



European Environment Agency



ANNEX I – TENDER SPECIFICATIONS

***Framework service contract for the provision of
Copernicus Initial Operations 2011-2013 - Land Monitoring Service
Coordination and production of CORINE Land Cover for non-EU countries: Turkey***

Reference: Open call for tenders EEA/MDI/14/002

Closing date: 02/06/2014

1. Introduction to EEA

The European Environment Agency (EEA) is a European Union public body governed by Regulation (EC) No 401/2009 of the European Parliament and of the Council of 23 April 2009¹. The EEA role is to support the European Union in the development and implementation of environmental policy by providing relevant, reliable, targeted and timely information on the state of the environment and future prospects. The EEA also provides the necessary independent scientific knowledge and technical support to enable the Union and the member countries to take appropriate measures to protect and improve the environment as laid down in the Treaty and by successive Community action programmes on the environment and sustainable development. Currently, the EEA has 33 member countries (the Member States of the European Union, Iceland, Liechtenstein, Norway, Switzerland and Turkey).

The EEA is the hub of the European Environment Information and Observation Network (Eionet), a network of around 350 organisations across Europe through which it collects and disseminates environment-related data and information, including European Topic Centres. The EEA and Eionet contribute to the European Shared Environmental Information System (SEIS), a distributed, integrated, web-enabled information system based on a network of public information providers sharing environmental data and information. It builds on existing e-infrastructure, systems and services in the Member States and EU institutions.

There are approximately 200 staff members working at the EEA. These staff members come from a wide range of national, professional and cultural backgrounds. Their functions at the EEA vary from environment-related research and data-analysis to administrative or managerial tasks.

Further information about the work of EEA can be obtained on its website: <http://www.eea.europa.eu>.

¹ OJEU L 126 of 21.5.2009, p. 13.

2. Presentation of the tender

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

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

- The call for tenders reference No **EEA/MDI/14/002**
- The contract title ***“Copernicus Initial Operations 2011-2013 – Land Monitoring Service, Coordination and production of CORINE Land Cover for non-EU countries: Turkey”***
- The name of the tenderer
- The indication ***“Tender – Not to be opened by the internal mail services”***
- The address for submission of tender (as specified in the letter of invitation to tender)
- The date of submission shall be legible on the outer envelope or parcel

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

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

- The Tender submission form drawn up in accordance with the template in annex 1;
- The declaration on exclusion criteria as required under section 11.1.2 drawn up in accordance with the template in annex 2;
- The legal entity form as required under section 11.2.1 drawn up in accordance with the template in annex 3;
- The financial identification form drawn up in accordance with the template in annex 4;
- The evidence and documentation demonstrating the fulfilment of the selection criteria as required under sections 11.2.2 (economic and financial capacity) and 11.2.3 (technical and professional capacity).

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

The technical offer providing all information requested under sections 6, 7, and 11.3.1, including information relevant to subcontracting as requested under section 4.3.

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

The financial offer providing all information requested under sections 10 and 11.3.2, drawn up in accordance with the template in annex 5.

Tenders shall be drafted in one of the official languages of the European Union, **preferably in English** (supporting evidence does not need to be translated) and submitted **in triplicate** (one signed original unbound and two copies).

It is important that tenders be presented in the correct format and include all documents necessary to enable the evaluation committee to assess them. Failure to respect these requirements will constitute a formal error and may result in the rejection of the tender.

Tenderers shall observe precisely the indications in points 2, 3, 4 and 6 of the letter of invitation to tender to ensure their tender is admissible. Late delivery will lead to the non-admissibility of the tender and its rejection from the award procedure for this contract. Offers sent by e-mail or by fax will also be non-admissible and discarded. Envelopes found opened at the opening session will also lead to non-admissibility of the tender. Consequently, tenderers must ensure that their tenders are packed in such a way as to prevent any accidental opening during its mailing.

3. Confidentiality and protection of personal data

For the processing of this tendering procedure, the EEA observes the rules set in Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by Community institutions and bodies and on the free movement of such data (OJEU L 8 of 12.1.2001, p. 1).

For further detailed information please refer to the privacy statement available on the EEA external website at the following address: <http://www.eea.europa.eu/about-us/tenders/privacy-statement>

4. Participation in the tendering procedure

Submission of a tender implies acceptance of the terms and conditions set out in the invitation to tender, in these tender specifications and in the draft framework contract attached to the latter (see annex 6) and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. It is binding on the tenderer to whom the contract is awarded for the duration of the contract.

4.1. Eligibility

This call for tenders is open on equal terms to all natural and legal persons from one of the 33 EEA member countries and to all natural and legal persons established in a third country which has a special agreement with the European Union in the field of procurement on the conditions laid down in that agreement².

