



EUROPEAN COMMISSION
DIRECTORATE-GENERAL
ENVIRONMENT
Directorate C - Quality of Life
ENV.C.3 – Clean Air

CALL FOR TENDERS

ENV.C.3/SER/2018/0005

Service Contract for
**Analysing the effect of residential solid waste burning on ambient air
quality in Central and Eastern Europe and potential mitigation
measures**

TENDER SPECIFICATIONS

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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.

For British candidates or tenderers:

Please be aware that after the UK'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 from the UK depending on the outcome of the negotiations. In case such access is not provided by legal provisions in force candidates or tenderers from the UK could be rejected from the procurement procedure.

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 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).

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.

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 Size 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 750,000 (seven hundred and fifty thousand); 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 four 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 air pollutant emissions (including ambient air quality and source legislation and policies at EU level and in the countries covered by the project i.e. Germany, Hungary or Romania; monitoring and measurement techniques of concentrations of air pollutants; reporting of concentrations of air pollutants; emission inventory compilation and reporting; modelling of air pollution), as well as in data collection, statistical analysis and drafting reports and recommendations.

Evidence A1: the tenderer must provide references for three projects delivered in these fields in the last three years with a minimum value for each project of EUR 200,000, one of which must be of a value over EUR 500,000.

- **Criterion A2:** The tenderer must prove capacity to work in 4 EU official languages including at least English, Hungarian, Romanian and German.

Evidence A2: the tenderer must provide references for three projects delivered in the last four years showing the necessary language coverage.

- **Criterion A3:** The tenderer must prove capacity to draft reports in English.

Evidence A3: the tenderer must provide one document of at least 10 pages (report, study, etc.) in this 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 Hungary, Romania and Germany.

Evidence A4: the tenderer must provide references for three projects delivered in the last four years. At least 1 project must cover the full required geographical scope, while the remaining ones need to cover more than one country. In addition, the tenderer must prove that it has contacts in the EU countries not covered by its project experience in order to ensure the required geographical coverage; for this purpose, the tenderer must provide letters of intent from the contact points.

- **Criterion A5:** The tenderer must prove its capacity to organise workshops and conferences.

Evidence A5: the tenderer must provide references for three projects delivered in the last four years, which have required the organisation of workshops and/or conferences.

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 10 years' experience in project management, including overseeing project delivery, quality control of delivered service, client orientation and conflict resolution experience in projects of a similar size (at least €500 000) and coverage (at least 3 countries covered), with experience in management of teams of at least 5 people.

Evidence B1: CV

Criterion B2 - Language quality check: at least three members of the team should have at least C1 level in the Common European Framework for Reference for Languages³ in English, and the team should be comprised of members guaranteeing as a team at least C1 level in the Common European Framework for Reference for Languages in Hungarian, Romanian and German.

Evidence B2: a language certificate or past relevant experience for individual team members.

Criterion B3 - Experts in emission inventories, combustion of solid fuels, air pollution policy, measuring and monitoring concentrations of air pollutants

Emission inventories: Either 10 years' professional experience in, or 7 years' professional experience in plus an academic qualification strictly connected with the field of compiling and/or using pollutant emission inventories and reporting;

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

Combustion of solid fuels and waste: Either 10 years' professional experience in, or 7 years' professional experience in plus an academic qualification connected with the field of combustion of solid fuels and waste, and related atmospheric chemistry and transport modelling (CTM), including the use of CTM at different spatial scales:

Air pollution policy: Either 10 years' professional experience in, or 7 years' professional experience plus an academic qualification connected with the field of air pollution and source policy and legislation, including the current EU policy framework and its implementation in Member States (including Air Quality Plans and National Air Pollution Control Programmes) and interactions with related policies such as Energy and Climate Change mitigation;

Measuring and monitoring concentrations of air pollutants: Either 10 years' professional experience in, or 5 years' professional experience plus an academic qualification connected with, measuring and monitoring concentrations of air pollutants with official monitoring stations under Directive 2008/50/EC and with mobile and/or portable devices or small sensors mounted e.g. on drones, collecting air quality data and using these as input for statistical analysis and air quality modelling, and reporting of concentrations of air pollutants.

Evidence B3: CV

Criterion B4 - Team for data collection: collectively the team of at least 5 people should have knowledge of the following EU languages: EN, HU, RO and DE, and a combined proven experience of 10 years in data collection techniques.

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.

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 capacity to analyse, review and evaluate documents and figures and to perform the tasks as set out in part 3 in accordance with the needs of the contracting authority will be assessed. Furthermore the tender must demonstrate the capacity to resolve the questions underlying in the tender in a realistic and well-structured way, as well as demonstrate whether the methods proposed are suited to the needs set out by the Commission in the Technical Specifications (see part 3).

