



EUROPEAN COMMISSION
DIRECTORATE-GENERAL
ENVIRONMENT / CLIMATE ACTION
Directorate B – Nature, Biodiversity & Land Use
Unit B.3 - Nature

CALL FOR TENDERS

ENV.B.3/SER/2013/0003

SERVICE CONTRACT FOR

**Support to the European Commission's policy on large carnivores
under the Habitats Directive - Phase Two**

TENDER SPECIFICATIONS

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1. INFORMATION ON TENDERING

1.1. Participation

Participation in this tender procedure is open on equal terms to all natural and legal persons coming within the scope of the Treaties and to all natural and legal persons 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 Multilateral Agreement on Government Procurement¹ concluded within the WTO applies, the participation to the call for tender is also open to nationals of the countries that have ratified this Agreement, on the conditions it lays down.

1.2. Contractual conditions

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

1.3. Joint tenders

A joint tender is a situation where a tender is submitted by a group of economic operators (consortium). Joint tenders may include subcontractors in addition to the joint tenderers.

In case of joint tender, all economic operators in a joint tender assume joint and several liability towards the Contracting Authority for the performance of the contract as a whole. Nevertheless, tenderers must designate a single point of contact for the Contracting Authority.

After the award, the Contracting Authority will sign the contract either with all members of the group, or with the member duly authorised by the other members via a power of attorney.

1.4. Subcontracting

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

Tenderers must give an indication of the proportion of the contract that they intend to subcontract. See Annex 2, questionnaire for joint bids and subcontracting.

Tenderers are required to identify all subcontractors. Those subcontractors whose share of the contract is equal to or above 20% of the contract value must, if and when requested, provide all the supporting documents in relation to exclusion and selection criteria (see sections 2.2 and 2.3).

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

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

1.5. Content of the tender

The tenders must be presented as follows:

Part A: Identification of the tenderer (see section 1.6)

Part B: Evidence for exclusion criteria (see section 2.2)

Part C: Evidence for selection criteria (see section 2.3)

Part D: Technical offer (see section 2.6)

Part E: Financial offer (see section 2.7)

1.6. Identification of the tenderer: legal capacity and status

The tender must include a cover letter presenting the name of the tenderer (including all entities in case of joint offer) and identified subcontractors if applicable, and the name of the single contact person in relation to this tender.

If applicable, the cover letter must indicate the proportion of the contract to be subcontracted.

In case of joint tender, the cover letter must be signed by a duly authorised representative for each economic operator, or by one of the economic operators duly authorised by the other economic operators (with power of attorney).

Subcontractors must provide a letter of intent stating their willingness to provide the service foreseen in the offer and in line with the present tender specification.

In order to prove their legal capacity and their status, all tenderers 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 single point of contact in case of joint tender) must provide a Financial Identification Form and supporting documents. Only one form per offer should be submitted (no form is needed for subcontractors and other joint tenderers). The form is available on:

http://ec.europa.eu/budget/contracts_grants/info_contracts/index_en.cfm

Tenderers must provide the following information if it has not been included 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 which applies to the legal entity concerned

requires such publication. Any delegation of this authorisation to another representative not indicated in the official appointment must be evidenced.

- For natural persons, where applicable, a proof of registration on a professional or trade register or any other official document showing the registration number.

2. EVALUATION AND AWARD

2.1. Evaluation steps

The evaluation is based on the information provided in the submitted tender. It takes place in three steps:

- (1) Verification of non-exclusion of tenderers on the basis of the exclusion criteria
- (2) Selection of tenderers on the basis of selection criteria
- (3) Evaluation of tenders on the basis of the award criteria (technical and financial evaluation)

Only tenders meeting the requirements of one step will pass on to the next step.

2.2. Exclusion criteria

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

The declaration on honour is also required for subcontractors whose intended share of the contract is equal to or above 20% of the contract value. The subcontractor must, if and when requested, provide all the supporting documents in relation to exclusion and selection criteria (see sections 2.2 and 2.3).

The successful tenderer shall provide the documents mentioned as supporting evidence in Annex 5 before signature of the contract and within a deadline given by the contracting authority. This requirement applies to all members of the consortium in case of joint tender and to identified subcontractors whose intended share of the contract is equal to or above 20% of the contract value.

2.3. Selection criteria

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

The evidence requested should be provided by each member of the group in case of joint tender and identified subcontractors whose intended share of the contract is equal to or above 20% of the contract value. However a consolidated assessment will be made to verify compliance with the minimum capacity levels.