As proof of eligibility tenderers must indicate in the tender submission form (see annex 1) in which state they have their headquarters, registered office or residence, and provide the necessary supporting documents in accordance with their national law. If the tenderer is a natural person, he/she must provide a copy of identity card/passport or driving license and proof that he/she is covered by a social security scheme as a self-employed person.

4.2. Application

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

A consortium may be a permanent, legally established grouping or a grouping, which has been constituted informally for a specific tender procedure. If awarded the contract, the members of the consortium (i.e. the leader and all the other partners) will have an equal standing towards

² At this point in time, tenderers established in one of the following countries are eligible: EEA member countries, i.e. EU-28, Iceland, Liechtenstein, Norway, Switzerland and Turkey; and under the stabilisation and association agreements: Former Yugoslav Republic of Macedonia, Albania, and Montenegro.

the EEA in executing the framework service contract and they will be jointly and severally liable to the EEA.

The participation of ineligible natural or legal person will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

The EEA will not request consortia to have a given legal form in order to be allowed to submit a tender, but reserves the right to require a consortium to adopt a given legal form before the contract is signed if this change is necessary for proper performance of the contract. This can take the form of an entity with or without legal personality but offering sufficient protection to the EEA contractual interests (depending on the member countries concerned, this may be for instance, incorporation or partnership or a temporary association). Consortia must identify one of their members as coordinator who will interface with the EEA.

Each member of a consortium must fulfil the conditions for participation mentioned in this section and section 4.1 above and provide the required documents listed in these tender specifications under sections 11.1 and 11.2 below. Therefore, each member of a consortium shall specify his role, qualifications and experience.

4.3. Subcontracting

A contractor may subcontract part of the services.

Tenderers must state what part of the work, if any, they intend to subcontract, and to what extent (for instance % of the total contract value), specifying the names, addresses and legal status of the subcontractors. If subcontracting is **not** envisaged, tenderers shall clearly state so in the tender submission form (see annex 1).

Legal persons must provide a document containing a list of the professional qualifications of the subcontractors and statement of the means of confidentiality when subcontractors are used. If awarded the contract, the contractor may not choose subcontractors other than those mentioned in the bids unless he obtains the prior written authorisation of the EEA. The overall responsibility of the work remains with the contractor.

Tenderers shall acknowledge (see annex 1) that the EEA reserves the right to request them at a later stage to provide documentation in relation to exclusion and selection criteria for any proposed subcontractors (see sections 11.1 and 11.2 below).

If awarded the contract, the contractor must ensure that Article II.17 of the draft framework service contract (see annex 6) can be applied to subcontractors. Once the contract has been signed, Article II.12 of the above-mentioned draft framework service contract shall govern subcontracting.

5. Contractual terms

In drawing up their bid tenderers should bear in mind the provisions of the standard framework service contract and standard specific contract attached to these tender specifications (annex 6).

6. Subject of contract

This contract addresses the coordination and production of CORINE Land Cover (CLC) for non-EU countries: Turkey.

The purpose of this open call for tenders is to establish a framework service contract with an economic operator who can provide services to update the previous inventory (CLC2006)³ to the reference year 2012 by producing a land cover change map (CLC_Change2006-2012) and the CLC2012 status map.

Furthermore, the framework contract resulting from this call for tenders aims at the provision of consultancy services ancillary to the production of the CORINE land cover referred to above.

6.1 Context of the contract

The GMES/Copernicus land monitoring service has entered its Initial Operations (GIO land) phase following the entry into application of Regulation (EU) n°911/2010 of 22 September 2010 of the European Parliament and the Council on the European Earth monitoring programme (GMES) and its initial operations (2011 to 2013). The EEA has been tasked with the implementation of the pan-European and local components of the Copernicus land services. As such CLC becomes integral part of the Copernicus land monitoring services.

CLC is the primary Land Cover/Land Use (LC/LU) database of the European Environment Agency (EEA), a homogeneous LC/LU database available covering all member states. CLC2012 is the fourth such inventory in a time series, following CLC1990, CLC2000, and CLC2006. CLC is mainly used for reporting, indicator development and modelling.

6.2 Description of the services: Main characteristics of CORINE Land Cover

The basic parameters of CLC have not changed during its lifetime, thus maintaining the comparability between consecutive inventories in a coherent time series.

6.2.1 Minimum Mapping Unit and Minimum Mapping Width

The Minimum Mapping Unit (MMU) is 25 hectares; this means that objects having less than 25 ha area cannot be present in the database. The Minimum Mapping Width (MMW) of linear elements is 100 metres; this means that objects (most typically highways and rivers) having less than 100 metres width cannot be present in the database.

