategic Plan for Biodiversity 2011-2020, and follow-up

As Parties to the CBD, the EU and its Member States are to submit their sixth national report (6NR) by 31 March 2019. The reports should provide a final review of progress on the implementation of the global Strategic Plan and towards the Aichi Biodiversity Targets, including relevant EU and national targets, based on information concerning the implementation of national biodiversity strategies and action plans and other actions taken to implement the Convention. Detailed Guidelines for the 6th National Report were adopted by the 13th Conference of the Parties to the CBD in December 2016¹¹. They invite the Parties, *inter alia*, to facilitate the participation of local communities and stakeholders in the preparation of the 6th national reports.

The final global assessment of progress towards the implementation of the Strategic Plan for Biodiversity 2011-2020 (5th Global Biodiversity Outlook – GBO5), planned for 2020, will be informed by the 6th national reports, as well as by the global assessment on biodiversity and ecosystem services from the Intergovernmental science-policy Platform on Biodiversity and Ecosystem Services (IPBES) (a Summary for Policy-Makers is foreseen to be concluded by mid-2019).

GBO5 will draw upon all reporting processes and assessments of relevance to biodiversity, while not duplicating efforts or increasing the reporting burden for countries.

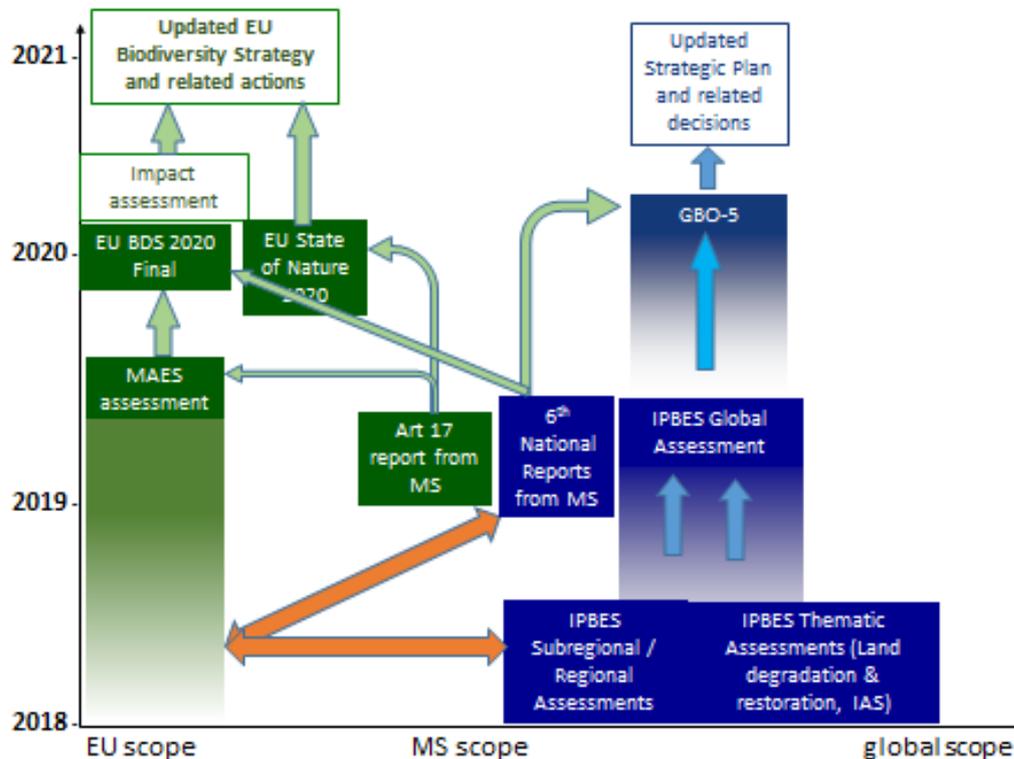
GBO5 will trigger action with regards to the post-2020 framework. Preliminary conclusions based on the mid-term review of the Strategic Plan (GBO4) in 2014 identified the impact of climate change, the decline of pollinators, the potential impact of synthetic biology, trade-related issues and in particular the illegal trafficking of wild species as issues not sufficiently well-covered by the existing targets.

