



***Framework service contract(s) for the provision of  
media monitoring tools and services (2 lots)***

**Reference:** Open call for tenders EEA/COM/11/003

**Closing date:** 11/10/2011

**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 2009<sup>1</sup>. 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 32 member countries.

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 assessment 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>.

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<sup>1</sup> 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/COM/11/003**
- The contract title **“Media monitoring tools and services”**
- 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. Envelope 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 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 languages of the EEA member countries, **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 are 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 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 attached as annex 7 to these tender specifications.

### **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 tender is open on equal terms to all natural and legal persons from one of the 32 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 agreement.

As proof of eligibility tenderers must indicate in which country they have their headquarters, registered office or residence, and provide the necessary supporting documents in accordance with their national law. If the tender 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 other partners) will have an equal standing towards 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 persons 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 or group of service providers must fulfil the conditions for participation mentioned in sections 4.1 above and 4.2 and provide the required documents listed in these tender specifications under sections 11.1 and 11.2 below. Therefore, each member of a consortium or group of service providers shall specify his role, qualifications and experience.

### **4.3. Sub-contracting**

A contractor may sub-contract part of the services.

Tenderers must state what part of the work, if any, they intend to sub-contract, and to what extent (for instance % of the total contract value), specifying the names, addresses and legal status of the sub-contractors.

Legal persons must provide a document containing a list of the professional qualifications of the sub-contractors. If awarded the contract, contractors may not choose sub-contractors other than those mentioned in the bids unless they obtain the prior written authorisation of the EEA. The overall responsibility of the work remains with the contractor.

Contractors must ensure that Article II.17 of the draft framework contract (see annex 6 to these tender specifications) can be applied to sub-contractors. Once the contract has been signed, Article II.13 of the above-mentioned draft framework contract shall govern sub-contracting.

### **5. Contractual terms**

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

### **6. Subject of contract**

An important element of the EEA's mandate is to make sure that the environmental information it produces reaches its potential users. In this context it is crucial for the EEA to assess the media coverage of the EEA in general and the effectiveness of its media-related work in particular.

The EEA intends to conclude one or two framework contract(s) in order to be able to monitor its online media coverage on a daily basis and also to be able to periodically monitor its audio-visual and printed media coverage after launches of major EEA reports.

The call for tenders is divided into 2 lots:

- **Lot 1:** Provision of a software tool for EEA online media monitoring and related services.
- **Lot 2:** Periodic monitoring of the EEA coverage in printed and audio-visual media and related services.

Tenderers may place an offer for one or both lots based on their expertise and experience. In case tenderers submit offers for both lots, they are requested to submit their bids separately for each individual lot, specifying the number and subject of the lot and comprising a section giving the technical offer (Envelope No 2) and a section giving the financial offer (Envelope No 3) for each individual lot. The administrative section (Envelope No 1) providing information as to the legal, economic and financial, professional and technical capacity of the tenderer and including annexes 1 to 4 to these tender specifications need though to be submitted only once. In this respect and owing to the variety of profiles and services required, tenderers may choose presenting the evidence related to their technical and professional capacity in one or more sub-sections for both lots for which they want to submit an offer.

Tenders will be evaluated separately, lot by lot, as to their merits (see section 11.3 below). For each lot, a framework contract will be awarded. If both lots are awarded to the same tenderer, a single contract will be signed.

### **7. General obligations of the tenderer/mandatory requirements**

The sections below describe the required minimum level of services to be provided.

For both lots, all communications with the EEA shall be in English, being the working language at the EEA.

### **7.1. Provision of a software tool for online media monitoring and related services (Lot 1)**

- The contractor shall provide a software tool that via search profiles will enable the EEA to monitor its online media coverage on a daily basis.
- The contractor shall deliver or enable the EEA to download the media monitoring results electronically in a format compatible with commonly available database software (e.g. Excel), including at least the publishing date, title, source, country and link to the article. The EEA may add other parameters such as topic or EEA report mentioned. Together this information allows the EEA to produce media monitoring reports on demand, i.e. in different time periods, per topic or following specific launch events.