In CLC_Change2006-2012 mapping it is necessary to reduce the MMU for changes to 5 ha in order to produce policy relevant information at the European scale. This results in a much more detailed CLC_Change2006-2012 layer than is possible in the CLC status layers.

Land Cover objects having a size smaller than the MMU are generalized. The generalization is based on the 'similarity' between the small object (size < MMU) and the valid objects in the neighbourhood (e.g. a small wetland is joined to a neighbouring water body rather than to a forest). The use of 25 ha (CLC) and 5 ha (CLC_Change2006-2012) MMU is obligatory in the European CLC datasets. However, more detailed national CLC and CLC-Change databases can be produced, which have to be generalised to yield the European CLC dataset.

6.2.2 Nomenclature

The standard CLC nomenclature (Annex 7) is hierarchical, including three levels of thematic details in five major groups:

³http://forum.eionet.europa.eu/nrc_land_covers/library/gio-land/corine-land-cover-clc/support-files-clc-production/turkey

- (1) Artificial surfaces;
- (2) Agricultural areas;
- (3) Forests and semi-natural areas;
- (4) Wetlands, and
- (5) Water bodies.

In addition to pure land cover classes, the nomenclature includes land use classes (especially the artificial surfaces group) and classes having mixed land cover & land use character as well. Altogether, there are 44 classes on level-3. The description of the CLC classes has been more detailed during the last 20 years⁴. These enhancements have the main aim to further improve some of the class definitions or to discuss certain special cases, so the results of inventories are kept comparable over time. The use of level-3 classes is obligatory in the European CLC datasets.

However, in Turkey mapping shall be done by using level-4 classes defined by the Turkish CLC national team (i.e. the Eionet National Reference Centre for Land Cover (NRC/LC)) before. At the end of project data should be aggregated to level-3.

Moreover, corrections found in deriving the CLC_Change1990-2000 database shall be checked and integrated into revised CLC2006, wherever relevant.

6.2.3 Product content⁵:

The CLC2012 products over the full territory of Turkey consist of the following components:

- RevisedCLC2006_TR (revised CORINE Land Cover2006 database covering Turkey);
- CLC_Change2006-2012_TR (CORINE Land Cover changes between 2006 and 2012 covering Turkey);
- CLC2012_TR (CORINE Land Cover 2012 database covering Turkey);
- Metadata_TR ((INSPIRE compliant) metadata describing the products above).

6.3 Methodology

6.3.1 Change mapping

CLC_Change2006-2012 is the primary and most important product of the CLC2012 project. It is an individual product having a smaller MMU (5 ha) than CLC2006 (25 ha).

It shall imperatively NOT be derived by intersecting CLC2006 and CLC2012.

The aim is to produce European coverage of real land cover changes, which are:

- larger than 5 ha;

⁴ Bossard M, J Feranec, J Otahel, 2000, *CORINE Land Cover Technical Guide – Addendum 2000*. EEA Technical Report No. 40.

⁵ http://forum.eionet.europa.eu/nrc_land_covers/library/gio-land/corine-land-cover-clc/technical-guidelines

- wider than 100 m;
- occurred between 2006 and 2012;
- detectable on satellite images, and
- regardless of their position (i.e. connected to existing CLC2006 polygon or being “island”-like).

The overall thematic accuracy of the change database shall be > 85 %.

Mapping of CLC changes shall be carried out by applying the ‘change mapping first’ approach. This means that changes are interpreted directly, based on comparison of reference images. Visual comparison of IMAGE2006 with IMAGE2012 satellite imagery (with CLC2006 vector data overlaid for spatial reference) is followed by direct delineation of change polygons. Practically, if change occurred to a CLC2006 polygon, it shall be transferred to the database of CLC changes, where the changed part will be delineated and kept as polygon. At the end of process CLC_Change2006-2012 polygons will be combined with CLC2006 polygons to obtain CLC2012 database.

Necessary thematic / geometric revision (correction) of CLC2006 data must precede the delineation of change polygons in order to avoid error propagation from CLC2006 to CLC2012.

Therefore change mapping consists of two steps, namely CLC2006 revision (correction) and interpretation of changes that occurred between 2006 and 2012. The two processes can be carried out consecutively or in parallel, but on the level of individual polygons the revision must always precede change delineation.

The basis of identification of changes is the interpretation of visually detectable land cover differences on images from 2006 and 2012. Ancillary data, such as topographic maps, ortho-photos, High Resolution Layers (HRLs) (derived from the same satellite imagery), Google Earth imagery (or equivalent) are highly recommended to use.