Preparations for the follow-up to the current Strategic Plan were launched at CBD COP13 in Mexico in December 2016. The Parties emphasised that achieving the global biodiversity targets requires stronger commitment and implementation, including for mainstreaming biodiversity issues in other sectors and policies.

CBD COP13 requested the Secretariat of the CBD to prepare "*a proposal for a comprehensive and participatory preparatory process and time table for the follow-up to the Strategic Plan (...), including options for fostering commitments and strengthened implementation.*", which will be discussed at the next Conference of the Parties in Egypt in November 2018. Post-2020 biodiversity targets will have to be developed in close alignment with the 2030 sustainable development agenda.

The post-2020 global biodiversity policy framework will be adopted at the CBD 15th meeting of the Conference of the Parties (CBD COP-15) in 2020 in Beijing.

¹¹ <https://www.cbd.int/nr6/default.shtml>



The State of Nature reporting 2013-2018

Data collected in the framework of Member States' reporting under the Birds and Habitats Directives provide the most important basis for assessing progress under Target 1, and contribute to Targets 2 and 3 of the EU Biodiversity Strategy to 2020. The next EU State of Nature Report for the period 2013-2018 is envisaged to be published in 2020. The agreed delivery dates for the Member States' reports are 30 April 2019 for Habitats Directive Art.17, and 31 July 2019 for Birds Directive Art.12. The data from these reports – among others - will be used for the first EU mapping and assessment of ecosystems and services, valuation of such services, and the integration of these values into accounting systems (MAES¹²), and in the final evaluation of the EU Biodiversity Strategy to 2020.

3.2 General and specific objectives

The general objective of this contract is to provide technical support to the Commission Services for tracking progress at the EU and Member States' level towards the global Aichi Targets and the related EU biodiversity targets to 2020, in particular with a view to the development of the EU's 6th National Report on the global Strategic Plan for Biodiversity 2011-2020 as well as to the deliberations and stakeholder discussions on its follow-up.

¹² http://ec.europa.eu/environment/nature/knowledge/ecosystem_assessment/index_en.htm

The analysis of biodiversity impacts will be based on data, indicators and assessments, in particular from the European Environment Agency¹³, the Joint Research Centre and Eurostat. The EU Mapping and Assessment of the state of Ecosystems and their Services (MAES) will be of particular relevance. Information from Commission services (e.g. AGRI, CLIMA, DEVCO, MARE, REGIO, RTD, TRADE) will also be compiled and analysed.

The contractor will also extract relevant information from the upcoming 6th national reporting by the Member States' (6NR) to the Convention on Biological Diversity (CBD), and in particular indicator-based assessment of progress against national, EU and global biodiversity indicators. The development of the biodiversity target cross-linking tool¹⁴ by the EEA, its further development into DART (Data and reporting Tool) under InfoMEA and the online reporting tool by CBD should facilitate the process.

The contractor will further assist the Commission in planning and carrying out, as well as in compiling and analysing the results of stakeholder consultations on 1) progress in implementation and 2) debates on the post-2020 global agenda. The Coordination Group on Biodiversity and Nature, which meets twice a year, and the Working Party on International Environmental Issues (WPIEI) will be regularly involved in the discussions on progress towards the biodiversity targets, and subsequently on the development of post-2020 biodiversity agenda.

Relevant data and analysis developed in the context of this contract can be used as appropriate to inform and feed into further reporting by the Commission, such as e.g. the second round of the Environmental Implementation Review due in early 2019, as well as the tracking of progress towards the EU biodiversity targets for 2020. The Contractor, in coordination with the Commission, will ensure appropriate links with these processes.

