



**Tender specifications
Framework contract concerning
Cleaning services at the premises of the European Environment Agency**

Call for tender EEA/ADS/07/014

1. Purpose and scope of the contract

The European Environment Agency (EEA), Copenhagen, Denmark, intends to award a framework contract of 48 months duration for the cleaning of its premises at Kongens Nytorv 6 and 28 (KN 6 and 28), Copenhagen K, Denmark. EEA premises are divided into two buildings, Kongens Nytorv 6 and 28 with a total surface of approximately 7 200 m² (KN6) and 685 m² (KN28). An average number of 200 persons are working at the EEA.

The framework contract shall be implemented by order letters (in principle one per year), detailing the services to be provided, which alone shall bind the Agency. Reference is made to the draft framework contract and order letters which form part of the tender documents.

2. Subject of the contract

The contractor shall carry out the services and supply consumables as specified in the following.

a.) The cleaning services will include:

- Cleaning of inside areas
- Window cleaning
- Cleaning of outside areas
- Thorough cleaning (once per year)
- Thorough cleaning of canteen kitchen (twice per year)

The cleaning tasks and their frequency is indicated in Annexes 3 and 4 (instructions and full details of all rooms and offices – description of EEA premises).

All cleaning services are to be performed Monday to Friday between 6.00 p.m. and 7.00 a.m.

b.) Supply of consumables:

Consumables which the contractor is obliged to supply include in particular: Paper bags for recycling/cardboard and sanitary bags, toilet paper, hand-towel rolls, hand soap, tea towels, etc.

Supply of consumables must be charged against consumption. Consumables are to be selected in agreement with EEA.

3. Mandatory requirements

EEA requires that cleaning services are carried out in an environmentally friendly manner and using environmentally friendly cleaning products in accordance with applicable eco-labels. All products used must comply with the following: have a reduced impact on the aquatic environment, are without harmful substances, have a limited effect on the growth of algae in water, are largely biodegradable, use less packaging, include information on correct environmental use, are guaranteed to perform at least as effectively as conventional products.

The EEA requires result-oriented high-quality cleaning services which are provided in a flexible manner according to the EEA's demand and ensure in particular that parts of the premises which are heavily used are always clean.

4. Volume of the contract

A contract will be entered into for 48 months, estimated at a total of EUR 760 000 (190 000 per year).

5. Visit to EEA (at own expense):

A presentation of the EEA premises will take place on 8 January 2008, 17:00. Members of the EEA's Administrative Services (ADS) will provide clarifications to the tender documents as needed.

One set of drawings of the EEA premises will be provided as handouts during the tour of the building against signature of declarations of confidentiality.

6. Prices

Prices must be quoted in accordance with Annex 5.

Prices must be fixed, in Euro and all-inclusive (including in particular all service-related expenses, such as salaries of contracted personnel including social security, holiday and sickness allowances, etc., insurance, tools, equipment, materials, inspection and administrative costs).

The required flexibility of the provision of cleaning services does not entitle the contractor to any price amendment.

Prices shall be fixed and not subject to revision for implementation during the first year of duration of the contract.

From the beginning of the second year of duration of the contract, 80% of each price may be revised upwards or downwards each year, where such revision is requested by one of the contracting parties by registered letter no later than three months before the anniversary of the date on which it was signed. The Agency shall purchase on the basis of the prices in force on the date on which orders or specific contracts are signed. Such prices shall not be subject to revision.

This revision shall be determined by the trend in the harmonised consumer price index, MUICP, published for the first time by the Office for Official Publications of the European Communities in the Eurostat monthly bulletin at <http://www.ec.europa.eu/eurostat/> .

Revision shall be calculated in accordance with the following formula:

$$Pr = Po \left(0,2 + 0,8 \frac{Ir}{Io} \right)$$

where:

Pr = revised price;

Po = price in the original tender;

Io = index for the month in which the validity of the tender expires

Ir = index for the month corresponding to the date of receipt of the letter requesting a revision of prices

The European Environment Agency is exempt from all charges, taxes and dues, including value added tax pursuant to Article 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities and the Headquarters Agreement between the Agency and the Government of Denmark of 17 August 1995; such charges may not therefore be included in the calculation of the price quoted; the VAT amount must be indicated separately.

The costs incurred in preparing and submitting tenders are borne by the tenderers and cannot be reimbursed.

7. Criteria

7.1 Exclusion criteria

Tenderers shall be excluded from participation in a procurement procedure if:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- (d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

- (e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- (f) following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

Tenderers must provide a declaration on their honour, duly signed and dated, stating that they are not in any of the situations listed above (see Annex 1).

The tenderer to whom the contract will be awarded will be required to produce evidence confirming the declaration referred to in the previous point unless this obligation is waived by the contracting authority.

The contracting authority shall accept as satisfactory the following evidence:

- i) For points (a), (b) and (e) a recent extract from the judicial record, 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.
- ii) For point (d) a recent certificate issued by the competent authority of the State concerned.

Where the document of certificate referred above is not issued in the country concerned and for other cases of exclusion, 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.

Contracts may not be awarded to candidates or tenderers who, during the procurement procedure:

- (a) are subject to a conflict of interest;
- (b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information.

7.2 Selection criteria

Selection criteria as specified in Section III.2 (Conditions for participation) of the Contract notice.

7.3 Award criteria

The contract will be awarded to the tender offering best value for money in terms of the following criteria: (Technical merit (TM) : Price (P) – 40 : 60, total maximum score: 100 points).

7.3.1 Technical merit – 40 points (20 points minimum)

Tenderers shall formulate their technical offers in thorough consideration of the following technical award criteria.

Tenders will be evaluated and awarded points in function of the following aspects:

- Technical merit of the cleaning methodology in terms of flexibility and business continuity – 20 points (10 points minimum).
- Technical merit of quality and environmental friendliness of cleaning services – 20 points (10 points minimum).

7.3.2 Price - 60 points

Tenderers shall complete Annex 5.

Points will be awarded on the basis of the following formula:

Lowest price/price of the tender being considered and having reached the required minima for technical merit x 60.

8. Environmental considerations

The EEA runs a certified environmental management system (EMAS) and aims to minimise the environmental impact of all its activities, including those carried out under contract. The future contractor will, therefore, be requested to consider the EEA environmental management guidelines in the implementation of the contract, in particular, those relating to business travel/electronic means of communication, paper and energy consumption. Further information on the EMAS system can be found on the EEA homepage: <http://www.eea.europa.eu/documents/emas>.

Moreover, it is strongly recommended that tenders are submitted in an environmentally friendly way, e.g., by choosing a simple and clear structure (list of contents and consecutive page numbering), double-sided printing, limiting attachments to what is required in the technical specifications (no additional material) and avoiding plastic folders or binders.

9. Further information

Submitting an offer implies acceptance by the tenderer of all terms and conditions of the draft contract and its Annexes.

ANNEXES

- Annex 1: Declaration on exclusion criteria
- Annex 2: Identification sheet
- Annex 3: List of cleaning tasks
- Annex 4: Description of EEA premises
- Annex 5: Price list