Delineation of changes must be based on CLC2006 polygons in order to avoid creation of sliver polygons and false changes when producing CLC2012 database. This means that during interpretation of changes CLC2006 polygons must be visualised for and used by the interpreter so that outlines of CLC_Change2006-2012 polygons exactly fit CLC2006 boundaries.

The interpreter must give two CLC codes to each change polygon: code2006 and code2012 both included as separate attributes. These codes must represent the land cover status of the given polygon in the two dates respectively. Any change code pair thus shows the process that occurred in reality and may be different from the codes occurring in the final CLC databases (due to generalisation applied in producing CLC2006 and CLC2012).

6.3.2 CLC2012 production

The CLC2012 database shall be produced by adding CLC2006 revised and CLC_Change2006-2012 in a Geographic Information System (GIS).

The two major prerequisites for producing CLC2012 out of CLC2006 and CLC_Change2006-2012 data by a GIS is that:

1. CLC_Change2006-2012 outlines are geometrically based on CLC2006 outlines.
2. Both CLC2006 and CLC-Change2006-2012 are topologically correct databases (no holes, no overlaps, no multi-part polygons, no dissolve errors).

If any of these conditions are not fulfilled, the GIS operation will produce false result and slivers, therefore will give an incorrect CLC2012.

Integrating CLC2006 revised and CLC_Change2006-2012 in order to produce CLC2012 should rely on the equation:

$$\text{CLC2012} = \text{CLC2006 revised (+)CLC_Change2006-2012}$$

Where (+) means the following operation: CLC2006 revised and CLC_Change2006-2012 databases are intersected, then CLC_Change polygons' code2006 is replaced by code2012, and finally neighbours with similar code are unified. Small (<25 ha) polygons are generalized according to a priority table. An ArcInfo script provided by the European Topic Centre for Spatial Information and Analysis (ETC/SIA) is available on Eionet Forum to support this data integration.

Internal verification should be part of the processing chain, where a CLC expert checks the completed working unit. It will consist of following steps:

1. Training:

Training can be requested if the team does not have the necessary expertise. The training will be organised by EEA in a suitable location where all team members can participate.

2. Verification by EEA will consist of two steps:

- First (1st) verification:

1st verification is due when the first few working units are interpreted (e.g. 10-30% of the country). The main purpose of this mission is to reveal problems in the early phase of implementation;

- Second (2nd) verification:

2nd verification is due when around 75% of the country area is interpreted. The main purpose of the mission is to check the database close to completion and suggest improvements if needed.

Whether the verification will be a physical mission or a remote verification will be decided later. In case of remote verification national CLC datasets and the applied satellite imagery should be made available for verification.

6.3.3 Metadata

Two kinds of metadata shall be produced:

1. Working-unit-level metadata (Annex 1 in CLC2006 Technical Guidelines) has the purpose to document all steps of production of CLC-Change database. National teams are responsible for preparing working unit-level metadata for their CLC-Change database, for internal use within CLC projects;
2. Country-level metadata mostly serve the users by informing them about the main parameters of the product. Country-level metadata are to be produced for

CLC_Change2006-2012, CLC2012 and, if applicable, for revised CLC2006 databases by the national teams. Country-level metadata shall be INSPIRE compliant and harmonised for all GIO land products. A new metadata structure with instructions about its use will be published later on Eionet Forum.

6.4 Local expertise

Depending on the contractual setup, CLC is normally produced by the Eionet National Reference Centres for Land Cover (Eionet NRC/LC). Due to some limitations in the GMES/Copernicus legal framework in combination with delays in the procedures for Turkey to become a member of the Copernicus programme, EEA calls upon a market consultation via this open call for tenders.

Nevertheless, for any country, it is of utmost importance for the quality of the production of CLC to build upon local expertise in LC/LU from the Eionet NRC/LC. It is therefore required that any bidder includes in his offer a chapter on the involvement of the Eionet NRC/LC in the CLC production process.

Local expertise is also important to get access to the appropriate ancillary data, underpinning the classification process.

The level of involvement (how? for what tasks? what proportion of the resources? etc.) of local expertise via the Eionet NRC/LC will be part of the evaluation of this tender (please see Section 11.3.1 below).

6.5 Provision of consultancy services ancillary to the CORINE land cover production

With this call for tenders, the EEA intends as well to procure consultancy services to cover related task to CLC2012 mapping such as:

- The transformation and integration of the national CLC databases into a single European database covering EEA39 countries ;
- The conversion and production of CLC databases into raster products with different cell sizes (100m, 250 m) ;
- The tiling of CLC products to downloadable subsets ;
- The combination of CLC products and High Resolution Layers on thematic LC characteristics ;
- The updating of CLC documentation.

