



Copenhagen, 30 January 2013

Dear Sir/Madam

Subject: Open call for proposals for the award of a framework partnership agreement concerning the European Topic Centre on Biological diversity 2014-2018

Reference: EEA/NSV/13/001-ETC/BD

1. The European Environment Agency (EEA) is planning to award the agreement referred to above.
2. If you are interested in this agreement, you shall submit a proposal in duplicate (one original unbound and one copy) in one of the languages of the EEA member countries, preferably in English.

Every consortium submitting a proposal shall nominate a coordinator who will alone interface with the EEA.

3. Applicants may choose:

- to submit proposals either by post or by courier not later than **30.4.2013**, in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to the following address:

European Environment Agency
Kongens Nytorv 6
DK-1050 Copenhagen K
Denmark
For the attention of Mr Olivier Cornu

- or to deliver proposals by hand to the above-mentioned address not later than 16:00 CET on **30.4.2013**. In this case, a receipt must be obtained as proof of submission, signed and dated by the receptionist of the Agency who accepts delivery. The Agency is open from 09.00 to 17.00 Monday to Thursday and Friday 09.00 to 16.00. It is closed on Saturdays, Sundays and official holidays.
4. The date of submission shall be legible on the outer envelope or parcel and proposals shall be submitted in accordance with the **double envelope system**: the outer envelope or parcel should be sealed with adhesive tape and signed across the seal and carry the following information:
 - The call for proposals reference No **EEA/NSV/13/001-ETC/BD**
 - The call for proposals title **"Framework Partnership agreement concerning the European Topic Centre on Biological diversity"**
 - The name of the consortium's coordinator
 - The indication **"Proposal – Not to be opened by the internal mail services"**
 - The address for submission of tender (as specified above)

The outer envelope or parcel must contain three inner envelopes, i.e. Envelopes 1, 2 and 3, corresponding to the following three sections: executive summary, administrative section and technical proposal, which shall bear the indication "**Proposal – Not to be opened by the internal mail services**" and shall comply with the instructions in Annex I – Terms of Reference, section 10.

5. The terms of reference, its annexes including the draft framework partnership agreement as well as its annexes are attached to this invitation. The terms of reference list all the documents that must be produced in order to submit a proposal, including supporting evidence of economic, financial, technical and professional capacity.
6. Proposals must be:
 - signed by the duly authorised representative of the consortium's coordinator;
 - perfectly legible so that there can be no doubt as to words and figures.
7. Period of validity of the proposal, during which the consortium partners may not modify the terms of their proposal in any respect: **6 (six) months** from the deadline for the submission of proposals.
8. An information briefing will be held at the EEA on 22 February 2013 in Copenhagen. Interested applicants are invited to register by sending an e-mail to procurement@eea.europa.eu and will in turn receive confirmation. The EEA will not provide expenses for participation in this information meeting.
9. Apart from 8., any other contacts between the EEA and interested applicants (consortia/partners) are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:
 - Before the final date for submission of proposals:
 - * At the request of an interested applicant, the EEA may provide additional information solely for the purpose of clarifying the nature of the agreement. Any requests for additional information must be made in writing only to the Agency's Procurement Services at procurement@eea.europa.eu. Requests for additional information received less than 5 (five) working days before the closing date for submission of proposals will not be processed.
 - * The EEA may also, on its own initiative, provide additional information regarding any error, inaccuracy, omission or any other clerical error in the text of the call for proposals.
 - * Interested applicants are invited to check the following URL address regularly, as any additional information, including that referred to above, will be available for download from this site: <http://www.eea.europa.eu/about-us/tenders/call-for-proposals/openproposal.html> .
 - After the opening of proposals
 - * If clarification is required or if obvious clerical errors in the proposal need to be corrected, the EEA may contact an applicant provided the terms of the proposal are not modified as a result.

10. This invitation to submit a proposal is in no way binding on the EEA. The EEA's contractual obligation commences only upon conclusion of an agreement with the successful consortium and subject to the agreement's terms and conditions.

Up to the point of signature, the EEA may either abandon or cancel the award procedure, without applicants being entitled to claim any compensation. This decision must be substantiated and the applicants notified.

11. You will be informed whether or not your proposal has been accepted.
12. If your proposal includes subcontracting, it is recommended that contractual arrangements with subcontractors include mediation as a method of dispute resolution.
13. Processing your reply to this invitation will involve the recording and processing of personal data (such as your name, address and CV). Such data will be processed pursuant to Regulation (EC) No 45/2001¹ on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your replies to the questions and any personal data requested are required to evaluate your proposal in accordance with the terms of reference of this call for proposals and will be processed solely for that purpose by the EEA. Under the data protection Regulation (EC) No 45/2001, you are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to the EEA. You have the right of recourse at any time to the European Data Protection Supervisor for matters relating to the processing of your personal data.
14. You are informed that for the purposes of safeguarding the financial interest of the Communities, your personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

Data of economic operators which are in one of the situations referred to in Articles 106, 107, 109(1)(b) and 109(2)(a) of the Financial Rules² may be included in a central database and communicated to the designated persons of the Commission, other institutions, agencies, authorities and bodies mentioned in Article 108(1) and (2) of the Financial Rules. This refers as well to the persons with powers of representation, decision making or control over the said economic operators. Any party entered into the database has the right to be informed of the data concerning it, upon request to the accounting officer of the Commission.



Prof. Jacqueline McGlade
Executive Director

¹ OJEU L 8 of 12.1.2001, p. 1.

² Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012, OJEU L 298/1 of 26.10.2012.

