



EUROPEAN COMMISSION

DIRECTORATE-GENERAL  
ENVIRONMENT

Directorate A  
Unit A.2

**CALL FOR TENDERS**

**ENV.A.2/FRA/2015/0008**

**FRAMEWORK CONTRACT ON**

**Assistance to the Commission on technical, socio-economic and cost-benefit assessments related to the implementation and further development of EU waste legislation**

**WITH REOPENING OF COMPETITION**

**TENDER SPECIFICATIONS**

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## Information on tendering

### 1.1.Participation and nature of the contract

Participation in this tender procedure is open on equal terms to all natural and legal persons coming within the scope of the Treaties and to all natural and legal persons in a third country which has a special agreement with the Union in the field of public procurement on the conditions laid down in that agreement. Where the Multilateral Agreement on Government Procurement<sup>1</sup> concluded within the WTO applies, the participation to the call for tender is also open to nationals of the countries that have ratified this Agreement, on the conditions it lays down.

The Commission intends to award a multiple framework contract with reopening of competition between at least 3 economic operators, provided enough tenderers satisfy the published criteria.

Tenderers' attention is drawn to the fact that the Framework contract does not constitute placement of an order but is merely designed to set the legal, financial, technical and administrative terms governing relations between the contracting parties during the contract term. Orders can only be placed using the model contained in Annex 7 to these Terms of Reference. Following the placement of an order, a specific agreement shall be drawn up for that work. A model specific agreement corresponding to the model contract is provided in Annex 8.

Signature of the Framework contract does not give the contractor(s) any exclusive rights to the services covered by the Framework contract. In any case, the Commission reserves the right, at any time during the Framework contract, to cease placing orders without the contractor(s) having the right to any compensation.

DG Environment will be the overall manager for the Framework contract defined in these Terms of Reference. It will be the only administrative contact point as regards the Framework contract.

The aggregated maximum annual amount for which specific contracts can be awarded will not exceed 700.000 € (i.e. 2.800.000 € for the total maximum duration of the framework contract). The indicative price of the specific contracts is envisaged to range between €13.000 and €250.000. This range is intended as guidance. Services may be requested outside of this range.

The Framework contract will run for a period of 24 months and shall be renewed automatically once (maximum total 48 months) on **identical terms** provided that the contractor's work is satisfactory in all respects and depending on budget availability, unless written notification to the contrary is sent by one of the contracting parties and received by the other party two months before expiry of the contract. The Framework Contract shall

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<sup>1</sup> See [http://www.wto.org/english/tratop\\_E/gproc\\_e/gp\\_gpa\\_e.htm](http://www.wto.org/english/tratop_E/gproc_e/gp_gpa_e.htm)

continue to apply to specific contracts after its expiry, but for no more than 6 months. The framework contract specifies the basic conditions applicable to any assignment placed under its terms. Signature of the contract does not place the Commission under any obligation to place an assignment. The execution of tasks/assignments may not start before a specific contract has been signed.

### **1.2.Contractual conditions**

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

### **1.3.Joint tenders**

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

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

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

### **1.4.Subcontracting**

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

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

Tenderers are required to identify all subcontractors. In case a tenderer relies on subcontractors to meet the required level under selection criteria, the subcontractor(s) concerned must provide the relevant supporting documents to that effect (see section 2.3).

During contract execution, the change of any subcontractor identified in the tender will be subject to prior written approval of the Contracting Authority. Change of experts must be kept to a minimum, must be duly motivated and should not be subject to change in the first 6 months of contract implementation.

### **1.5.Content of the tender**

The tenders must be presented as follows:

Part A: Identification of the tenderer (see below)

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

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

Part D: Technical offer (see section 2.6)

Part E: Financial offer for the illustrative tasks and pricelist for all services including all categories of personnel (see section 2.7)

### **1.6. Identification of the tenderer: legal capacity and status**

The tender must include a cover letter presenting the name of the tenderer (including all entities in case of joint offer) and identified subcontractors if applicable, and the name of the single contact person in relation to this tender. Coherence must be ensured between the information in the cover letter and in Annex 1.

If applicable, the cover letter must indicate the specific tasks to be subcontracted. Identified subcontractors must provide a letter of intent stating their willingness to provide the services that may be requested under the framework contract.

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

In order to prove their legal capacity and their status, all tenderers (or the single point of contact / all members of the consortium, see paragraph 1.3) must provide a signed Legal Entity Form with its supporting evidence. The form is available on:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)

Tenderers that are already registered in the Contracting Authority's accounting system (i.e. they have already been direct contractors) must provide the form but are not obliged to provide the supporting evidence.

The tenderer (or the single point of contact / all members of the consortium, see paragraph 1.3) must provide a Financial Identification Form and supporting documents (no form is needed for subcontractors). The form is available on: [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/index\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/index_en.cfm)

Tenderers must provide the following information if it has not been included with the Legal Entity Form:

- For legal persons, a legible copy of the notice of appointment of the persons authorised to represent the tenderer in dealings with third parties and in legal proceedings, or a copy of the publication of such appointment if the legislation which applies to the legal entity concerned requires such publication. Any delegation of this authorisation to another representative not indicated in the official appointment must be evidenced.