6.6 Input data

Satellite imagery provides the basis data support for CLC2012: two coverages of IMAGE2012 and IMAGE2006 should be used.

Previous CLC inventory: CLC2006 and CLC_Change2000-2006 provides the basis of mapping CLC-Changes.

In-situ data: recent topographic maps (1:50.000), recent ortho-photos are the two most important ancillary data to support CLC change mapping.

Two pan-European coverages of high resolution, multi-temporal, multi-spectral, cloud free (max. 5% clouds), ortho-rectified satellite imagery covering all EEA39 countries and 12 nautical miles sea buffer, are provided by ESA through its GMES/Copernicus image data warehouse (DWH).

This set of imagery is called IMAGE2012. The images are projected into national projection systems. These images are the main satellite data input for producing CLC2012 databases.

According to the GSC DAP DWH⁶ document⁷ the following type of imagery is available:

- Coverage-1 (1st priority by countries) consists mainly of HR imagery acquired by the Indian IRS Resourcesat-1 and Resourcesat-2 satellites. Resourcesat imagery includes VNIR and SWIR spectral bands. Data are delivered in 20 m pixels in national projection. Gap filling is provided from other sensors, such as SPOT 4 & 5. This dataset is included in CORE_01 of DWH.
- Coverage-2 (2nd priority by countries) is completed by the German RapidEye satellite constellation. RapidEye includes VNIR spectral bands, but no SWIR band. Data are delivered in 20 m pixels in national projection. However, 5 m pixel version in UTM projection is also available. This dataset is included also in CORE_01 of the DWH.
- Access to former pan-European coverage (obligatory: IMAGE2006, optional: IMAGE2009). These dataset are included in CORE_02 of the DWH.

There are two basic input vector layers to be used in the implementation of change mapping:

- CLC2006 database: A border-matched version of CLC2006 has been produced by EEA in order to eliminate inconsistencies along state boundaries. For consistency reasons all countries are expected to use that national version of CLC2006 which has been clipped from the recent integrated European version. These (vector format, national projection) can be downloaded from Eionet Forum (see below).
- In deriving CLC_Change2006-2012 the previous CLC_Change2000-2006 data is recommended to be used as an ancillary support layer to keep consistency of the “old” and “new” change layers. In practical terms harmonization requirement means that in locations where CLC change exists in both layers the same code_2006 is expected to be given in both change databases. However, there is no intention to revise CLC_Change2000-2006 data consequently mistakes found in it are not requested to be corrected. On the other hand, the CLC_Change2006-2012 should reflect reality visible on images as much as possible, i.e. it has a priority over harmonizing code_2006 with CLC_Change2000-2006.

Border-matched CLC2006 and CLC_Change2000-2006 data (vector format, national projection) for participating countries are available⁸ for download at: http://forum.eionet.europa.eu/nrc_land_covers/library/gio-land/corine-land-cover-clc/support-files-clc-production

⁶ GMES Space Component Data Access Portfolio Data Warehouse

⁷ http://gmesdata.esa.int/c/document_library/get_file?uuid=9f57e0f4-af57-43ca-aa26-b9418fbf40ea&groupId=10725

⁸ access to data is open on web: <http://www.eea.europa.eu/data-and-maps/data/corine-land-cover-1990-raster-3>

7. General obligations of the tenderer / mandatory requirements

7.1. Deliverables and schedules

The table below describes the deliverables to be provided. Timing is related to latest possible delivery dates as referred to the start of the contract. Depending on the organisation of the workflow, the bidder is entitled to propose upfront shifts in the project management plan (see section 7.3).

Nr	Deliverables	Estimated timing (T0 = signature of relevant specific contract)
1	Project management plan	T0 + 1 month
2	Training of national team (optional, organised by EEA)	T0 + 2 months
3	1 st verification (EEA, 20%)	T0 + 4 months
4	2 nd verification (EEA, 75%)	T0 + 9 months
5	Seamless CLC_Changes2006-2012 for Turkey	T0 + 11 months
6	Seamless CLC2012 for Turkey	T0 + 12 months
7	Seamless revised CLC2006 for Turkey	T0 + 12 months
8	Metadata	By 30 June 2015
9	Final country report	By 30 June 2015

Maps shall be topologically correct in Geodatabase format.

7.2 Meetings

Costs related to meetings (such as travel or accommodation) are to be considered included in the project budget.