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. Economic and financial capacity criteria and evidence

In order to prove their economic and financial capacity, the tenderer (i.e. in case of joint tender, the combined capacity of all members of the consortium and identified subcontractors) must comply with the following criteria:

Financial and economic capacity should be shown by means of the following:

- A simplified balance sheet and profit and loss account, exclusively based on the Annex 6 form attached to these specifications;

In the event that the tenderer – for valid reasons which must be communicated to the Commission - is unable to complete the form as proposed above one of the following alternatives would be acceptable

- a. financial statements for the last two financial years;
- OR**
- b. other substantiating documents if the candidate or tenderer cannot, for valid reasons, provide those indicated above

If, for some exceptional reason which the Contracting Authority considers justified, a tenderer is unable to provide one or other of the above documents, he or she may prove his or her 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 in the tender. The Commission reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

2.3.2. Technical and professional capacity criteria and evidence

a. Criteria relating to tenderers

Tenderers (in case of a joint tender the combined capacity of all tenderers and identified subcontractors) must comply with the following criteria:

- The tenderer must prove experience in the field of large carnivore conservation with at least 2 projects delivered in this field in the last three years with a minimum value for each project of € 50 000.

- The tenderer must prove experience of working in 9 (EN, FR, DE, ES, IT, SE, FI, PL, RO) languages with at least 1 project delivered in the last three years showing the necessary language coverage.

- The tenderer must prove capacity to draft reports in English.
- The tenderer must prove a high level of experience in in the implementation of the Habitats Directive, and conservation management planning for large carnivore species. The team will include staff with experience in conservation conflict management techniques and related social sciences. The contribution of a team of professional communications specialists will also be essential.

The following evidence should be provided to fulfil the above criteria:

- List of relevant services provided, with sums, dates and recipients, public or private. The most important services shall be accompanied by certificates of satisfactory execution, specifying that they have been carried out in a professional manner and have been fully completed.

b. Criteria relating to the team delivering the service:

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

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 project of a similar size (at least € 100 000) and coverage (geographical scope at least half of the one subject to this call for tender), with experience in management of teams of at least 10 people.

Language quality check: at least 1 member of the team should have native-level language skills in English or equivalent, as guaranteed by a certificate or past relevant experience.

Expert in conservation of large carnivores: Relevant higher education degree and / or 5 years' professional experience in the field of ecology/conservation

Expert in conflict-management: Relevant higher education degree and / or 5 years' professional experience in the field human-wildlife conflict resolution

Expert in communication: Relevant higher education degree and / or 5 years' professional experience in the fields of communication, or media or journalism

The following evidence should be provided to fulfil the above criteria:

- The educational and professional qualifications of the persons who will provide the service for this tender (CVs) including the management staff. Each CV provided should indicate the intended function in the delivery of the service.

2.4. Award criteria

The tender will be awarded according to the best-value-for -money procedure. The quality of the tender will be evaluated based on the following criteria. The maximum total quality score is 100 points.

A maximum of 40 points will be attributed to criterion 1, a maximum of 40 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 26, 26 and 13 points under criteria 1, 2 and 3 respectively, with a minimum total of 65 points.

Tenders scoring less than 65 in the overall points total or less than the technical sufficiency level in the points awarded for a single criterion will be excluded from the rest of the assessment procedure. Since assessment of the tenders will focus on the quality of the proposed services, tenders 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 (40 points – minimum threshold 26)

This criterion serves to assess whether the tenderer has understood all the issues involved as well as the nature of the work to be undertaken, and the content of the final products.

Under this heading the Commission will assess the degree to which the methodology shows the capacity to analyse, review and evaluate documents and figures, in accordance with the needs of the contracting authority, and their capacity to carry out the practical organising work needed for this contract. 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 whether the methods proposed are suited to the needs set out by the Commission in the Technical Description.

2 Organisation of the work (40 points – minimum threshold 26)

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.

3 Quality control measures (20 points – minimum threshold 13)

This criterion will assess the quality control system applied to the service foreseen in this tender specification 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 system should be detailed in the tender and specific to the tasks at hand; a generic quality system will result in a low score.

2.5. 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. Technical offer

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

2.7. Financial offer

The price range is fixed between € 180 000 and € 200 000 excluding VAT (including fees, travel and all other costs). Any offers received that do not respect the upper limit will be automatically excluded from the evaluation procedure. The lower limit is indicative. **Travel and subsistence expenses are not refundable separately**. For guidance purposes see Annex 3.

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

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

3. TECHNICAL SPECIFICATIONS

3.1. General background and reference documents

Large carnivores (LC) (brown bear, wolf, Eurasian lynx, Iberian lynx, wolverine) are flagship-species for nature conservation. They suffered a very heavy decline in most areas in Europe in the 19th-20th centuries. This decline has led to legal protection of many endangered populations in different countries, and these species feature prominently in the EU Habitats Directive² and in international nature protection instruments such as the Bern Convention.

Large carnivores today occur in a great diversity of ecological, conservation, social, cultural and political situations in Europe. Some species are returning to parts of Europe from where they became extinct many years ago. In other areas they are not doing so well and are in need of active conservation measures.

