

ANNEX I – TENDER SPECIFICATIONS

Title: Services supporting the operation and evolution of the Copernicus Reference Data Access node (CORDA)

Scope: Operational provision of geospatial reference data to the Copernicus Services

Reference: Call for tenders No EEA/IDM/R0/17/007

Closing date: 2 February 2018

1. Introduction to the EEA and Copernicus

The European Environment Agency (EEA) is a European Union public body governed by Regulation (EC) No 401/2009 of the European Parliament and of the Council of 23 April 2009¹.

The role of the EEA 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 Union 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 Centres (ETCs) and a network of around 1000 experts from 39 countries in over 350 national environment agencies and other bodies dealing with environment 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.

Copernicus, previously known as GMES (Global Monitoring for Environment and Security), is the European Programme for the establishment of a European capacity for Earth Observation. The EEA has been delegated the implementation of the pan-European and local components of the Copernicus Land monitoring service, and the responsibility for the cross-cutting coordination of

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 under the UN-Security Council Resolution 1244/99.

the Copernicus In Situ Component. The objective of the Copernicus land monitoring service is to provide users in the field of environment and other terrestrial applications with information based on space data combined with other sources. It addresses a wide range of policies such as environment, agriculture, regional development, transport and energy at EU level, and European commitments to International Conventions.

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

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

Further information on the Copernicus programme can be found at: <http://www.copernicus.eu>.

2. Presentation of the tender

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

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

- The call for tenders reference No ***“EEA/IDM/R0/17/007”***
- The contract title ***“Services supporting the operation and evolution of the Copernicus Reference Data Access node (CORDA)”***
- The name of the tenderer
- The indication ***“Tender – Not to be opened by the internal mail services”***
- The address for submission of tender (as specified in the letter of invitation to tender)
- The date of submission shall be legible on the outer envelope or parcel

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

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

- The Tender submission form drawn up in accordance with the template in Annex 1
- The declaration(s) on exclusion criteria as required under section 12.1.2 drawn up in accordance with the template in Annex 2
- The legal entity form(s) as required under section 12.2.1 drawn up in accordance with the template in Annex 3
- The financial identification form drawn up in accordance with the template in Annex 4
- The evidence and documentation demonstrating the fulfilment of the selection criteria as required under sections 12.2.2 (economic and financial capacity) and 12.2.3 (technical and professional capacity), including Annex 8

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

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

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

The financial offer drawn up in accordance with the requirements set in sections 10 and 12.3.2, and with the template in Annex 5.

Tenders shall be drafted in one of the official languages of the European Union, **preferably in English** (supporting evidence does not need 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. Tenders 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>.

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 28 Member States of the European Union and to all natural and legal persons established in an EEA member country, which has signed an agreement with the European Commission for participation in the Copernicus Programme⁵.

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

⁴ OJEU L 8 of 12.1.2001, p. 1

⁵ [For British candidates or tenderers:](#)

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

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

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

The participation of an ineligible natural or legal person 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 sections 12.1 and 12.2 below. Therefore, each member of a consortium shall specify his role, qualifications and experience.

4.3. Subcontracting

A contractor may subcontract part of the services.

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 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 12.1. and 12.2 below).

The contractor must ensure that Article II.19 of the draft framework service contract (see Annex 6) can be applied to subcontractors. Once signed, Article II.9 of the above-mentioned draft framework service contract shall govern subcontracting.

5. Contractual terms and guarantees

In drawing up their bid, tenderers should bear in mind the provisions of the standard framework service contract attached to these tender specifications (see Annex 6), 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 award procedure.

Payments shall be made upon delivery and approval of the services requested, within the deadline stipulated by the EEA in every specific contract, and upon receipt of an invoice and any supporting document relating to the 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. Consultancy services are usually invoiced on a monthly basis.

No financial guarantee is required.

6. Purpose and scope of the contract

The purpose of this call for tenders is to establish a framework service contract with an economic operator who will assist the EEA in operating, maintaining, and developing the Copernicus Operational Data Access platform, CORDA.