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

# **1. EVALUATION AND AWARD**

## **2.1.Evaluation steps**

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

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

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

## **2.2.Exclusion criteria**

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

The declaration on honour is also required for all subcontractors.

The successful tenderer shall provide the documents mentioned as supporting evidence in Annex 5 before signature of the contract and within a deadline given by the contracting authority. This requirement applies to all members of the consortium in case of joint tender and to identified subcontractors whose capacities will be relied upon to fulfil the selection criteria.

## **2.3.Selection criteria**

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

The evidence requested should be provided by each member of the group in case of joint tender and by identified subcontractors whose capacities will be relied upon to fulfil the selection criteria. However a consolidated assessment will be made to verify compliance with the minimum capacity levels.

The tenderer may rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal.

### **2.3.1. Economic and financial capacity criteria and evidence**

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

- Annual turnover of the last financial year above € 700.000

The following evidence should be provided:

- Copy of the profit & loss account and balance sheet for the last two years for which accounts have been closed,
- Failing that, appropriate statements from banks,
- If applicable, evidence of professional risk indemnity insurance.

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

### **2.3.2. Technical and professional capacity criteria and evidence**

#### **a. Criteria relating to tenderers**

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

- The tenderer must prove experience in the following fields with at least 3 projects delivered in a minimum of three of these fields in the last three years, of which one must have a minimum value of € 200.000:

- EU decision making processes

- EU environmental legislation, in particular on waste, chemicals, products and industrial emissions

- Implementation and enforcement of EU legislation

- Scientific and technical issues regarding waste, waste treatment, products and materials

- Administrative, legal and economic issues of waste, waste treatment, products and materials



- European waste management industry and public waste management structures
  - Environmental, economic and social impacts of waste and waste treatment activities
  - Preparation of comprehensive reports and similar documents
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- The tenderer must prove capacity to draft reports in English.
  - The tenderer must prove experience in organisation of events and workshops, communication with stakeholders, contacts with Member States' authorities, data collection, statistical analyses, economic, legal and technical assessments and drafting reports and recommendations.

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

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

**b. Criteria relating to the team delivering the service:**

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

Project Manager: At least 10 years' experience in project management of which at least 7 must be connected with the professional sector concerned and the type of tasks to be performed, including overseeing project delivery, quality control of delivered service, client orientation and conflict resolution experience in (a) project(s) of a similar size and coverage, with experience in management of teams of at least 20 people.

Senior expert: Relevant higher education degree and at least 5 years' professional experience in the field of waste management and environmental policy

Expert: Relevant higher education degree and at least 3 years' professional experience in the field of waste management and environmental policy

Legal expert: Relevant higher education degree and at least 3 years' professional experience in the field of environmental legislation at European and national levels, preferably in the field of waste management

Language quality check: at least 2 members of the core team should have native or equivalent level language skills in English as guaranteed by a certificate or past relevant experience.

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

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

## **2.4.Award criteria**

The tender will be awarded according to the best-value-for -money procedure. The quality of the tender will be evaluated based on the following criteria. The maximum total quality score is 100 points of which a maximum of 50 points are allocated to the overall management of the framework contract and a maximum 50 points to the illustrative tasks.

Tenders scoring less than 60 in the overall points total or less than 50% in the points awarded for a single criterion will be excluded from the rest of the assessment procedure. Since assessment of the tenders will focus on the quality of the proposed services, tenders should elaborate on all points addressed by these specifications in order to score as many points as possible. The mere repetition of mandatory requirements set out in these specifications, without going into details or without giving any added value, will only result in a very low score. In addition, if certain essential points of these specifications are not expressly covered by the tender, the Commission may decide to give a zero mark for the relevant qualitative award criteria.

### **2.4.1. Overall management of the framework contract (max. 50 points)**

A maximum of 30 points will be attributed to criterion 1, and a maximum of 20 points will be attributed to criterion 2. In addition a minimum threshold will be set up under this system of points:

- Technical sufficiency levels: Selected companies will have to score a minimum of 15 and 10 points under criteria 1 and 2 respectively, with a minimum total of 30 points.

#### **1 Organisation of the work (30 points – minimum threshold 50%)**

This criterion will assess how the roles and responsibilities of the proposed team and of the economic operators (in case of joint tenders, including subcontractors if applicable) will be distributed. It also assesses the global allocation of time and resources to the global management of the framework contract.

#### **2 Quality control measures (20 points – minimum threshold 50%)**

This criterion will assess the quality control system applied to the management of the framework contract concerning the quality of the deliverables, the language quality check, and continuity of the service in case of absence of a member of the team. It should be noted that a generic quality system will result in a low score.

## **2.4.2. Illustrative tasks (max. 50 points)**

A maximum of 26 points will be attributed to criterion 1, a maximum of 12 points will be attributed to criterion 2, and a maximum of 12 points will be attributed to criterion 3. In addition a minimum threshold will be set up under this system of points:

- Technical sufficiency levels: Selected companies will have to score a minimum of 13, 6 and 6 points under criteria 1, 2 and 3 respectively, with a minimum total of 30 points.