Since the large carnivore species need large spaces and can range widely, they also vividly demonstrate how nature knows no boundaries and underline the need for cooperation between countries. Habitat fragmentation and historical local extinctions have led to a large number of isolated populations of Large Carnivores in Europe, many of which are however trans-boundary in character. Conservation and management of these populations can only be ensured if neighbouring countries fully cooperate in this respect.

The current challenges include new elements such as range expansion of some species or some of their populations, and their reappearance in areas where humans are no longer used to their presence. These result in new sources or kinds of conflicts wherever damage to property or economic activity occurs, or human safety is a concern.

A total of 70 LIFE projects have focused on large carnivores, mainly on the smaller and most endangered populations of bears and wolves, and on small target areas. Many of the projects seem to have been successful in reaching at least some of their goals, although the “after-life” of the projects varies widely. These projects provide invaluable source of experience, *e.g.* on conflicts with livestock.

A review of progress on population level management plans shows that while there is extensive cross-border cooperation at a technical level between scientists, there is very little cooperation at administrative or political level, and no coordinated population level management plans exist as of yet.

Recognizing the importance of such a trans-boundary approach, the European Commission published guidelines for population level management plans for large carnivores in 2008³.

² <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:01992L0043-20070101:EN:NOT>

³ http://ec.europa.eu/environment/nature/conservation/species/carnivores/index_en.htm

This document built on the substantial work of the Large Carnivore Initiative for Europe⁴ and the earlier work of the group of experts on large carnivores under the Bern Convention⁵.

In 2012 the Directorate General for the Environment of the European Commission launched an initiative for the conservation and sustainable management of Large Carnivore species (namely brown bear, wolf, Eurasian lynx), based on dialogue with and involvement of relevant stakeholders, with a view to ensuring their commitment to the long-term conservation of large carnivores in coexistence with humans in Europe. The vision of DG ENV is to manage recovery of LC populations while the concerns of stakeholder such as hunters, farmers and livestock producers, local communities as well as conservationists are fully factored in the process. The key focus is on stakeholder engagement to find solutions that are beneficial for LC conservation whilst ensuring coexistence with human populations.

Contract no 07-03-07/2012/629085/SER/B.3 assisted the Commission by carrying out the following tasks: a) to review the conservation status of large carnivore populations in Europe, including trans-boundary populations; b) to draw lessons learnt from ca. 70 LIFE projects on LC and some complaint cases; c) to review the application by the Member States of the Commission's guidance document on population-level management of LC; d) to prepare a review of conflict resolution/minimization methodologies applicable to situations of human-LC conflicts and e) to prepare a discussion document for a stakeholder workshop.

The agreement between FACE and BIRDLIFE in 2004 under Commission auspices (EU Sustainable Hunting Initiative)⁶ is a source of inspiration for the current activities on LC. Provided there is interest and cooperation from the different stakeholders, the planned work under this contract may assist a process which could lead to a manifesto/memorandum on conservation and sustainable management of Large Carnivores.

3.2. General and specific objectives

The overall objective is to identify practical approaches to help ensure the maintenance or achievement of the favourable conservation status of European large carnivores and to secure their coexistence with humans by reducing conflicts.

The large carnivore species for this contract will be the brown bear, the wolf, the Eurasian lynx and the wolverine. The contractor's task will be to support the European Commission in developing elements of an EU Large Carnivore Initiative for the conservation and sustainable management of these species. The recognized successes and the lessons learnt from earlier initiatives should be fully utilized, as well as the experience of other on-going process (Bern Convention, LCIE) will have to be drawn upon.

This work must take account of, and build on the results of previous work on Large Carnivores (No. 070307/2012/629085/SER/B3), especially on the outcome of the Stakeholder Workshop on EU Action on Large Carnivores held on 25 January, 2013 (downloadable from

⁴ <http://www.lcie.org/>

⁵ http://www.coe.int/t/dg4/cultureheritage/nature/bern/carnivores/default_en.asp

⁶ http://ec.europa.eu/environment/nature/conservation/wildbirds/hunting/index_en.htm

http://ec.europa.eu/environment/nature/conservation/species/carnivores/index_en.htm after the end February 2013).

3.3. Content / Description of the tasks

The contractor will be required to carry out the following tasks:

Task A) EU-level LC species action plans with a population-based approach

Four species action plans will be drafted (for the brown bear, the Eurasian lynx, the wolf and the wolverine) with a science-based approach. The content and format of these plans will be according to the series of action plans already launched by DG ENV⁷ but in addition will be strongly based on a trans-boundary, population-level dimension.

A set of common monitoring methods of LC populations will be described for each species in the action plans.

Full regard to the social and economic dimension of LC conservation and management will be elaborated for each species, ranging from negative attitudes arising from conflicts to positive supportive public attitudes. The most appropriate scale for the management of the given LC species (temporal, spatial, administrative, social) will be elaborated.

The action plans will include measures to set up learning networks of key stakeholder groups such as sheep farmers and bee-keepers so that they can share experience and good practice about avoiding/minimizing conflicts with LC.