6.1. Background

In general the Copernicus In Situ component shall provide access to in situ data, serving primarily the Copernicus Services, and safeguards coordinated access to observations through airborne, seaborne and ground based installations for the Copernicus Services. According to the Copernicus Regulation⁶ the in situ component includes the following activities:

- A. Provision of in situ data to the operational services, including third party in situ data at international level, based on existing capacities;
- B. Coordination and harmonisation of the collection and provision of in situ data;
- C. Technical assistance to the Commission on the service requirements for in situ observation data;
- D. Cooperation with in situ operators to promote the consistency of development activities related to the in situ observation infrastructure and networks;
- E. Identification of gaps in the in situ observations that cannot be filled by existing infrastructure and networks, including at global level, and addressing those gaps, while respecting the principle of subsidiarity.

This call for tenders is mostly concerned with activities indicated under points A and B. The full description of the delegated tasks can be found in Annex I to the *Agreement between the European Union, represented by the European commission, and the European Environment Agency on the implementation of the Copernicus land monitoring service and the in situ component of 1 December 2014*⁷.

⁶ Regulation (EU) No 377/2014 of the European Parliament and of the Council of 3 April 2014, OJEU L 122/44 of 24.4.2014.

⁷

http://copernicus.eu/sites/default/files/library/SIGNED_EU_EEA_ANNEX_Description%20of%20tasks_Ares%282014%294012930.pdf

CORDA stands for Copernicus Reference Data Access, and is a single-entry point node to the relevant national and regional geospatial reference data from European countries for Copernicus Services and service providers. CORDA is set up to facilitate the users of Copernicus to easily find relevant data sources. CORDA is maintained by and hosted at the EEA in its capacity of the cross-cutting coordinator of the Copernicus In Situ Component. CORDA aims at improving access to the existing relevant and available online national and regional geospatial reference data for use by Copernicus Services. CORDA is a closed system, accessible by Copernicus service providers, authorised by the EEA and the technical coordinators of the respective Copernicus services.

The initial scope of the data accessible through CORDA v.1.0 was limited to the following INSPIRE spatial data themes: Buildings, Elevation, Land Cover/Land Use, Ortho-Imagery, Administrative Units and Transport Networks. Only the data which is free of charge (or was made free of charge to Copernicus services) is included in CORDA v1.0. However, CORDA is a live system, and the amount of the datasets accessible through CORDA - as a result of the direct negotiations with the national and regional data providers and cooperation with the relevant initiatives at the European level - will continuously increase. In addition, the scope of the available data may be extended in the next version. While the technical implementation of operational Copernicus Services is delegated to Entrusted Entities, service provision is outsourced to so-called 'service providers'.

The CORDA platform has been created to help these service providers create products from validated national and regional geospatial reference data quickly and easily. The platform provides several features to meet the Copernicus Services' needs:

- Basic, advanced and spatial search of datasets;
- A complete catalogue of datasets by data provider;
- Single login solution;
- Fast access to frequently used spatial data services;
- Continuously updated portal and communications;
- Monitored and updated content;
- Comprehensible and structured information;
- Direct communication with administrator and content editor team.

Please consult Annexes 11 and 12 for more general information, and the system documentation package in Annex 13. If desired for the preparation of the tender, time-limited access to CORDA can be granted until the deadline for submission of the tender. Please register via <https://corda.eea.europa.eu/> and make a reference to this call for tenders.

6.2. The role of the EEA

It has been decided to implement the Copernicus In Situ Component in two tiers: within the Copernicus Services, provisions are made for the direct access to reference and in situ data by the respective Service Operators as an integrated part of their workflows. These data are obtained in direct response to the service needs and the technical interface is implemented by the service operator. A second tier is needed to make further data accessible through appropriate agreements at programme level. This second tier is capitalising on the existing relations mentioned above, enhancing the effective use and the benefits stemming from those data, exploiting synergies between in situ data use wherever possible.

The specifications and access for day to day operational management and ingestion of the in situ data and service tailored pre-processing will be provided by the Copernicus Services themselves, unless when multiple Copernicus Services would require the same tailored pre-processing, which would trigger a need for coordination.

The cross-cutting coordination of the Copernicus in situ component, which forms part of the second tier, has been delegated to the EEA.

6.3. Scope of the contract

The framework service contract resulting from this call for tenders will focus on five areas in relation to CORDA:

- Operation and maintenance (20 %), see section 7.1;
- Content management (50 %), see section 7.2;
- User support (10 %), see section 7.3;
- Development activities (10 %), see section 7.4;
- Project management (10 %), see section 9.2.