Delivery of software tools enabling the EEA to stream the media monitoring results on the website would be considered as advantageous.

- The monitoring shall provide coverage published on the major internet-based news media and public sector websites in the 32 EEA member countries as well as the USA, Canada and Australia.

Coverage of additional online media (local/ regional news, news wires, blogs, scientific journals etc...) as well as additional countries/continents would be considered as advantageous.

- The contractor shall provide training in the use of the tool to an EEA administrator and other EEA staff given licence to it. The contractor shall also be available to provide the EEA administrator with support during EEA office hours (Monday-Thursday 09:00-17:00 and Friday, 09:00-16:00).

### **7.2 Periodic monitoring of EEA coverage in printed and audio-visual media and related services (Lot 2)**

- The contractor shall provide monitoring of EEA coverage in radio, TV and printed media in one week periods after launches of major EEA reports based on a specific set of keywords defined by the EEA.
- The monitoring shall provide coverage broadcasted or published in the major national news media in the 32 EEA member countries as well as the USA, Canada and Australia.

As a minimum the monitoring shall preferably cover five printed and three broadcasted major national news media in these countries; taking into account the size of the country and the number of sources available, this minimum requirement may be adjusted downwards.

Coverage of additional media (local/ regional news, online TV and radio, magazines and specialised publication such as trade press and scientific journals etc...) as well as additional countries/continents would be considered as advantageous.

- The listing of media coverage is to be delivered in an editable format such as MS Word or Excel. When actual copies of media coverage are delivered they shall for TV and radio broadcasts be in a widely used format such as MS Media player or Adobe Flash, and results from printed media in PDF-format.

## 8. Performance of the work/services

The work will be mainly carried out at the contractor's premises, and occasionally, depending on the requirements of the specific contract, at the EEA's premises in Copenhagen, Kongens Nytorv 6, 1050 Copenhagen K, Denmark (for instance training session under lot 1).

## 9. Type and volume of contract

The successful tenderer(s) will be awarded a framework service contract for a maximum period of 48 months, starting from the date of signature. The services will be implemented through specific contracts depending on the EEA's demand. The specific contracts, which alone will bind EEA, will include a description of the services and deliverables to be provided. For details, reference is made to the draft framework contract and specific contract forming part of the tender documents (see Annex 6).

The maximum estimated value of the framework contract(s) over a maximum period of 48 months ranges between EUR 180.000 and EUR 250.000, distributed as follows (the figures below are merely indicative and may vary depending on the actual volume of needs and overall budget consideration):

Lot 1 – Provision of a software tool for EEA online media monitoring and related services	EUR 80.000 to EUR 100.000
Lot 2 – Periodic monitoring of EEA coverage in printed and audio-visual media and related services	EUR 100.000 to EUR 150.000

## 10. Price

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

- o Prices must be quoted per category of service as described under sections 6 and 7 (above).
- o Prices quoted must be **all-inclusive** (see section 11.3.2 below) and expressed in **euro**, including for tenderers established in countries that are not part of the euro zone. For tenderers in countries that do not belong to the euro zone, 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.
- o No additional expenses incurred in the performance of the services will be reimbursed separately by EEA.
- o The price quoted must be fixed and not subject to revision during the first year of duration of the contract.

From the beginning of the second year of duration of the contract, prices 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 EEA shall purchase on the basis of the price in force on the date on which specific contracts are signed. Such prices shall not be subject to revision.

The revision shall be determined by the trend in the harmonised consumer price index published by the European Commission on Eurostat web page<sup>2</sup> (Theme 2 – Economy and

<sup>2</sup> [http://epp.eurostat.ec.europa.eu/portal/page/portal/statistics/search\\_database](http://epp.eurostat.ec.europa.eu/portal/page/portal/statistics/search_database)

Finance; Price. HICP – Harmonised Indices of Consumer Prices; HMIDX – Monthly data (index); GEO – Eurozone; COICOP – cp00).