The action plans on these large carnivore species prepared under the Bern Convention should be taken into account, as well as the lessons learnt from LIFE projects and other key studies.

The contractor will assist the Commission to organize a one-day workshop in Brussels with 70-80 participants at the end of 2013/ early 2014 to discuss the draft action plans with key stakeholders. The draft documents and agenda will be prepared, and a report from the meeting will be drafted by the contractor.

Task B) Pilot actions on conflicts resolution at the population level

Conflict-resolution mechanisms proposed in the study prepared under contract No. 070307/2012/629085/SER/B3 should be tested on the ground in a number of pilot initiatives at population level.

The bidder will propose and justify a set of 8 pilot initiatives embracing the different large carnivore populations which should include at least 2 potential initiatives for each LC species. The pilot actions will aim at the engagement of the relevant stakeholders with a view to finding practical solutions to address human-LC conflicts and other management issues which may then form elements of a population level conservation and management plan. These

⁷ http://ec.europa.eu/environment/nature/conservation/species/guidance/index_en.htm

initiatives shall include targeted actions/mechanisms suitable to address the concrete issues in the specific contexts. Through a multi-stakeholder participatory process, the contractor will assist in identifying and finding solutions relevant for the given LC population. The contractor will then organize and carry out the specific actions proposed in its bid for each area. Such actions shall include a minimum of one workshop of one day duration of up to 50 participants, all related preparatory, accompanying and follow up activities, with a wide-ranging participatory approach.

The Commission will consult the authorities of the Member States sharing trans-boundary LC populations about the feasibility of carrying out the pilot actions on their LC populations and their ability to contribute to the cost of the venue for a stakeholder workshop. Based on the response, the Commission will select 4 pilot actions, if possible 1 for each species, to be carried out.

The cost of the venue and of the participation of the stakeholders will not be borne from the budget of this contract. The stakeholder workshops will have to be conducted in the official languages of the MS sharing the LC population.

Task C) Awareness raising and promotion of the EU Large Carnivore Initiative

1) Communication Strategy

The contractor will propose a communication strategy on LC for DG ENV to be carried out at the end of 2013 and in 2014. It will build on the elements of the EU Large Carnivore Initiative and its aim will be to raise awareness among key stakeholders as well as the public at large about the possibilities for coexistence of human with large carnivores and the multiple-use landscapes of the EU.

There will be 3 key parts of the strategy which will require contributions from the contractor already under this contract.

2) Use of social media

The contractor will examine the current use of social media tools by DG ENV (Nature in Europe on Facebook <https://www.facebook.com/NatureInEurope>, the Commissioner's blog <https://myintracom-collab.ec.europa.eu/networks/envsc/default.aspx> etc) and will propose a timetable for the production of information items to raise awareness about issues of coexistence with LC to be carried posted by DG ENV on these tools). The contractor will then supply draft materials to be used DG ENV.

3) DG ENV nature website on Large Carnivores

The contractor will deliver draft information items on the status of Large Carnivores and about ongoing and future work on an EU Large Carnivore Initiative, to be posted on the nature website of DG ENV

(http://ec.europa.eu/environment/nature/conservation/species/carnivores/index_en.htm). They will be supplied in four packages. The first package will be delivered 2 months, the second 6 months, the third 12 months after the start of the contract, and the last one at the time of the final report one month before the end of the contract.

The general outline of the content of these information items will be agreed with DG ENV in advance at the kick-off meeting, and the outline of the next package to be delivered will be submitted 1 month before the date of submission.

In preparing such materials the contractor will follow the rules for webhosting as described in the Appendix 1.

4) Media campaign

The contractor will plan and carry out a set of activities that will form a media campaign in the first quarter of 2014 to secure a balanced presentation of the debate on LC in the press. Special articles will be written within selected media. A minimum of 2 articles should be prepared for each MS with established LC populations or expected to have LC in the future. One of the articles will be for the Environment Commissioner /DG ENV to be signed off and will include a general part on the EU Large Carnivore Initiative in common to all Member States, and a specific part for the LC populations of the MS. The articles shall explain the obligations of the Habitats Directive in large carnivore managements and explain the objectives and achievements of the activities of the Commission in the recent stakeholder dialogues. The other article should be authored by an acknowledged local expert on LC issues in the given Member State who should have the necessary scientific, technical or administrative credentials to speak about the local situation. Such articles should be written in an informative and accessible (journalistic) style while maintaining scientific accuracy.

- Intermediate outputs and deliverables

Within two weeks of the signature of the contract, the Commission will convene a kick-off meeting with the contractor.

The draft species action plans under Task A) and the draft communication strategy under Task C) a) will be submitted 5 months after the signature of the contract. An interim report should be submitted after 7 months of signature of the contract, and it will contain the report from the workshop under Task A.