The table below provides information of the planned schedule for implementation of the contract:

MEETINGS			
Meeting		Estimated timing (T0 = signature of relevant specific contract)	Comments
1	Kick-off meeting	T0 + 1 month	To be held at EEA premises in Copenhagen
2	1 st intermediate progress meeting	After completion of the first verification	To be held at EEA premises in Copenhagen or via video or teleconference
3	2 nd intermediate progress meeting	After completion of the 2 nd verification	To be held at EEA premises in Copenhagen or via video or teleconference

7.3. Project management

The project management plan shall be the controlling document for the contract, permitting to define, organize and monitor all activities. The project management plan shall provide a feasible and effective breakdown of the activities and shall include the following items:

- Description of the methodology;
- Staff plan and key personnel relevant for the tasks at stake;
- Tasks breakdown and content with deliverables and delivery milestones (production plan);
- Facilities and resources, including management aspects on the involvement of the Eionet NRC/LC;
- QA/QC procedures, including an internal accuracy assessment of the datasets (the thematic accuracy assessment of the LC/LU dataset shall include the necessary differentiation in accuracies, depending on the levels of detail proposed in the nomenclature, and taking into account the relative occurrence of the classes in the nomenclature);
- Risk analysis and mitigation measures.

8. Place of delivery/performance of the services

The services may be performed at the contractor's premises, or if feasible, in a combined setup between the contractor's premises and the Eionet NRC/LC for Turkey premises; occasional meetings at EEA in Copenhagen or at the European Commission (EC) in Brussels can be agreed during the contract implementation, whether such need arises. The contractor shall have videoconferencing tools to organise virtual meetings requested on a short notice or of a short

duration. Information products shall be delivered to the EEA, according to specifications as described in section 6 & 7 above, and to be agreed upon request.

9. Type and volume of contract

The successful tenderer(s) will be awarded a framework service contract, which will enter into force upon its signature by both contracting parties. The period of execution shall not exceed 12 (twelve) months or 30.06.2015, whichever date comes first. The services will be implemented through service contracts depending on EEA's demands. The estimated maximum budget is EUR 1.250.000 covering all services and tasks specified in section 6 above, distributed as follows (the breakdown is merely indicative):

- CLC_Change2006-2012 production (tasks under sections 6.2 to 6.4) = EUR 1.000.000;
- Consultancy services ancillary to the CLC production (tasks under section 6.5) = EUR 250.000.

10. Price

Tenderers are required to quote prices for the services to be provided as follows:

- Prices must be quoted per category of service as described under sections 6 (above) and in compliance with the requirements specified in section 11.3.2 below;
- Prices must be quoted as follows:
 - Revised CLC2006 on working unit level;
 - CLC_Changes2006-2012 for Turkey;
 - Integrating revised CLC2006 and CLC_Changes2006-2012 into CLC2012 for Turkey;
 - For the additional tasks specified in section 6.5, prices must be quoted for each of the following profiles:
 - Daily rate for senior consultant working intramural at the EEA's premises for an extended period of 1 – 2 weeks' time;
 - Daily rate for senior consultant working extramural at the Contractor's premises (or elsewhere);
 - Daily rate for junior consultant working intramural at the EEA's premises for an extended period of 1 – 2 weeks' time;
 - Daily rate for junior consultant working extramural at the Contractor's premises (or elsewhere).
- Prices quoted must be **all-inclusive** and expressed in **euro**, including for tenderers established in countries that are not part of the Eurozone. For tenderers in countries that do not belong to the Eurozone, the price quoted may not be revised in line with exchange rate movements. It is for the tenderers to select an exchange rate and assume the risks or the benefits deriving from any variation;
- No additional expenses incurred in the performance of the services will be reimbursed separately by EEA;
- The price quoted must be fixed and not subject to revision for the whole duration of the contract.

Under Articles 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, the Agency is exempt from all charges, taxes and dues, including value added tax; 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.

11 Criteria

11.1 Exclusion criteria

11.1.1 Exclusion from participation and award in the procurement procedure

To be eligible to participate in this contract award procedure, tenderers must not be in any of the exclusion situations referred to in Articles 106 and 107 of the financial rules applicable to the general budget of the European Union⁹.

11.1.2. Evidence to be provided by the tenderers

When submitting their bids, each tenderer (including any subcontractor or any member of a consortium) must provide a declaration on their honour in accordance with the form attached as annex 2, duly signed and dated, stating that they are not in any of the situations mentioned under section 11.1.1 above.

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

11.2. Selection criteria

11.2.1. Legal capacity

Any tenderer is required to prove that he is authorised to perform the contract under national law, as evidenced by inclusion in a trade or professional register, or a sworn declaration or certificate, membership of a specific organisation, express authorisation, or entry in the VAT register.

To that effect, each service provider (including any subcontractor or any member of a consortium) is required to submit a legal entity form (see annex 3) duly filled out and signed, accompanied by a copy of inscription in trade register and/or a copy of inscription in VAT register, where applicable. However, the subcontractor(s) shall not be required to fill out or provide those documents when the services provided represent less than 20 % of the contract.