Revision shall be calculated in accordance with the following formula:

$$Pr = Po \times (0,2 + (0,8 \times Ir/Io))$$

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.

Under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities and the Headquarters Agreement between EEA and the Government of Denmark of 17 August 1995, EEA 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. Tenderers shall be excluded from participation in the 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 EEA 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 EEA 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.

The cases referred to in paragraph 11.1.1 (e) above shall be the following:

- (a) cases of fraud as referred to in Article 1 of the Convention on the protection of the European Communities' financial interests established by the Council Act of 26 July 1995 (OJ/C 316 of 27.11.1995, p. 48);
- (b) cases of corruption as referred to in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States

- of the European Union, established by Council Act of 26 May 1997 (OJ/C 195 of 25.6.1997, p. 1);
- (c) cases of involvement in a criminal organisation, as defined in Article 2(1) of joint Action 98/733/JHA of the Council (OJ/L 315 of 29.12.1998, p. 1);
  - (d) cases of money laundering as defined in Article 1 of Council Directive 91/308/EEC (OJ/L 166 of 28.6.1991, p. 77).

**Exclusion from awarding:**

In addition, contracts may not be awarded to tenderers who, during the procurement procedure:

- (a) are subject to a conflict of interest;

Tenderers must declare:

- that they do not have any 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 affinities, family or emotional ties, or any other relevant connection or shared interest;
- that they will inform the EEA, without delay, of any situation constituting a conflict of interest or which could give rise to a conflict of interest;
- that they have not made and will not make any offer of any type whatsoever from which an advantage can be derived under the contract;
- that they have not granted and will not grant, have not sought and will not seek, have not attempted and will not attempt to obtain, and have not accepted and will not accept, any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to the award of the contract.

The EEA reserves the right to verify the above information.

- (b) are guilty of misrepresentation in supplying the information required by the EEA as a condition of participation in the contract procedure or fail to supply this information;
- (c) find themselves in one of the situations of exclusion, referred to in paragraph 11.1.1 above, for this procurement procedure.

**11.1.2. Evidence to be provided by the tenderers**

When submitting their bids, each tenderer (including sub-contractor(s) or any member of a consortium or grouping) must provide a declaration on their honour, duly signed and dated, stating that they are not in any of the situations mentioned under section 11.1.1 above. For that purpose, they shall complete and sign the form attached as annex 2 to these tender specifications.

The tenderer to whom the contract is to be awarded shall provide within 14 calendar days following receipt of the letter informing him of the proposed award of the contract and preceding the signature of the contract, the evidence specified in the last but one paragraph of the form attached as annex 2 to these tender specifications confirming the declaration aforementioned.

**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 sub-contractor(s) or any member of a consortium or a group of service providers) 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 sub-contractor(s) shall not be required to fill in or provide those documents when the services 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:

- o appropriate statements from banks or evidence of professional risk indemnity insurance;
- o the presentation of balance sheets or extracts from balance sheets for at least the last 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;
- o 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 references 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 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.

- o **Human resources:**

Tenderers shall provide the following documents:

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:

- Managerial staff: Minimum 2 CV(s) (contract manager) documenting a minimum of 5 years' relevant experience;
- Persons responsible for providing the services: Minimum 2 CV(s) for junior experts or technicians, with at least 2 years' experience and statement of language skills;

- o **Past contracts:**

Tenderers shall provide a list of similar services provided in the past three years, indicating the value, dates and recipients of the services (public or private);

- o **Sub-contracting:**

Tenderers shall provide an indication of the proportion of the contract which they may intend to sub-contract. If sub-contracting is **not** envisaged, tenderers shall clearly state so in the tender submission form (see annex 1).

If sub-contracting is envisaged as part of this contract, tenderers shall provide a statement of their policy on the use of sub-contractors, and of the means of ensuring quality and confidentiality when sub-contractors are used.