Under Task C) 3), the first package will be delivered 2 months, the second 6 months, the third 12 months after the start of the contract, and the last one at the time of the final report one month before the end of the contract.

Draft articles under Task C) 4) will be submitted for approval from month 8 to months 16 after the signature of the contract.

A second interim report should be submitted 13 months after the signature of the contract with the finalized items from the first interim report.

Final output and deliverable

The final report should be submitted 17 months after the signature of the contract. The report will be in English and in MS Word and pdf file formats. The final report will be submitted in the above electronic formats and in three printed copies.

Meetings

The contractor shall be prepared to support the European Commission by presenting the results of the work, or providing advice on its basis, at the workshop planned at end of 2013/beginning of 2014 and other stakeholder meetings, as requested. It is expected that the contractor will be requested to attend a maximum of 3 of such meetings.

In addition, the contractor will be requested to attend with the Commission: a kick-off meeting within 2 weeks after signature of the contract, a progress report meeting 6 months thereafter and, if considered necessary by the Commission, a meeting to present the final outputs.

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.

Appendix 1

1. Rules for hosting website or information system

Version 4.0 – dated 1 february 2013

Authors: DG Environment & DG Climate Action - Shared Resources Directorate SRD.3 - Information Technology, DG Environment F3 – Communication, DG Climate Action - Communication

2. Hosting of Websites on Europa for DG Environment

General information for development, revamping or maintenance of a web-site

The contractor shall ensure that the website is compliant with the Information Provider Guidelines (IPG) for EUROPA: <http://www.ec.europa.eu/ipg>

This guide covers all aspects of publishing on the EUROPA site, describing the relevant editorial, technical and presentation standards in force, as well as providing a wide range of recommendations based on best practices.

Specific information for development or revamping of a web-site

As the website will be hosted on the Europa server of the European Commission as part of the Environment website (http://ec.europa.eu/environment/index_en.htm), the contractor should respect the environment template (this template may evolve and the last version of the template can be found at <http://ec.europa.eu/environment/temp/template.zip>). For instance, the website cannot contain dynamic pages based on application programming and/or database contents. Other technologies as Flash, XML or Javascript are accepted.

The creation of the website must be submitted to the EUROPA team for agreement and the contractor will be requested to participate in that process.

The contractor must exclusively use the corporate tools as described later in the annex. The contractor cannot use a web content management system locally and then deliver web pages to the Commission in static HTML format. Derogation to that rule must be explicitly agreed by DG-ENV.

The acceptance process by DG-ENV is an iterative process that contains at least the following phases:

- creation of a version in the Work-In-Progress environment
- promotion of that version in the Staging environment
- emission of validation report by DG-ENV (minimum of 5 working days after delivery)
- correction by the contractor

Once accepted, DG-ENV will deploy the version onto the Production Environment.

Specific information for maintenance of a web-site

The contractor should respect the following rules for the maintenance of a web-site:

1. If the web-site was developed with the corporate tools, the contractor is required to perform the maintenance via the same technologies and respect the existing design (unless DG-ENV explicitly requires to perform it differently).
2. If the web-site was not developed with the corporate tools, the contractor perform the changes at his premises and the following applies:
 - When receiving update requests from DG-ENV, the contractor should first ask validation of the files at his premises
 - When validated, the contractor should send only the updated files to the mailbox "env-europa@ec.europa.eu" putting the responsible within the technical unit in copy. The files can be sent as a zip per e-mail or uploaded on one of the contractor http server. The path information should be saved within the zip file.
 - The contractor will receive a notification when the files have been uploaded on the Europa server.

Support of mobile and other new technologies

When the web-site needs also to be accessed via mobile or other new devices (smartphones, tablets, web TV, etc.), the contractor is required to generate a version of the site for which the layout is based on a responsive design.

3. Use of EC's Corporate tools

The contractor is allowed to use the following European Commission's corporate tools:

- the Corporate Web Content Management System (CWCMS)
- the Flexible Platform for Internet Services (FPFIS)

1. The CWCMS

The CWCMS is used to create and manage the content of sites intended to be hosted on Europa. General information concerning the CWCMS can be found at: http://ec.europa.eu/ipg/tools/wcm/index_en.htm.

Documentation concerning the CWCMS can be found at:

http://ec.europa.eu/ipg/tools/wcm-portal/documentation/index_en.htm

Within the CWCMS, only the PST ("Page and Site Templates") technology can be used for developing a new site.

http://ec.europa.eu/ipg/tools/wcm-portal/tools/pst/index_en.htm

2. The FPFIS

The FPFIS is a platform containing off-the-shelves interactive services commonly used on the internet and to be made available on Europa. General information about the platform and the description of its possible interactive services can be found at: http://ec.europa.eu/ipg/services/interactive_services/index_en.htm.

3. Additional information

In addition, it is possible to combine pages created with the CWCMS and features generated with the FPFIS.