Other important EU milestones and processes relevant to biodiversity policy, which can inform work under the current contract, include:

- Review of the implementation of the EU Green Infrastructure Strategy, due in late 2017
- Implementation of the Nature Action Plan by the end of 2019
- Second round of the EU Environmental Implementation Review¹⁵ due in early 2019 (two-way flow of information and coordination shall be ensured with work under the current contract);
- Evaluation of Rural Development Programmes
- Discussions and public consultation on the future of relevant EU policies, such as e.g. the Common Agricultural Policy and the CFP;
- The final evaluation of the 7th Environment Action Programme (EAP), which will end in 2020 and preparation for the 8th EAP.
- Follow-up of COM communication on the 2030 sustainable development agenda and indicator-based reports.

¹³ <http://biodiversity.europa.eu/topics/sebi-indicators>

¹⁴ <http://biodiversity.europa.eu/chm-network/the-2020-target-cross-linking-tool>

¹⁵ http://ec.europa.eu/environment/eir/index_en.htm

3.3 Description of the Tasks

The main tasks to be undertaken under the current contract will be the identification, review, compilation and analysis of best available relevant information provided by the Commission services, other EU agencies, Member States' authorities and research bodies. It will support the evaluations which the Commission is required to make according to its international commitment to CBD. These evaluations will be informed by quantitative data relating to the set of headline indicators (SEBI 2020) from the European Environment Agency, response indicators (e.g. biodiversity-related expenditures throughout EU instruments within the EU budget) from Commission Services (e.g. AGRI, CLIMA, MARE, REGIO, RTD, TRADE) and the first Mapping and Assessment of the state of Ecosystems and their Services (MAES) by EU¹⁶ and its Member States¹⁷, due by the end of 2019.

More specifically, the contractor will be required to complete the following tasks:

Task 1: Compile a detailed overview of relevant processes, documents and evidence, and implement a roadmap / plan to be **agreed by the Commission** at the inception meeting to efficiently draw on all relevant ongoing processes, addressing different actions, in order to assess ongoing progress towards the Aichi targets and the EU biodiversity targets to 2020. The completion of such an overview and plan shall include at least the following steps:

1. Identification of all relevant processes, documents, products and evidence, including processes and products to be delivered within the timeframe of the contract, such as (but not limited to):
 - Outputs from the Working groups established under the CGBN as part of the Common Implementation Framework (CIF) of the EU Biodiversity Strategy to 2020 to help facilitate the implementation of the EU Biodiversity Strategy, Council Working Party on International Environmental Issues (WPIEI) and the Biodiversity Interservice Group
 - Research commissioned by DG RTD as part of FP7 and Horizon 2020
 - Biodiversity indicators and information located in the EEA indicator management system and on BISE
 - Studies and support contracts commissioned by DG ENV after 2010, including capacity building for Member States which aim to support the implementation of actions under the EU Biodiversity Strategy
 - 6th National Reports to the CBD prepared by the MS
 - MAES Integrated Report and IPBES Regional Assessment,
 - country pages (incl. MAES and GI) on BISE
 - Additional reports and documents.

¹⁶ http://ec.europa.eu/environment/nature/knowledge/ecosystem_assessment/index_en.htm,

¹⁷ <https://circabc.europa.eu/w/browse/5e8c3dcb-955c-4147-af52-24d0760135b6>

2. The evidence on progress against the EU and Aichi Biodiversity Targets will be synthesised and organised in a table (building on the monitoring framework developed for the mid-term review of the EU Biodiversity Strategy).
3. Once completed, the tables of evidence for the assessment of progress should be made available in cooperation with EEA through BISE, along with case study material to ensure transparency of the process with Member States and relevant stakeholders

Task 1 will be implemented in the first quarter of the first contractual year and will produce a synthesis of all relevant evidence and an agreed progress tracking roadmap. The roadmap will be continuously updated with new information and reviewed as appropriate throughout the entire contract duration.

Task 2: will start in the second quarter of the first contractual year and continue over the duration of the contract, as data and assessments become available (e.g. Art. 17, MAES, etc.). It will consist of the development of a set of narratives on progress towards each EU biodiversity target, using the Drivers-Pressures-State-Impact-Responses framework, and will be carried out in close collaboration with the European Commission and the European Environment Agency.