NB: Tenderers must acknowledge that the EEA reserves the right to request them at later stage to provide documentation in relation to exclusion and selection criteria for any proposed sub-contractor (see section 4.3 above).

o **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 or a grouping of service providers, **each member** of the consortium or grouping 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:

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

**11.3.1 Technical merit (TM) (max. 65, min. 45 points)**

Tenders will be evaluated following the award criteria and weights outlined below, producing a total potential score of 65 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, EEA may decide to give a zero mark for the relevant quality criteria.

**A. Provision of a software tool for online media monitoring and related services (lot 1)**

No	Award criteria	Maximum points (65)	Minimum points (45)
1	<p><b><i>Understanding and appreciation of the scope and the level of services to be provided</i></b></p> <p>Tenders will be assessed in terms of their overall quality, completeness and presentation. Tenders shall include a description (max. 3 A4 pages) of how the required services will be provided, indicating inter alia the number of online sources covered, the geographical coverage, the type of media covered, the accessibility to the monitoring results, etc...</p>	25	18
2	<p><b><i>Management approach of the tenderer in terms of organisation, flexibility, service orientation, to meet EEA's requests</i></b></p> <p>Tenders shall provide a short presentation (max 2 A4 pages) of the provision of the services in terms of inter alia contract management, responsiveness and interaction with EEA, adaptability to specific monitoring needs, practical organisation of training and assistance to the EEA with the use of the monitoring tool, proposed approach to ensure continuous customisation of the services to meet EEA's requests, etc...</p>	25	18

No	Award criteria	Maximum points (65)	Minimum points (45)
3	<b>Quality assurance and control</b> Tenders shall provide a short description (max. 2 A4 pages) of the measures employed to ensure the quality of the services specifying the status of implementation	15	9

**B. Periodic monitoring of EEA coverage in printed and audio-visual media and related services (lot 2)**

No	Award criteria	Maximum points (65)	Minimum points (45)
1	<b>Understanding and appreciation of the scope and the level of services to be provided</b> Tenders will be assessed in terms of their overall quality, completeness and presentation. Tenders shall include a description (max. 3 A4 pages) of how the required services will be provided, indicating inter alia the total number of media sources covered (specified per category), the geographical coverage, the type of media covered, the accessibility to the monitoring results, (specifying the number of sources where PDF and audio-visual files can be delivered to document media coverage), etc...	25	18
2	<b>Management approach of the tenderer in terms of organisation, flexibility, service orientation, to meet EEA's requests</b> Tenders shall provide a short presentation (max 2 A4 pages) of the provision of the services in terms of inter alia contract management, responsiveness and interaction with the EEA, adaptability to specific monitoring needs, proposed approach to ensure continuous customisation of the services to meet EEA's requests, etc...	25	18
3	<b>Quality assurance and control</b> Tenders shall provide a short description (max. 2 A4 pages) of the measures employed to ensure the quality of the services specifying the status of implementation	15	9

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. 35 points)

Tenderers are requested to submit a financial offer giving the **all-inclusive fee** in EUR for the following services:

- **Lot 1:** An **annual fee** (excl. VAT) for a software tool for online media monitoring and related services as specified in section 7.1 above;
- **Lot 2:** A **weekly fee** (excl. VAT) for monitoring of EEA coverage in printed and audio-visual media and related services as specified in section 7.2 above.

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.

Tenders meeting all mandatory requirements including the minimum for technical merit will score points in function of the following formula:  $P = (P_{\min}/P_0) \times 35$ , where:

P = the total calculated price

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

$P_0$  = the price of the tender being considered

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

### 11.3.3 Final Assessment

Framework contracts will be awarded to the tenderers 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 contract. Should the contractor fail to do this during the validity of the framework contract, another vendor from the tenders may be chosen.

## 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 contracts. 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. 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 contract and draft specific contract

Annex 7: Privacy statement