The creation of a website with the CWCMS and the use of interactive web features with the FPFIS is subject to prior approval by the EUROPA team and the contractor will be requested to participate in that approval process.

To access the CWCMS or the FPFIS, the contractor working outside of the EC's premises will be requested to sign a security convention. The procedure to operate under a security convention takes usually between 6 to 8 weeks.

4. Disclaimer

Contractors are requested to not consider technological solutions other than the ones used and supported at the EC, when they exist and cover the same or similar needs.

5. Links to Documents

- Information Provider Guidelines (IPG) for EUROPA: <http://www.ec.europa.eu/ipg>
- Information System Hosting Guidelines:
http://myintracomm.ec.europa.eu/serv/en/digit/strategy_and_policy/tc_strategy/Documents/ISP_Service%20catalogue_brochureISH.pdf
- Infrastructure Service Provisions (ISP) Service catalogue:
http://myintracomm.ec.europa.eu/serv/en/digit/isp_service_catalogue/Pages/isp_service_catalogue.aspx
- RUP@EC development case:



Development
Case.doc (205 KB)

ANNEX 1 - ADMINISTRATIVE INFORMATION FORM

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

This questionnaire should only be completed if your tender involves a joint bid or subcontracting.

Joint bid (refer to paragraph 1.3)

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 1.4)

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:

.....

.....

.....

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

(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>
.....					
External experts					

	<i>Sub-total</i>
	Total

Signature of Tenderer

.....

Date

.....

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 (Legal entity form)

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

ANNEX 5 - DECLARATION OF HONOUR

Declaration of honour with respect to the Exclusion Criteria and absence of conflict of interest

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

in his/her own name (*for a natural person*)

or

representing the following legal person (*only if the economic operator is a legal person*)

full official name :

official legal form :

full official address :

VAT registration number :

- declares that [the above-mentioned legal person][he][she] is not in one of the following situations:
- a) is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
 - b) has been convicted of an offence concerning professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;
 - c) has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify including by decisions of the European Investment Bank and international organisations;
 - d) is not in compliance with all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be performed;
 - e) has been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such activity is detrimental to the Union's financial interests;
- is a subject of an administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in a procurement procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts covered by the Union's budget.

- *(Only for legal persons other than Member States and local authorities, otherwise delete)* declares that the natural persons with power of representation, decision-making or control¹ over the above-mentioned legal entity are not in the situations referred to in b) and e) above;
 - declares that [the above-mentioned legal person][he][she]:
- g) has no conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinity, family, emotional life or any other shared interest;
 - h) will inform the contracting authority, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;
 - i) has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, where such advantage constitutes an illegal practice or involves corruption, either directly or indirectly, inasmuch as it is an incentive or reward relating to award of the contract;
 - j) provided accurate, sincere and complete information to the contracting authority within the context of this procurement procedure ;
- acknowledges that [the above-mentioned legal person][he][she] may be subject to administrative and financial penalties² if any of the declarations or information provided prove to be false.

In case of award of contract, the following evidence shall be provided upon request and within the time limit set by the contracting authority:

For situations described in (a), (b) and (e), production of a recent extract from the judicial record is required or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. Where the tenderer is a legal person and the national legislation of the country in which the tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the tenderer.

For the situation described in point (d) above, recent certificates or letters 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 tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

For any of the situations (a), (b), (d) or (e), where any document described in two paragraphs above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

If the tenderer is a legal person, information on the natural persons with power of representation, decision making or control over the legal person shall be provided only upon request by the contracting authority.

Full name

Date

Signature

¹ This covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares.

² As provided for in Article 109 of the Financial Regulation (EU, Euratom) 966/2012 and Article 145 of the Rules of Application of the Financial Regulation

ANNEX 6 – FINANCIAL CAPACITY FORM

Explanation – please read carefully before completing the financial capacity form (in a separate [excel table \[ENV\]](#) / [excel table \[CLIMA\]](#))

How to complete Annex 6

Simplified balance sheet and profit and loss account

Annex 6 has to be completed by all private tenderers (and their partners in case of a consortium). Tenderers considered as public bodies or international organisations shall not complete this form. Private tenderers shall indicate if they are profit making or non profit making companies/organisations.

The purpose of this form is to collect financial data based on your company's/organisation's balance sheets. Please find below a correspondence table giving an explanation on the regrouping of different accounts with respect to the 4th Accounting Directive.

You should carefully complete this form. Given its complexity, we advise you to have the form completed by a professional accountant or an auditor. The data reported will be used to evaluate the financial viability of the company/organisation. Therefore it is very important that data reported are accurate. The Commission may wish to cross check the data with those reported in the official certified accounts.