While the Contractor will be expected to further develop the range of storylines / topics, and to identify suitable sources for these, examples and elements to feed into the narratives could be expected from assessments carried out by the Commission, the European Environment Agency and Member States as part of the Mapping and Assessment of Ecosystems and their Services and related valuation and accounting work, such as:

- Target 1: Status of species and habitats and trends, contributions from nature conservation to people (in terms of regulating and cultural ecosystem services based on relevant MAES outcomes)
- Target 2: Condition of main ecosystems and their services in the EU, trends, what is the situation of urban ecosystems, what ecosystem restoration has been made, where has Green infrastructure been deployed and what is the impact on ecosystem services (based on MAES outcomes), how to integrate ecosystem services in decision-making (cf. Nature Action Plan, 2017)
- Target 3: Condition of agro- and forest ecosystems and their services in the EU and trends, what is the situation regarding pollination, innovative mechanisms such as payment for forest ecosystem services (MAES outcomes, monitoring CAP)
- Target 4: Condition of marine ecosystems and their services in the EU and trends, are fishing practices sustainable (based on MAES outcomes, MARS research project, MSFD reporting, etc.)¹⁸
- Target 5: IAS pressures on ecosystems and services¹⁹
- Target 6: Condition of main ecosystems and their services in the EU outermost regions and overseas territories and trends (based on outcomes from BEST and MAES OCTs), assessment of climate regulation by ecosystems in EU, innovative approaches to assess the impact of trade on ecosystems and their services

¹⁸ <http://www.nature.com/articles/srep34162> <http://www.nature.com/articles/srep44491>

¹⁹ <http://link.springer.com/book/10.1007%2F978-3-319-45121-3>

- SM1 – Financing: Valuation of some ecosystem services and development of ecosystem accounts (based on KIP INCA)
- SM2: Partnership: New initiatives based on MAES governance, community of practice on finance and biodiversity, hands on workshops, participatory approaches
- SM3: Improvement of the knowledge and evidence base for biodiversity policy in EU and globally

Task 3: will produce a draft version of the EU's 6th national report of progress in the implementation of the Strategic Plan for Biodiversity 2011-2020 and towards the Aichi Biodiversity Targets (following the guidelines and reporting templates agreed at the CBD COP 13 in December 2016). Task 3 will be implemented in the second half of the first contractual year and the draft 6th national report will be delivered no later than 30 November 2018.

Task 4: will be implemented in the first, second and third contractual years and will support the Commission in consulting Member States and stakeholders regarding lessons learned from the implementation of the global Aichi targets and the related EU and national biodiversity targets, and in launching an EU-level debate on the global post-2020 biodiversity policy framework, in particular through:

- Development of a questionnaire for Commission services, Member States authorities and stakeholders. Identification of key recipients and, upon agreement with the Commission, its distribution as well as the conducting of targeted interviews. The questionnaire will focus on views and knowledge regarding the extent to which the Aichi Targets have been met, understanding the factors of success and obstacles encountered, lessons learned, any perceived critical gaps in the policy framework (issues not covered).
- Subsequent compilation of the received responses, analysis report and summary.

The two action points above will be completed in the first contractual year.

- Extraction of key points from the information reported by Member States in their 6th National report to CBD (i.a. section IV) on progress towards the Aichi Targets and delivery of a synthesis for EU and its Member States;
- Organisation of at least one stakeholder conference in the 2nd contractual year, and one in the course of the 3rd contractual year, i.e. a maximum of two 1.5-day conferences for the duration of the contract. The conferences will be organised in Brussels. The first event will focus on progress made towards the 2020 biodiversity targets (both within the EU and at the global level), lessons learned and an exchange on possible approaches and elements for the post-2020 framework. The second event will focus in more detail on the development of the global post-2020 biodiversity agenda under the CBD.

This task will include the development of a programme, the drafting of invitations to speakers, moderators and participants, the management of registrations, preparation of documents to support the discussions in advance of the conference, expert contribution during the events as agreed with the Commission, and drafting of the conference reports and summaries. The task does neither include covering the costs of venue(s), interpretation and catering, nor possible reimbursement of travel costs for stakeholder representatives.