The presumed distribution of effort is indicated in brackets as a guideline. In particular, it should be noted that only limited development activities are foreseen. CORDA's level of functionality and operational maturity is considered appropriate, and is already meeting the basic needs of the Copernicus Land Monitoring and Emergency Management services. Focus will therefore be on continuation of operational activities, the data content management, and interactions and dialogue with users.

7. Main tasks

The list of tasks below covers the main tasks to be carried out under the framework service contract resulting from this call for tenders. The tasks will be specified in more detail in the subsequent specific contracts to be established under the framework service contract.

7.1. Operation & maintenance

CORDA is only open to the Copernicus Services and their service providers, has approximately 100 registered users in total, and up to ten concurrent users may be expected. Usually a given user will use CORDA to search for and preview data sets. The user will copy the access information (e.g. the URL) of the selected data sets or services and continue working using their preferred production platform.

The necessary IT hardware, operating system, backup facilities, and software licences are made available by the EEA.

The following tasks shall be performed by the future contractor:

- Incident & problem management. The contractor shall resolve the identified technical issues at application level as soon as possible, but not later than two working days (office working hours 9:00-17:00 from Monday to Friday) from the moment the contractor has been informed about the issue. All incidents shall be logged and reported to the EEA IT staff;

- Cooperation with the EEA IT staff. The contractor shall respond to requests and inquiries made by the EEA IT staff concerning the IT environment allocated to CORDA. Furthermore, the contractor shall immediately notify the EEA IT staff if the allocated IT infrastructure, wholly or partly, is or is foreseen to be malfunctioning or low performing;
- Monitoring and documentation of system performance;
- Monitoring and documentation of usage and user statistics;
- Corrective and preventive maintenance, i.e. diagnosing and fixing errors; and increasing software maintainability or reliability to prevent problems in the future;
- Change management. Efficient, standardised, and prompt handling of all changes whilst maintaining a proper balance between the need for change and the potential detrimental impact of changes;
- Preparation and update of documentation, user guides and manuals.

7.2. Content management

Content management involves primarily searching for, validating, organising, and registering data sets and spatial data services typically provided by data providers at regional or national level. Please see Annexes 11 and 12 for additional information.

The following tasks shall be performed by the future contractor:

- Maintenance of the existing catalogue of metadata, data sets, and spatial data services;
- Maintenance of the data provider catalogue;
- Monitoring of the availability of existing data sets and spatial data services;
- Search for and analysis of new resources and datasets as required by the Copernicus Services;
- Inclusion of data sets covered by the bilateral agreements with National Mapping and Cadastre Agencies to the extent possible;
- Continuous monitoring of the availability of spatial data services;
- Work with data providers to restore failed services (external);
- Work with data providers to circumvent use restrictions, i.e. to solve data policy and/or technical problems that prevent the Copernicus Services from using the data/spatial data services;
- Data gathering and registration of resources and datasets in CORDA including preparation of metadata in English;
- Prepare geospatial data sets for use by the Copernicus Services, e.g. download and combine INSPIRE compliant data sets from external sources to create (quasi) pan-European products.

7.3. User support

Users can explore a large catalogue of metadata, datasets, and data providers. The users should always have the best and latest reference spatial data at their disposal, with analytics showing the availability and performance of the services monitored.

The following tasks shall be performed by the future contractor:

- End user support (12-hour response time during office working hours 9:00-17:00 from Monday to Friday);
- Prepare and organise up to two user and training workshops per year for invited primary users;
- Prepare and conduct up to three webinars per year for invited primary and other users;
- Analyse enquiries from the Copernicus Services, e.g. regarding access to data not already available in CORDA, and propose solutions;
- Prepare CORDA presentations and other material to be used in conferences or other meetings;
- Prepare and/or contribute to short news articles on CORDA and related subjects.

7.4. Development activities

Only limited development activities are foreseen. CORDA's level of functionality and operational maturity is considered appropriate, and is already meeting the basic needs of the key users, e.g. Copernicus Land Monitoring and Emergency Management services. However, over the duration of this framework service contract new user requirements may emerge and require additional development activities.

The following tasks shall be performed by the future contractor:

- Adaptive development activities - modification of the CORDA to cope with changes in the software environment (DBMS, OS);
- Perfective development activities – implementing new or changed user requirements which concern functional enhancements to the software.