The amounts have to be filled in Euros (for financial statements established in other currencies please refer to EC InforEuro exchange rates available on <http://ec.europa.eu/budget/inforeuro/index.cfm?fuseaction=home&SearchField=&Period=2003-9&Delim=,&Language=en> according to the closing date of the statement)

Abbreviation t-1 and t0

The abbreviation *t0* represents the last certified historical balance sheet and profit and loss account; *t-1* is the balance sheet prior to the last certified one. Consequently, the *closing date t0* is the closing date of the last certified historical balance sheet; the *closing date t-1* is the closing date of the balance sheet prior to the last one. *Duration t0* is the number of months covered by the last historical balance sheet. *Duration t-1* is the number of months covered by the previous certified historical balance sheet.

Results

The data submitted will be used to calculate the following ratios:

- 1) *Quick Ratio = Current assets - Stocks - Debtors > 1 year / Short term debt (bank and non bank)*
indicates if the tenderer could face his short terms obligations
- 2) *GOP Ratio = Interest / GOP*
compares the interest paid with the gross operation profit (Autonomy)
- 3) *Profitability (1) = GOP / Turnover*
measures the risk of the company in its business cycle (proportion of the economic surplus generated by the business activity)
- 4) *Profitability (2) = NOP (i.e. GOP - depreciation) / Turnover*
measures the risk of the company in its business cycle (after depreciation)
- 5) *Solvency = Total debt / Equity*
shows the proportion of external financing of the company (independence of the tenderer from external financing)

** Activity ratio : contract amount by year / turnover

Determines the importance of the market for the tenderer and its ability to manage the complementary volume of activity.

The financial data will be used to assess the applicant's liquidity, solvency, financial profitability, and the ability to meet obligations and manage the complementary volume of activity. Financial capacity assessment shall guarantee a selection of tenderers with sound and sufficient financial resources allowing them to run their activities over the period of implementation of the contract. In cases where the financial performance of the applicant is not stable, the Commission may seek to safeguard the interest of the European Union by asking for a guarantee from a bank or financial institution equal to the amount of the pre-financing payment.

BALANCE SHEET	CORRESPONDANCE 4th ACCOUNTING DIRECTIVE	
ASSETS	ASSETS / 4th ACCOUNTING DIRECTIVE (Article 9)	
1. Subscribed capital unpaid	A. Subscribed capital unpaid	A. Subscribed capital unpaid (including called capital)
2. Fixed assets	C. Fixed Assets	
2.1. Intangible fixed assets	B. Formation expenses as defined by national law C. I. Intangible fixed assets	B. Formation expenses as defined by national law C.I.1. Cost of research and development C.I.2. Concessions, patents, licences, trade marks and similar rights and assets, if they were: (a) acquired for valuable consideration and need not be shown under C (I) (3); or (b) created by the undertaking itself C.I.3. Goodwill, to the extent that it was acquired for valuable consideration C.I.4. Payments on account
2.2. Tangible fixed assets	C.II. Tangible fixed assets	C.II.1. Land and buildings C.II.2. Plant and machinery C.II.3. Other fixtures and fittings, tools and equipment C.II.4. Payment on account and tangible assets in course of construction
2.3. Financial assets	C.III. Financial assets	C.III.1. Shares in affiliated undertakings C.III.2. Loans to affiliated undertakings C.III.3. Participating interests C.III.4. Loans to undertakings with which the company is linked by virtue of participating interest C.III.5. Investments held as fixed assets C.III. 6. Other loans C.III.7. Own shares (with an indication of their nominal value or, in the absence of a nominal value, their accounting par value)
3. Current assets	D. Currents assets	
3.1. Stocks	D.I. Stocks	D.I.1. Raw materials and consumables D.I.2. Work in progress D.I.3. Finished products and goods for resale D.I.4. Payment on account
3.2.1. Debtors due after one Year	D.II. Debtors, due and payable after more than one year	D.II.1. Trade debtors D.II.2. Amounts owed by affiliated undertakings D.II.3. Amounts owed by undertakings with which the company is linked by virtue of participating interest D.II.4. Others debtors D.II.6. Prepayments and accrued income
3.2.2. Debtors due within one year	D.II. Debtors due and payable within a year	D.II.1. Trade debtors D.II.2. Own shares (with an indication of their nominal value or, in the absence of a nominal value, their accounting par value) D.II.3. Amounts owed by undertakings with which the company is linked by virtue of participating interest D.II.4. Others debtors D.II.6. Prepayments and accrued income
3.3. Cash at bank and in hand	D.IV. Cash at bank and in hand	D.IV. Cash at bank and in hand
3.4. Other current assets	D.III Investments	D.III.1. Shares in affiliated undertakings D.III.2. Own shares (with an indication of their nominal value or, in the absence of a nominal value, their accounting par value) D.III.3. Other investments
Total assets	Total assets	