Task 5: In line with the Commission corporate strategy on data, information and knowledge management, provide support to the coordination with other relevant EU level processes and presentation of information from contract outputs in such a format as would facilitate information sharing, retrieval and delivery. Such processes, beyond the scope of this contract, could include e.g. the next round of Environmental Implementation Reviews (EIR) to be adopted in early 2019 and 2021. This task will be implemented throughout the duration of the contract building on the continuous identification and updating of relevant processes under task 1. At each progress meeting, the contractor will discuss with the Commission such identified processes and will agree on the most appropriate actions to (a) derive relevant new information and evidence, and (b) contribute information in appropriate form into these processes. The specific task of providing brief summaries for the EIR will be undertaken in the second half of the first (autumn 2018) and third contractual years (autumn 2020).

Task 6: contribute to the updating of the Biodiversity Information System for Europe (BISE), with the outcomes of the contractual work and further streamlining of EU- and global level indicator-based reporting This task will be implemented in year 2, after the completion of the 6NR and at the end of year 3 when all the contractual deliveries will have been completed.

This task will ensure that, in close coordination with EEA and BISE managers, all materials produced under this contract will be available for the development of further EU level assessments, and for streamlining their use at both the EU and global level. In case of geospatial data this includes its integration into the spatial data infrastructure on biodiversity and ecosystem services by the Commission and the European Environment Agency,

The streamlining of multiple global reporting processes related to biodiversity continues to feature prominently on the international agenda and the EU is supporting flagship initiatives at EU and global level in collaboration with UNEP (e.g. Data Reporting Tool – DART, UNEP-LIVE/IRIS, InforMEA, BIP, CBD online reporting tool).

Input from assessments into the Biodiversity Data Centre and its dissemination platform - the Biodiversity Information System for Europe (BISE): The data and information collected, as well as its documentation should be integrated into the Biodiversity Data Centre and its dissemination platform the Biodiversity Information System for Europe (BISE <http://biodiversity.europa.eu/>) according to the following criteria:

The supporting information, data and metadata resulting from the contract will be provided according to open standards and formats, and allow for processing with freely available tools; supporting dataset structure and fields to be well documented, as well as methodology for production of the data.

Technical specifications²⁰ on how the information and the data provided shall be integrated into the Biodiversity Information System for Europe (BISE [http://biodiversity.europa.eu /](http://biodiversity.europa.eu/)) hosted by the European Environment Agency are the following:

- Use of open standards and formats, which implies that data must allow processing

²⁰ <http://www.eea.europa.eu/data-and-maps/european-data-centres>

with freely available tools

- Microsoft Access Databases should be delivered in mdb Access 2002-2003 file format
- Dataset structure and fields should be well-documented; methodology for production of the data should be well-documented
- In case of geospatial data this includes respective description of Inspire compliant metadata for spatial data²¹, ²² and QA/QC for the integration into the EEA spatial data infrastructure

The Commission shall be consulted on the draft database at the appropriate point in time in accordance with a timetable to be agreed at the beginning of the contract.

Task 6 will start in the second half of the first year of the contract and will continue into the second and third year, with a focus on integrating into the EU data infrastructure information and data collected in the course of the contract.

Work on Tasks 1 to 6 will involve an iterative process over the length of the contract, with the framework being refined in light of experience and several rounds of data and information collection.

During the contract's execution, the Contracting Authority will provide the contractor with information and products of ongoing work between DG ENV, other Commission Services and EEA on information and indicators to support implementation of the EU Biodiversity Strategy.