8. Place of performance of the services

Services will primarily be performed at the contractor's premises (extra-mural) and only occasionally at the EEA in Copenhagen (intra-mural) depending on the requirements of the specific contract. Travel to other locations may be required on an ad-hoc basis in which case travel and subsistence costs will be reimbursed according to EEA standard rules and rates (see Annex 7).

For environmental considerations, and in order to minimize the number of travels for the successful tenderer, the EEA will try as much as possible to organize intra-mural work in blocks of three to five working days within a week. A working day at the Agency is 8 hours.

The contractor shall have videoconferencing tools such as skype to organize virtual meetings requested on short notice or of a short duration.

9. Type and volume of contract

The successful tenderer will be offered a framework service contract for an initial period of 24 (twenty-four) months, starting from the date of signature, with the possibility of maximum two renewals for a period of 12 (twelve) months each. The framework service contract will be implemented through specific contracts depending on the EEA's demand. For details, reference

is made to the terms and conditions of the draft framework service contract and draft specific contract forming part of the procurement documents (see Annex 6).

Based on EEA's current level of activities, the value of the framework service contract is estimated at a total of EUR 1 500 000 (one million five hundred thousand euro) over a maximum period of 48 (forty-eight) months, covering all services and tasks listed in sections 6 and 7 above.

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

9.1. Deliverables and schedule

The types of deliverables depend on the specific tasks and may include technical reports, delivery reports, geospatial datasets of a specified format, metadata, etc.

The specific contracts to be established under the framework service contract will further specify the tasks to be carried out, the expected deliverables and estimated deadlines, as well as the payment schedule. A limited number of specific contracts will be established, corresponding to individual main tasks or an aggregation of tasks.

9.2. Project management

The tenderer shall provide a thorough description of the quality assurance/control procedures and standards that will be applied to ensure the proper quality of the work and deliverables (please see section 12.3.1, award criterion No 4).

The future contractor shall appoint a project manager, who will have to:

- Prepare and maintain the project Work Plan (Annex 9);
- Prepare and deliver monthly project progress reports (Annex 10);
- Participate in regular progress meetings (face to face / teleconference);
- Ensure the quality of the work and deliverables produced under this Contract;
- Ensure proper coordination and cooperation between the members of the project team and partners of the consortium;
- Participate in up to three additional ad hoc (coordination) meetings (face to face or teleconference).

10. Price

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

- Prices quoted must be **all-inclusive** (i.e. inclusive of all costs involved in the performance of the contract (e.g. management, administrative and travel costs, with the exception specified in section 8, first paragraph above for ad-hoc travel to locations other than Copenhagen)), and expressed in **euro** including for tenderers established in countries that are not part of the euro zone. For tenderers established in countries that do not belong to the euro zone, the price quoted may not be revised in line with exchange rate movements. It is for the tenderers to select an exchange rate and assume the risks or the benefits deriving from any variation of the exchange rate;

- No additional expenses incurred in the performance of the services will be reimbursed separately by the EEA (with the exception specified in section 8, first paragraph above).
- Prices quoted must be fixed and not subject to revision during the first year of duration 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 mail no later than 31 July in order that the new rates may take effect on 1 January of 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 specific contracts are signed. Such prices shall not be subject to revision.

The price revision shall be determined and calculated in accordance with the provisions specified in Article I.3 of the draft framework service contract (see Annex 6).

- 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 the Agency 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 costs incurred in preparing and submitting tenders are borne by the tenderers and will not be reimbursed.

11. 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, each tender which has passed the eligibility and selection stages (award criteria).

12.1. Exclusion criteria

12.1.1. Exclusion from participation and award in the procurement procedure

To be eligible to participate in this contract award procedure, tenderers must not be in any of the exclusion situations referred to in Articles 106 and 107 of the financial rules applicable to the general budget of the European Union⁸.

12.1.2. Evidence to be provided by the tenderers

When submitting their bids, each tenderer (including any subcontractor or any member of a consortium) must provide a declaration on their honour in accordance with the form attached as

⁸ 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.

Annex 2, duly signed and dated, stating that they are not in any of the situations mentioned under paragraph 12.1.1 above.

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

The EEA may waive the obligation of the tenderer to whom the contract is to be awarded to submit the documentary evidence referred to above if such evidence has already been submitted to the EEA for the 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 successful tenderer shall declare on its honour that the documentary evidence has already been provided in a previous procurement procedure and confirm that no changes to its situation have occurred.