LIABILITIES		LIABILITIES / 4th ACCOUNTING DIRECTIVE (Article 9)	
4. Capital and reserves	A. Capital and reserves		
4.1. Subscribed capital	A.I. Subscribed capital A.II. Share premium account	A.I. Subscribed capital A.II. Share premium account	
4.2. Reserves	A.III. Revaluation reserve A.IV. Reserves	A.III. Revaluation reserve A.IV.1. Legal reserve, in so far as national law requires such a reserve A.IV.2. Reserve for own shares A.IV.3. Reserves provided for by the articles of association A.IV.4. Other reserves	
4.3. Profit and loss brought forward from the previous years	A.V Profit and loss brought forward from the previous years	A.V Profit and loss brought forward from the previous years	
4.4. Profit and loss for the Financial year	A.VI. Profit or loss for the financial year	A.VI. Profit or loss for the financial year	
5. Creditors	C. Creditors		
5.1.1 Long term non-bank debt	B. Provisions for liabilities and charges (> one year) C. Creditors (> one year)	B.1. Provisions for pensions and similar obligations B.2. Provisions for taxation B.3. Other provisions C.1. Debenture loans, showing convertible loans separately C.3. Payments received on account of orders in so far as they are not shown separately as deductions from stocks C.4. Trade creditors C.6. Amounts owed to affiliated undertakings C.7. Amounts owed to undertakings with which the company is linked by virtue of participating interests C.8. Other creditors including tax and social security C.9. Accruals and deferred income	
5.2.1. Long term bank debt	C. Creditors "credit institutions" (> one year)	C.2. Amounts owed to credit institutions C.5. Bills of exchange payable	
5.1.2. Short term non-bank debt	B. Provisions for liabilities and charges (= one year) C. Creditors (= one year)	B.1. Provisions for pensions and similar obligations B.2. Provisions for taxation B.3. Other provisions C.1. Debenture loans, showing convertible loans separately C.3. Payments received on account of orders in so far as they are not shown separately as deductions from stocks C.4. Trade creditors C.6. Amounts owed to affiliated undertakings C.7. Amounts owed to undertakings with which the company is linked by virtue of participating interests C.8. Other creditors including tax and social security C.9. Accruals and deferred income	
5.2.2. Short term bank debt	C. Creditors "credit institutions" (= one year)	C.2. Amounts owed to credit institutions C.5. Bills of exchange payable	
Total liabilities	Total liabilities		

PROFIT AND LOSS ACCOUNT	PROFIT AND LOSS ACCOUNT / 4TH ACCOUNTING DIRECTIVE (Article 23)	
6. Turnover	1. Net turnover	1. Net turnover
7. Variation in stocks	2. Variation in stock of finished goods and in work in progress	2. Variation in stocks of finished goods and in work in progress
8. Other operating income	3. Work performed by the undertaking for its own purposes and capitalized. 4. Other operating income	3. Work performed by the undertaking for its own purposes and capitalized 4. Other operating income
9. Costs of material and consumables	5. (a) Raw materials and consumables 5. (b) Other external charges	5. (a) Raw materials and consumables 5. (b) Other external charges
10. Other operating charges	8. Other operating charges	8. Other operating charges
11. Staff costs	6. Staff costs	6. (a) Wages and salaries 6. (b) social security costs, with a separate indication of those relating to pensions
12. Gross operating profit	Gross operating profit .	
13. Depreciation and value adjustments on non financial assets	7. Depreciation and value adjustments on non financial assets	7. (a) Value adjustments in respect of formation expenses and of tangible and intangible fixed assets 7. (b) Value adjustments in respect of current assets, to the extent that they exceed the amount of value adjustments which are normal in the undertaking concerned
14. Net operating profit	Gross operating profit - Depreciation and value adjustments on non-financial assets	
15. Financial income and value adjustments on financial assets	Financial income and value adjustments on financial assets	9. Income from participating interests 10. Income from other investments and loans forming part of the fixed assets 11. Other interest receivable and similar income 12. Value adjustments in respect of financial assets and of investments held as current assets
16. Interest paid	Interest paid	13. Interest payable and similar charges
17. Similar charges	Similar Charges	
18. Profit or loss on Ordinary activities	Profit or loss on ordinary activities	15. Profit or loss on ordinary activities after taxation
19. Extraordinary income and Charges	Extraordinary income and charges	16. Extraordinary income 17. Extraordinary charges
20. Taxes on profits	Taxes	14. Tax on profit or loss on ordinary activities 19. Tax on extraordinary profit or loss 20. Other taxes not shown under the above items
21. Profit or loss for the Financial year	Profit or loss for the financial year	21. Profit or loss for the financial year

ANNEX 7 - ACKNOWLEDGEMENT OF RECEIPT



EUROPEAN COMMISSION
DIRECTORATES-GENERAL
ENVIRONMENT AND CLIMATE ACTION
SRD - Shared Resources Directorate
SRD.2 - Finance

(Please fill in your address)

ACKNOWLEDGEMENT OF YOUR TENDER

Our reference: ENV.B.3/SER/2013/0003

Your reference:

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

We thank you for your interest.

MarketsTeam
SRD.2

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