- Intermediate outputs and deliverables:

The contractor will provide the following deliverables:

i) an inception report to be prepared within 4 weeks of the beginning of the first contractual year, summarising the organisation of the tasks. The methodology presented in the tender should be elaborated further in this report, in particular the approach that will be used to deal with the sequencing of the work during the contractual years and conceptual outline of the products to be delivered in the course of each contractual year. The draft report will be discussed at a kick-off meeting in Brussels (to take place within 6 weeks after signature of the contract).

ii) an interim report to be delivered within 6 months of the beginning of each contractual year (the contractual year is defined as each 12 month period from date of signature of the contract), including detailed information about the progress made on the different tasks. The interim report

²¹ https://taskman.eionet.europa.eu/projects/sdi/wiki/Cataloguemetadata_guidelines

²² [Guidelines for cooperators providing data for maps and graphs and metadata](#)

will be presented and discussed at the interim progress meeting/videoconference and finalised after the meeting.

iii) an annual progress report to be delivered within 12 months after the beginning of the contractual year (i.e. at the end of each 12 month period from the date of signature of the contract), including detailed information on the results of the work and progress in implementing the tasks, as well as the concrete draft products. The final yearly report will be presented and discussed at the final yearly meeting and finalised after the meeting/videoconference. An Annex to the annual progress reports for years 1 and year 2 will provide updated methodology and work plan for the following contractual year (as necessary).

iv) Notes with the main conclusions from meetings, tele- and videoconferences with the Commission to be delivered within 7 days of the meeting/videoconference. Draft proceedings to be delivered within 3 weeks of each stakeholder conference.

v) Participation may be required from the Contractor in meetings under the EU Biodiversity Strategy Common Implementation Framework (e.g. the Coordination Group on Biodiversity and Nature) in Brussels, with presentation of progress or specific products under the contract. The foreseen maximum of meetings participation is once a year.

- Final output and deliverable: A final report will be delivered to the Commission no later than 36 months after contract signature, to be discussed at a final meeting. This report will include a synthesis of the 3-year contract, the deliverables requested under each Task, lessons learned and recommendations.

The actual data and information collected as part of the contract will be made available on BISE. Analytical papers and consultation reports will be published by the Commission on EUROPA as appropriate. Three copies of the final report will be provided in English in pdf format.

- General delivery time and progress meetings foreseen with the Contracting Authority: three meetings are foreseen in DG ENV in Brussels – an inception meeting at the beginning of the contract to agree on the work plan, an interim meeting to take stock of progress made by the contract after 18 months and a final meeting at the end of the contract to discuss the final report. The envisaged further interim and final annual meetings will take place via video-conference.

Missions

Possible missions may be required (maximum once a year to each institution and up to two days per mission) to the EEA in Copenhagen (Denmark) and JRC in Ispra (Italy).

Duration of the tasks

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

Place of performance

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

ANNEX 1 - ADMINISTRATIVE INFORMATION FORM

(To be signed by the tenderer only or the lead tenderer in the case of joint bids)

Organisation or individual:

NAME:

ADDRESS:

Address where contract should be sent to (if different from above):

.....

PERSON AUTHORISED TO SIGN CONTRACT:

Name and position:

PERSON FOR ROUTINE CONTACT:

Name and position:

ADDRESS:

Telephone and E-mail:

Signature of Tenderer

ANNEX 2 – QUESTIONNAIRE FOR JOINT BIDS AND SUBCONTRACTING

(To be completed and signed by the lead tenderer)

Joint bid (refer to paragraph 1.4)

1. Does your bid involve more than one tenderer? Yes No

Questions 2 - 4 shall be answered only if you have answered yes to question 1.

2. Please fill in the name of the company having power of attorney for the group of tenderers and acting as a co-ordinator:

3. Please fill in the names of the other companies taking part in the joint offer:

4. If a consortium or similar entity exists, please fill in the name and the legal status of the entity:

Subcontracting (refer to paragraph 1.5)

5. Does your bid involve subcontracting? Yes No

If the answer is yes, please complete question 6, and the next page per sub-contractor.

- 6.

List of sub-contractors:

.....

.....

Percentage of subcontracting:

.....

.....

Reasons, roles, activities and responsibilities of sub-contractors.

Please complete this page for each sub-contractor (one page per sub-contractor):

Name of the sub-contractor:

.....

Official legal form:

.....

Country of registration:

.....

Statutory registration number:

.....

(Internet address, if applicable):

.....

Official address in full:

.....

.....

Contact person:

.....

Telephone number:

.....

Reasons for subcontracting:

.....