12.2. Selection criteria

Tenderers should show their degree of economic and financial capacity, and technical and professional capacity to provide the requested services by providing information on the criteria described below. In a joint tender submitted by a consortium or a tender involving subcontracting, the economic and financial capacity, and the technical and professional capacity will be assessed in relation to the combined capacities of the members of the consortium and subcontractors, as a whole, to the extent that they put their resources at the disposal of the tenderer for performance of the contract.

In accordance with Article 148(6) of the rules of application of the financial regulation, the EEA reserves the right to reject a tenderer where it is established that he has conflicting professional interest, which may negatively affect the performance of the contract.

12.2.1. Legal capacity

➤ Requirement

Any tenderer is required to prove that he is authorised to perform the contract under national law.

➤ Evidence to be provided by the tenderers:

Each tenderer (including any sub-contractor) 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, or a sworn declaration or certificate, membership of a specific organisation, or express authorisation, 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 service contract maximum estimated value specified in section 9 above.

12.2.2. Economic and financial capacity

➤ Requirement

The tenderer must be in a stable financial position and have the economic and financial capacity to perform the contract(s). In case of a joint offer submitted by a consortium or a tender involving subcontracting, any economic and financial threshold will be verified at the combined level of the consortium members and/or subcontractors, to the extent that members of a consortium or

subcontractors put their resources at the disposal of the tenderer for the performance of the contract.

The tenderer must have for each of the past two financial years for which accounts have been closed, an average annual turnover of at least EUR 750 000.

➤ Evidence to be provided by the tenderers:

- A duly completed and signed simplified Financial Statement form, in accordance with the template provided as Annex 8;
- Balance sheets or extracts from balance sheets for at least the last 2 (two) years for which accounts have been closed, where publication of the balance sheet is required under the company law of the country in which the tenderer is established;
- Failing provision of balance sheets, tenderers should submit appropriate statements from banks or evidence of professional risk indemnity insurance. Public sector entities which according to the law of the country in which they are established are not required to publish balance sheets shall provide extracts from their last two budgets as evidence of their average budget amounting to the threshold set above (i.e. at least EUR 750 000).

If, for some exceptional reason, which the EEA considers justified, a tenderer is unable to provide one of the documents requested above, it may prove its economic and financial capacity by any other means which the EEA considers appropriate.

12.2.3. Technical and professional capacity

➤ Requirement

Tenderers are required to fulfil all the following requirements:

- a) Sufficient level of manpower with suitable qualifications and experience to perform all the services covered by this call for tenders;
- b) Relevant experience in provision of comparable services to clients similar to the EEA over the past three years;
- c) Application of quality control measures and methodology;
- d) Application of environmental management measures.

➤ Evidence to be provided by the tenderers:

- a) CVs detailing the educational and professional qualifications of the tenderer's managerial staff as well as those of the staff designated to provide the services, indicating language skills (minimum B2 English) and the required professional experience as follows:

- Managerial staff:
Minimum 2 (two) CVs each documenting a minimum of 5 (five) years' relevant experience;
- Persons responsible for providing the services:
 - Minimum 2 (two) CVs for senior consultants each documenting at least 5 (five) years' relevant experience;
 - Minimum 2 (two) CVs for junior consultant each documenting at least 2 (two) years' relevant experience.

The managerial staff and senior consultant staff may be identical.

By “*relevant experience*” is meant experience in the following main areas of work: operation and maintenance, content management, user support, development activities, and project management. Tenderers must show evidence of combined expertise:

- As concerns operation and maintenance
 - Documented experience in running and maintaining operational IT applications;
 - Good knowledge of ITIL or similar.
- As concerns content management
 - Thorough knowledge of the Copernicus programme and in particular the Copernicus Services;
 - Excellent knowledge of geospatial reference data in general including data models, formats, and data types;
 - Excellent knowledge of INSPIRE catalogues, metadata, services, data models and implementation rules;
 - Excellent knowledge of Web service protocols such as WMS, WMS-INSPIRE, WFS, WFS-INSPIRE or other relevant OGC and INSPIRE protocols;
 - Proven experience in working with data providers;
 - Excellent communication skills;
 - Excellent command of written and spoken English language.
- As concerns user support
 - Documented experience in supporting end users.
- As concerns development activities
 - Excellent knowledge of spatial reference data in general including data models, formats, and data types;
 - Excellent knowledge of INSPIRE catalogues, metadata, services, data models and implementation rules;
 - Excellent experience in working with web service protocols such as WMS, WMS-INSPIRE, WFS, WFS-INSPIRE or other relevant OGC and INSPIRE protocols;
 - Excellent experience in working with FME and Tableau;
 - Excellent experience in working with Java, .Net, PHP, or similar;
 - Excellent experience in working with ESRI rest API for map services, and in depth knowledge about ArcGIS online and its related rest API;
 - Excellent experience in using web protocols to develop proxy services (SaaS) in Window Azure;
 - Excellent experience in development and optimisation of relational data bases (in particular Microsoft SQL DBMS);