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 EUR 750 000 (seven hundred and fifty 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

I. Background of the Research

One of the most critical issues of urban air quality in Europe, particularly in Central and Eastern Europe, is the frequent incidence of high levels of respirable particulate matter (PM₁₀/PM_{2.5}). Direct links have been established between the exposure to high concentrations of particulate matter and cardiovascular and respiratory premature deaths, as well as increased sickness, such as childhood respiratory diseases. Air pollution as a whole, as well as particulate matter as a separate component of the air pollution mixture, has been classified recently by the World Health Organization as carcinogenic. Furthermore, the specific hazard associated with particulate matter is generally linked to the presence of toxic metals and hundreds of carcinogenic, mutagenic or toxic organic compounds.

Conventional sources of primary particulate matter such as engine exhausts and industrial processes are reasonably well regulated by now and, except for a few "super" emitters such as the existing stock of coal fired heating appliances, contribute relatively little to urban air pollution. In winter, however, when most breaches of air quality standards (and in particular PM limit values) occur, burning of solid waste in households represents a substantial source of hazardous particulate matter not only in cities but also in small settlements. It is estimated by policy makers that thousands of tons of plastic, clothing, combustible construction waste,

paints and litter may end up in residential stoves. Waste-burning generates relatively large amounts of PM emissions in residential areas, exposing millions of people to very high concentrations of extremely hazardous particulate matter, even before the effects of the associated gaseous emissions are taken into account. Soot particles loaded with lead, mercury, chromium, barium, cadmium and other toxic metals, pesticides, phthalates, isocyanates and polycyclic aromatic hydrocarbons are emitted in large amounts causing adverse acute and chronic health effects in human beings and in particular sensitive groups in the population.

This issue is especially critical in poverty-stricken districts and regions but, due to the nature of atmospheric pollution and prevalent meteorological conditions in wintertime, it can affect vast areas under unfavourable meteorological conditions. Severe loss of GDP is anticipated due to the impact of solid waste smoke on the health of large populations, including associated loss in labour productivity, as well as an increase in health care costs. Therefore, an in-depth analysis of the magnitude of the problem is required, as well as an identification of the means to reduce its impact.

The work should build on input from the LIFE Integrated Project in PL/CZ/SK “Implementation of Air Quality Plan for Małopolska Region – Małopolska in a healthy atmosphere” (LIFE14 IPE PL 021), from LIFE traditional project Clean Heat (LIFE14 GIE/DE/000490) and the LIFE Preparatory Project on portable sensors (LIFE16 PRE BE003). Data in the Central Data Repository kept by the European Environment Agency can be used.

II. General Objectives

Justified by the relatively large contribution of residential solid waste burning to atmospheric particulate matter pollution during wintertime in vast areas across Central, Eastern and Southern Europe, the project would focus on studying the magnitude and nature of the issue and on the elaboration of a strategy for reducing these emissions, taking into account possible local, regional, national and EU measures. Though some dissemination is foreseen in the project, the focus is on fact finding. Dissemination and awareness raising will be primarily dealt with in a follow-up project.

Besides being a significant contributor to atmospheric PM pollution, the major problem of residential solid waste burning practice is that it represents a largely uncontrolled emission source which poses a far more serious health risk to the European population than its relative mass contribution would suggest. It is therefore reasonable to launch a project that can build on the scarce research activities in this field in the EU, and lead to a better understanding of the issue by gathering and processing monitoring data.

III. The Major Tasks of the Study

The major tasks of the study are the following:

Task 1: SCIENTIFIC RESEARCH

This task is to carry out scientific research to determine the magnitude and source contribution of residential solid waste burning to pollution of Particulate Matter and B(a)P across Europe. The size of the project does not allow for performing research in all Member States, so it would only focus on the following sample countries:

Hungary: In terms of atmospheric pollution, Hungary is in a special situation as it is situated in the Carpathian Basin where stable temperature inversions are persistent and frequent in wintertime causing particularly high levels of atmospheric pollution across the entire basin. In addition, there are several regions in the country where illegal residential solid waste burning is an everyday practice resulting in air pollution levels similar to those recently observed in Chinese cities.

Romania: A large part of the population in the country is suffering from the adverse health effects of illegal and widespread residential solid waste burning. Without any future mitigating action the problem may aggravate in this country.

Germany: Though Germany is generally not the most affected country, marginal use of solid waste as fuel for heating has occurred in the past. The study should analyse and describe the attempts made to address this problem and their success rate, and build on these experiences.

In two of the above three countries (Hungary and Romania) detailed examinations should be carried out, including on site measurements (on the ground and/or with drones), while Germany should be covered through research activities including analysis of monitoring data and emission inventories, literature study and modelling where necessary.