11.2.2. Economic and financial capacity

Evidence of economic and financial capacity shall be furnished by one **(or more)** of the following documents:

⁹ Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25.10.2012, OJEU L 298/1 of 26.10.2012.

- appropriate statements from banks or evidence of professional risk indemnity insurance;
OR
 - the presentation of balance sheets or extracts from balance sheets for at least the last 2 (two) years for which account have been closed, where publication of the balance sheet is required under the company law of the country in which the economic operator is established;
- OR
- a statement of overall turnover and turnover concerning the services covered by the contract during the last two financial years.

If, for some exceptional reason, which the EEA considers justified, a tenderer is unable to provide the reference(s) requested above, he may prove his economic and financial capacity by any other means which the EEA considers appropriate.

An economic operator may, where appropriate and for a particular contract, 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 EEA 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.

11.2.3. Technical and professional capacity

Tenderers should show their degree of technical and professional capacity to carry out the requested tasks by providing information on the criteria described below. If several service providers or subcontractors are involved in the tender, the selection criteria for the technical and professional capacity will be assessed in relation to the combined capacities of the service providers and/or subcontractors, as a whole, to the extent that service providers or subcontractors put their resources at the disposal of the tenderer for performance of the contract.

Tenderers shall provide the following documentation:

- **Human resources:**
 - (i) CVs detailing the educational and professional qualifications of the firm's managerial staff as well as those of the staff designated to provide the services indicating the required professional experience as follows (minimum 7 CVs in total to be provided):
 - Managerial staff: Minimum 1 CV (contract manager) documenting a minimum of 5 years' relevant experience and including language skills;
 - Persons responsible for providing the services:
 - (i) Minimum 3 CVs for senior experts providing clear references and examples of similar type of work and documenting a minimum of 5 years' relevant experience and including good working knowledge language of English;
 - (ii) Minimum 3 CVs for junior experts providing clear references and examples to similar type of work, and documenting a minimum of 3 years' relevant experience and including good working knowledge language of English skills.

- **Past contracts:**

Tenderers shall provide details of major contracts awarded to them relevant to the services required by the EEA, in particular in relation to LC/LU services, indicating the value, dates, brief description of the services provided and recipients of the services (public or private), under the following two categories: (1) contracts currently undertaken; and (2) contracts that have been undertaken over the last three years.

- **List of IT equipment and software:**

Tenderers shall provide a list of any IT equipment and software to be employed for performing the services.

- **Quality control/customer service:**

Tenderers shall provide the information outline below. In the event of a joint offer submitted by a consortium, **each member** of the consortium shall provide the requested information:

- i. Details of any quality assurance accreditation that they hold. If no accreditation held, tenderers shall provide an outline of any quality assurance policy specifying the status of implementation (e.g. measures employed to ensure the quality of services such as web-services, delivered products, derived data and source code), and details of any quality assurance accreditations for which they have applied.
- ii. A description of their terms and conditions with regard to customer service (e.g. their interaction with EEA and ability to respond quickly to request for services and/or modification thereof).

- **Environmental policy:**

Tenderers shall provide a description of their environmental policy specifying the status of implementation. In the event of a joint offer submitted by a consortium, **each member** of the consortium shall provide the requested description.

11.3 Award criteria

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

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

11.3.1 Technical merit (TM) (max. 60, min. 40 points)

Tenders will be evaluated following the award criteria and weights outlined below, producing a total potential score of 60 points.

Tenderers shall elaborate on all criteria referred to below in order to score as many points as possible. The mere repetition of mandatory requirements set out in these tender specifications, without going into details or without giving any added value will only result in a low score. If essential elements of these tender specifications are not expressly addressed in the tender, the

EEA may decide to give a zero mark for the relevant quality criterion. **It is important that the technical offer is presented in a simple and clear structure, following the numbering and the headings of the award criteria outlined below to enable the evaluation committee to assess them. Failure to respect this requirement will result in a low score under award criterion No 3.**

No	Award criteria	Maximum points (60)	Minimum points (40)
1	<p><i>Strategy to include local expertise</i></p> <p>Proposed strategy to optimise the inclusion of local expertise on LC/LU via the involvement of the Eionet NRC/LC_Turkey (cfr. section 6.4).</p>	15	10
2	<p><i>Production plan</i></p> <p>Including the optimisation aspects of the workflow to cover the full Turkish territory within a 12 months production period, completeness of documentation, risk analysis and mitigation approach and resources foreseen (team composition and complementarity of the team).</p>	15	10
3	<p><i>Methodological approach</i></p> <p>The methodological approach as documented by means of proposed image processing and interpretation methods to ensure full matching of the CLC mapping guide specifications, including the addressing of level 4 for Turkey, (min. 3/max. 5 A4 pages), including a comprehensive, detailed and documented workflow scheme.</p>	30	20

Only tenders which obtain the indicated minimum number of points, both for each award criterion and in total, will be considered for the next stage, which involves determining the financial value of the tender (price index) and for the final assessment.