- Excellent experience in writing technical reports and documentation in the English language.
- As concerns project management
 - Documented experience in managing projects;
 - Good knowledge of project management principles and models.
- b) A list of major contracts awarded to the tenderers and/or the consultants whose CVs are provided; the list should indicate a brief description of the services undertaken, the value, dates and recipients of the services (public or private).
- c) Tenderers shall provide details of any quality assurance accreditation that they hold. If no accreditation is 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.
- d) Tenderers shall provide a description of their environmental policy specifying the status of implementation. In the event of a joint tender submitted by a consortium, **each member** of the consortium shall provide the requested description.

12.3. Award criteria

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

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

12.3.1. Technical merit (TM) (max. 70 points, min. 45 points)

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

Tenderers shall elaborate on all criteria referred to below in order to score as many points as possible. The mere repetition of mandatory requirements set out in these tender specifications, without going into details or without giving any added value will only result in a low score. If essential elements of these tender specifications are not expressly addressed in the tender, the EEA may decide to give a zero mark for the relevant quality criterion. It is important that the technical offer is presented in a simple and clear structure, following the numbering and the headings of the award criteria outlined below in order to enable the evaluation committee to assess them.

No	Award criteria	Maximum points (70)	Minimum points (45)
1	The completeness, suitability, and quality of the proposed procedures and approach to the Operation and Maintenance tasks described in section 7.1	20	13

2	The completeness, suitability, and quality of the proposed approach to Content Management described in section 7.2.	30	20
3	The completeness and quality of the proposed QA/QC procedures and standards that will be applied to ensure the proper quality of the work and deliverables.	10	6
4	The relevance and appropriateness of the proposed project management approach, including organisation, team composition, and change and risk management relative to the tasks described in section 7 and the overall scope of this contract.	10	6

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

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

Tenderers are requested to submit a financial offer giving the **all-inclusive** (i.e. include all relevant costs and all expenditure (e.g. management, administrative and travel costs)) average **daily** rate in EUR and excluding VAT for the following categories:

- P₁ – Daily rate for Senior Consultants (SC) working at the EEA premises (intra-mural)
- P₂ – Daily rate for Senior Consultants (SC) working at the contractor's own premises (extra-mural)
- P₃ – Daily rate for Junior Consultants (JC) working at the EEA premises (intra-mural)
- P₄ – Daily rate for Junior Consultants (JC) working at the Contractor's own premises (extra-mural)

The total average of the price that will be used as a basis for the comparative evaluation of tenders will be calculated according to the following formula:

$$\text{Total}_{\text{AVG}} = (\text{SC}(P_1 + 3 \cdot P_2)/4 \times 70\%) + ((\text{JC}(P_3 + 3 \cdot P_4)/4 \times 30\%))$$

For that purpose, tenders shall complete the price quotation attached as 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.

Tenders meeting all mandatory requirements including the minima for technical merit will score points in function of the following formula $P = (P_{\min}/P_0) \times 30$, where

P = Score for price of services,

P_{min} = the lowest price (Total_{AVG}) offered among the received tenders;

P₀ = the price (Total_{AVG}) of the tender being considered;

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

12.3.3. Final Assessment

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

12. Performance

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

Competence in both selection and award criteria must be maintained throughout the framework service contract. Should the contractor fail to do this during the validity of the framework service contract, the EEA reserves the right to refuse any consultant if performance is not satisfactory and/or to choose another vender 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 website: <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 contract and draft specific contract

Annex 7: EEA standard rules for reimbursement of travel expenses

Annex 8: Simplified Financial Statement

Annex 9: Work Plan report template

Annex 10: Progress report template

Annex 11: Ensuring data quality in the CORDA platform

Annex 12: Benefits of the CORDA platform

Annex 13: CORDA system documentation