The following issues must be addressed in the study:

- Distinguishing residential waste burning practices in urban and rural areas, identifying tracer components and the air pollutants related to the waste burning practices and assessing their effects on local air quality (e.g. non-compliance with EU air quality standards); identifying the predominant source types of solid waste burned by regions (agricultural, clothing, construction waste, plastics, etc.);
- Identifying the nature of the Particulate Matter (e.g. PM₁₀, PM_{2.5}, PM₁, Particle Number) resulting from the burning of various types of waste.
- Mapping hotspots in the regions in the countries assessed where residential waste burning is of particular concern;
- Assessing the link between local or regional economic activity and residential solid waste burning in the area;
- Assessing the relation between poverty and residential solid waste burning.

A complete report of the outcome of the scientific research (Task 1) should be delivered to the Commission by 30 June 2018, in English and in electronic format. The Commission is currently using Microsoft Office version 2010.

Task 2: EXPERIMENTAL MEASUREMENTS

Scientific research on the air pollution caused by residential solid waste burning is scarce and sporadic in Europe. The measurements to be carried out in the above-mentioned countries would underpin the research carried out under Task 1, and should be based on uniform, advanced and the most recent research methods, such as accurate mobile and/or portable sensors and drones equipped with sensors. The measurements are planned to last for two years and must cover:

- Particle measurements (concentrations of PM₁₀, PM_{2.5} and PM₁, Particle Numbers) and measurements of B(a)P by sampling at selected locations representing different settlement types and regions in Hungary and Romania;
- Analysis of collected samples for tracer compounds specific to the burning of different types of solid waste as well as for toxic/carcinogenic combustion products, and for pollutants covered by EU air quality standards;
- Assessment of the accuracy of the measurements, and comparison with data from official monitoring stations for Directive 2008/50/EC and high resolution modelling.

The measurements should take place during the heating season (November-March), and be compared to at least one measurement outside the heating season. There must be at least 4 measurement locations within Hungary and Romania each.

A first round of measurements should take place in the 2017-2018 heating season and should be used to inform the interim report under Task 1. A second round of measurements should be taken during the heating season 2018-2019 and should also be compared to measurements taken outside the heating season and inform the research and assessment under Tasks 1 and 3.

The contractors should provide the Commission with summary reports (in English and in electronic format) within 3 months after each measurement campaign.

Task 3: EVALUATION OF THE EXPERIMENT MEASUREMENTS AND LINKING WITH THE SCIENTIFIC RESEARCH

Results achieved under Task 2 would be evaluated in combination with the results of Task 1 and must cover:

- Assessment of the contribution of residential solid waste burning to pollution at different locations, notably of PM but also B(a)P, by region;
- Determination of the major waste types, the related major polluting compounds and the characteristic polluting compounds that could serve as tracers;
- Indications, where relevant, of the effects of residential solid waste burning on air pollutants other than PM and B(a)P in the context of EU air quality standards, by region, and, where appropriate, providing recommendations for further related studies;
- The possible link of the severity of the problem with degree days (heating needs)
- Assessment of inaccuracies in national, regional and/or local emission inventories due to residential solid waste burning.
- Assessment of the need and possibilities for action at local, regional, national or EU level.

The deliverable under Task 3 will be the final report which will be accompanied by a report on the Communication activities and recommendations (see below Task 4). The final report should be delivered to the Commission 24 months after signature of the contract (see Section 4.1.1), in English and electronic format.

Task 4: COMMUNICATION

The study must have a communication component, aimed at disseminating the findings of the project to relevant authorities, NGOs, stakeholders, the press and the public in the countries and regions where measurements will take place under Task 2, and communicating the final results of the study to broad audiences, both in the countries covered and on a wider European scale. Further dissemination and raising awareness of the issue of residential solid waste burning and its health effects is foreseen for a follow-up project. Health effects are not covered under this project, therefore for communication purposes relevant existing reliable information, e.g. from the World Health Organization, should be used.

The communication activities must include at least the following:

- Organizing a workshop (beginning) and two conferences in Hungary and Romania (at the end, to present the main findings of the project),
 - These should be organised in Budapest and Bucharest, or if more practical, in the areas where measurements will take place in Hungary and Romania, and should target local and regional authorities, NGOs, local/regional/national press, and include a budget for conference rooms and catering, interpretation to and from English, for dedicated press activities and for material (leaflets, brochures, posters et cetera) for the conferences, in English (for both) and Hungarian/Romanian;
 - The two conferences should each accommodate up to 80 participants
- Information activities to the authorities, the press and the public about the findings of the project through the provision of content for the Commission's website in English and Hungarian/Romanian throughout the project (e.g. interim and final results in English and Hungarian/Romanian), and at the end through brochures and/or leaflets summarising the findings in English, Hungarian and Romanian, and press releases and press meetings accompanying the workshop and conference, and at the end of the study, through dedicated press releases and press meetings in the regions where measurements have been performed.
- Recommendations for the follow-up project which will focus on dissemination and awareness.