11.3.2 Price (P) (max. 40 points)

Tenderers are requested to submit a financial offer, thereby taking all tasks as outlined under sections 6.2. to 6.4 above, all deliverables as outlined in section 7.1 above and all planned meetings as specified in section 7.2 above, giving the **all-inclusive** (i.e. including all relevant costs and all expenditures (e.g. management and administrative costs, travel and accommodation costs, etc.)) for the services outlined below.

For that purpose, tenderers shall complete the price quotation attached as annex 5 to these tender specifications. Tenderers shall bear in mind that all fields are compulsory and non-compliance will lead to exclusion of the tender from the award process.

11.3.2.1 Price for the production phases (P_A) (max. 30 points):

Tenderers shall provide **average price units in euro** for the following production phases:

Production phase	Task description	Average price units	Weighting Factor (WF) ¹⁰
P ₁	Revised CLC2006	Price/100 km ²	20%
P ₂	CLC_Changes2006-2012	Price/100 km ²	50%
P ₃	CLC2012	Price/100 km ²	30%

For each production phase above, tenders meeting all mandatory requirements including the minima for technical merit will score points in function of the following formula $P_s = (P_{s_{min}} / P_{s_0}) \times 30 \times$ weighting percentage, where

P_s = Score for price of service,

$P_{s_{min}}$ = the lowest price offered among the received tenders

P_{s_0} = the price of the tender being considered

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

The price score for the production phase (P_A) is the sum of the three P_s .

11.3.2.2 Price for additional related consultancy services (P_B) (max. 10 points):

For additional tasks listed in section 6.5 above, tenderers are requested to submit a financial offer giving the **all-inclusive** (i.e. include all relevant costs and all expenditure (e.g. management and administrative costs, travel and accommodation costs, etc...)) average daily rate in **euro** for the following profiles:

Price	Services	Price (EUR)	Weighting factor (WF) ¹¹
P _{1'}	Daily rate, senior consultant, intra muros		35%
P _{2'}	Daily rate, senior consultant, extra muros		20%
P _{3'}	Daily rate, junior consultant, intra muros		30%
P _{4'}	Daily rate, junior consultant, extra muros		15%

¹⁰ The listed weighting factors are only applied for evaluation purposes.

¹¹ The listed weighting factors are only applied for evaluation purposes.

Tenders meeting all mandatory requirements including the minima for technical merit will score points in function of the following formula $Ps' = (Ps'_{min}/Ps'_0) \times 10 \times \text{weighting percentage}$, where

Ps' = Score for price of service

Ps'_{min} = the lowest price offered among the received tenders

Ps'_0 = the price of the tender being considered

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

The price score for the provision of additional related production phase (P_B) is the sum of the three Ps' .

11.3.2.3 Total price

The final score for the price that will be used as a basis for the purpose of comparative evaluation of the tenders will be the sum of the score obtained for the production phase and the score obtained for the provision of additional related consultancy services (total financial value of the tender = score for P_A + score for P_B).

11.3.3 Final assessment

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

12. Performance

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

In particular, the contractor shall ensure that the staff performing the contract is the same as proposed in the tender; in case this would not be possible, consultants shall be replaced, upon submission of CV and written agreement by EEA, by staff with the same expertise and qualifications.

13. Environmental Considerations

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

14. Timetable

The timetable for this call for tenders and signature of the resulting contract is as follows:

	Date	Comments
Call for tenders launch date	14.04.2014	Dispatch of the contract notice to the Office of Publication
Deadline for requests for clarifications	19.05.2014	
Last date on which clarifications are issued by EEA	26.05.2014	
Time limit for submission of tenders	02.06.2014	At 16:00 in case of hand delivery or 23:59 in case of mail delivery
Opening session	10.06.2014	At 10:00 local time in the EEA premises
Evaluation of tenders	From 16.06.2014 to 23.06.2014	Estimated
Award decision and notification of evaluation results	01.07.2014	Estimated
Contract signature	15.07.2014	Estimated
Implementation of contract		Immediately after contract signature

15. Annexes

Annex 1: Tender submission form

Annex 2: Declaration on exclusion criteria

Annex 3: Legal entity form

Annex 4: Financial identification form

Annex 5: Price quotation

Annex 6: Draft framework service contract and draft specific contract

Annex 7: CLC nomenclature