Role, activities and responsibilities of the sub-contractor:

.....

The volume or the proportion of the sub-contracting:

.....

Do you intend to rely on capacities from the sub-contractor in order to fulfil the selection criteria? If yes, specify which selection criterion - financial and economic capacity or technical and professional capacity - and be aware that the tenderer must provide the documents which make it possible to assess the selection criteria.

.....

Tenderer:

Date:

Signature:

ANNEX 3 – FINANCIAL OFFER TEMPLATE

(To be completed and signed by the tenderer only or the lead tenderer in the case of joint bids)

(for guidance purposes only)

Price and Estimated budget breakdown

Calculation of the costs (incl. travel, overheads, consumables and any other related costs)

Type of service provider	Position within the project team	Number of working days	Allocation of tasks	Proportion of the contract in %	Costs in €
Lead contractor					

	<i>Sub-total</i>
Sub-contractor 1					

	<i>Sub-total</i>
Sub-contractor 2					

	<i>Sub-total</i>
Sub-contractor 3					

	<i>Sub-total</i>
Travel/other costs ¹ (if applicable)					
	Total

Signature of Tenderer

.....

Date

.....

¹ Will be reimbursed on a lump-sum basis.

ANNEX 4 - LEGAL ENTITY AND FINANCIAL IDENTIFICATION FORMS

These forms can be downloaded from

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

(To be signed by the tenderer and all members of the group in the case of joint tender (not necessary for subcontractors))

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm
(financial identification form)

(One form per offer to be signed by the tenderer or lead tender in the case the of joint tender)

**ANNEX 5 - DECLARATION ON HONOUR ON
EXCLUSION CRITERIA AND SELECTION CRITERIA**

(To be completed by the tenderer, all members of a joint tender and any subcontractor whose capacity is necessary to fulfil the selection criteria)

Comments [*in grey italics in square brackets*] are to be deleted and/or replaced by appropriate data.

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

<i>(only for natural persons)</i> himself or herself	<i>(only for legal persons)</i> the following legal person:
ID or passport number:	Full official name:
('the person')	Official legal form:
	Statutory registration number:
	Full official address:
	VAT registration number:
	('the person')

I – SITUATION OF EXCLUSION CONCERNING THE PERSON

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

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

<p>irregularity, the applicant is subject to:</p> <p>i. facts established in the context of audits or investigations carried out by the Court of Auditors, OLAF or internal audit, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;</p> <p>ii. non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;</p> <p>iii. decisions of the ECB, the EIB, the European Investment Fund or international organisations;</p> <p>iv. decisions of the Commission relating to the infringement of the Union's competition rules or of a national competent authority relating to the infringement of Union or national competition law; or</p> <p>v. decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.</p>		
--	--	--

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

Not applicable to natural persons, Member States and local authorities

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

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

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

Situation (b) above (breach in payment of taxes or social security contributions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
---	--------------------------	--------------------------	--------------------------

IV – GROUNDS FOR REJECTION FROM THIS PROCEDURE

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

V – REMEDIAL MEASURES

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

VI – EVIDENCE UPON REQUEST

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

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

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

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

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

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

VII – SELECTION CRITERIA

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

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

VII – EVIDENCE FOR SELECTION

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

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

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

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

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

Full name

Date

Signature

ANNEX 6 - ACKNOWLEDGEMENT OF RECEIPT



(Please fill in your address)

ACKNOWLEDGEMENT OF YOUR TENDER

Our reference: Open Procedure ENV.D2/SER/2017/0008

Your reference:

We wish to confirm the receipt and opening of your offer¹. Your offer will now be evaluated by the Commission and its experts. You will be informed of the result in due course.

We thank you for your interest.

MarketsTeam
SRD.2

¹ Your personal contact data has been recorded in a database used by the Markets Team of unit SRD.2 for the administrative management of offers. The Commission is bound by Regulation 45/2001 on the protection of individuals with regard to the processing of personal data by the Union institutions and bodies. For more information, and to exercise your rights to access and eventually correct data concerning you, please don't hesitate to contact us.