The contractor will include communication elements after discussions with the Commission at the inception meeting, and no later than 2 months after the signature of the contract. The contractor should report to the Commission on communication activities carried out during the duration of the project (see also deliverable under Task 3).

Indicative budget for this task: maximum 10 % of the overall budget.

Deliverables

Deliverable	Date
Interim report on the deliverable under Task 1: the outcome of the scientific research, and a description of all other progress/activities undertaken so far.	31 October 2018
Interim report , including the deliverable under Task 1, the report of the first	30 June 2019

measurement campaign (Task 2), and a description of all other progress/activities undertaken so far, as well as an analysis of obstacles/solutions and recommendations for the way forward in the second half of the contract.	
Summary report of the second measurement campaign (Task 2)	15 May 2020
Final report accompanied by the report on the Communication activities and recommendations (Tasks 3 and 4)	24 months after signature

Meetings

During the course of the project, the following meetings should be envisaged:

- project kick-off meeting at Commission premises in Brussels;
- bilateral meeting with the Commission to review progress in the margins of the workshop
- meetings with local authorities as necessary to carry out the tasks above;

Duration of the tasks

The tasks should be completed within 24 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.

4. CONTENT, STRUCTURE AND GRAPHIC REQUIREMENTS OF THE FINAL DELIVERABLES

The contractor must deliver the final deliverable as indicated below.

4.1. Content

4.1.1. Final report

The final report must include:

- an abstract of no more than 200 words and an executive summary of maximum 6 pages, both in English;
- specific identifiers which must be incorporated on the cover page provided by the Contracting Authority;
- the following disclaimer:

“The information and views set out in this [report/study/article/publication...] are those of the author(s) and do not necessarily reflect the official opinion of the Commission. The Commission does not guarantee the accuracy of the data included in this study. Neither the Commission nor any person acting on the Commission’s behalf may be held responsible for the use which may be made of the information contained therein.”

The final report and its executive summary (see below) should be made available to the Commission in 2 hard copies.

4.1.2. Publishable executive summary

The publishable executive summary must be provided in both in English and French and must include:

- specific identifiers which must be incorporated on the cover page provided by the Contracting Authority;
- the following disclaimer:

“The information and views set out in this [report/study/article/publication...] are those of the author(s) and do not necessarily reflect the official opinion of the Commission. The Commission does not guarantee the accuracy of the data included in this study. Neither the Commission nor any person acting on the Commission’s behalf may be held responsible for the use which may be made of the information contained therein.”

4.1.3. Requirements for publication on Internet

The Commission is committed to making online information as accessible as possible to the largest possible number of users including those with visual, auditory, cognitive or physical disabilities, and those not having the latest technologies. The Commission supports the Web Content Accessibility Guidelines 2.0 of the W3C.

For full details on the Commission policy on accessibility for information providers, see: http://ec.europa.eu/ipg/standards/accessibility/index_en.htm

For the publishable versions of the study, abstract and executive summary, the contractor must respect the W3C guidelines for accessible pdf documents as provided at: <http://www.w3.org/WAI/>.

4.2. Graphic requirements

The contractor must deliver the study and all publishable deliverables in full compliance with the corporate visual identity of the European Commission, by applying the graphic rules set out in the European Commission's Visual Identity Manual, including its logo. The graphic rules, the Manual and further information are available at:

http://ec.europa.eu/dgs/communication/services/visual_identity/index_en.htm

A simple Word template will be provided to the contractor after contract signature. The contractor must fill in the cover page in accordance with the instructions provided in the

template. The use of templates for studies is exclusive to European Commission's contractors. No template will be provided to tenderers while preparing their tenders.

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: ('the person')	Full official name: Official legal form: Statutory registration number: Full official address: VAT registration number: ('the person')

I – SITUATION OF EXCLUSION CONCERNING THE PERSON

➤ declares that the above-mentioned person is in one of the following situations:	YES	NO
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"/>

irregularity, the applicant is subject to: 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; 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; iii. decisions of the ECB, the EIB, the European Investment Fund or international organisations; 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 v. decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.		
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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"/>
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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



EUROPEAN COMMISSION
DIRECTORATES-GENERAL ENVIRONMENT
ENV.A - Policy, Coordination and Resources
ENV.A5 - Finance

(Please fill in your address)

ACKNOWLEDGEMENT OF YOUR TENDER

Our reference: ENV.C.3/SER/2017/0005

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
ENV.A5

¹ Your personal contact data has been recorded in a database used by the Markets Team of unit ENV.A5 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.