### **1 Quality of the proposed methodology (26 points – minimum threshold 50%)**

This criterion assesses the suitability and strength of the proposal as measured against the requirements of the illustrative tasks in terms of the technical content, completeness and proposed effort. The degree to which the methodology shows the capacity to resolve the questions underlying in the service request in a realistic and well-structured way, as well as whether the methods proposed are suited to the needs set out by the Commission.

### **2 Organisation of the work (12 points – minimum threshold 50%)**

This criterion will assess how the roles and responsibilities of the proposed team and of the economic operators (in case of joint tenders, including subcontractors if applicable) are distributed for each illustrative task. It also assesses the global allocation of time and resources to the project and to each task or deliverable, and whether this allocation is adequate for the work. The tender should provide details on the allocation of time and resources and the rationale behind the choice of this allocation.

### **3 Quality control measures (12 points – minimum threshold 50%)**

This criterion will assess the quality control system applied to the service foreseen in these illustrative tasks concerning the quality of the deliverables, the language quality check, and continuity of the service in case of absence of a member of the team. The quality system should be detailed in the tender and specific to the tasks at hand; a generic quality system will result in a low score.

## 2.5. Ranking and Award

Having examined the tenders from a technical point of view, the evaluation committee will proceed considering which is the economically most advantageous offer taking into account **only those tenders that have obtained at least 60 out of the 100 points that are available for the technical quality of the bid**. The evaluation committee will then proceed with the financial comparison of the tenders retained for further consideration according to the ranking procedure below.

For the purpose of the award, the total sum of the illustrative tasks will be considered as the financial bid. The 4 highest ranked bids offering the best value for money will be chosen, provided that the minimum number of points cited above is achieved. The ranking of the tenders will be calculated as follows:

- All bids that do not reach the stated technical sufficiency levels for each individual award criteria will not be considered for contract award.
- All bids that have passed the individual levels and score 60 or higher are deemed to be technically sufficient. Then the price is divided by the total number of points awarded to obtain the price-quality ratio. The award of the contract will be made in accordance with the lowest ratio.

## 2.6. Compliance of the technical offer

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

Tenderers' attention is drawn to the fact that the sole objective of each illustrative task is to provide a fair, non-discriminatory basis for comparing the offers. They can in no case be considered to represent a commitment on the part of the Commission to make orders for the services and quantities indicated. They can therefore give rise to no expectation or legitimate right on the part of the contractor.

## 2.7. Financial offer

Tenders shall specify a fixed price per type of expert and/or service proposed. Daily rates must be flat rate and **include all costs** (administrative costs, overheads, project management, quality control, support resources, insurance, etc). The daily rate(s) quoted shall be valid for any services offered under a specific contract. For guidance purposes see Annex 3A.

Furthermore, a financial offer for each illustrative task duly dated and signed by the person authorised to sign on behalf of the organisation must be included in the offer. For guidance purposes see Annex 3B.

The prices for the illustrative tasks are excluding VAT (they are including fees, travel and all other costs). Any offers received that do not respect the upper limit will be automatically excluded from the evaluation procedure. The lower limit is indicative. Travel and subsistence expenses are not refundable separately; if applicable they should be included in the lump sum.

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

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

## **2. TECHNICAL SPECIFICATIONS**

### **3.1. Description of services**

#### ***3.1.1. General background and (Internet based) reference documents***

Waste legislation has a tradition of more than 30 years and is a cornerstone of the EU environment policy. It represents today a sizable body of legislation, in terms of volume and of positive impact on not only the environment but also on economic and social life. Conceptually, it evolved from focusing on safe management and disposal, through the Waste Framework Directive and the Landfill Directive to addressing specific waste streams through the so-called Recycling Directives (<http://ec.europa.eu/environment/waste/index.htm>).

Today waste is understood more and more as a part of the life cycle of natural resources and waste prevention and management are increasingly becoming an integral part of resources management, including eco-design.

The Thematic strategy on waste prevention and recycling has set the longer term objective for the EU to become a recycling society (<http://ec.europa.eu/environment/waste/strategy.htm>).

Recycling has an important role to play in making the EU more resource-efficient, in line with the strategic objectives of the EU 2020 Strategy and the Commission's Communication on resource-efficiency.

The 7<sup>th</sup> Environment Action Programme sets the objective that by 2020 '*waste is safely managed as a resource and to prevent harm to health and the environment, absolute waste generation and waste generated per capita are in decline, landfilling is limited to residual (i.e. non-recyclable and non-recoverable) waste, having regard to the postponements provided for in Article 5(2) of the Landfill Directive (55) and energy recovery is limited to non-recyclable materials, having regard to Article 4(2) of the Waste Framework Directive*'.

This will require '*fully implementing Union waste legislation. Such implementation will include applying the waste hierarchy in accordance with the Waste Framework Directive and the effective use*

*of market-based instruments and other measures to ensure that: (1) landfilling is limited to residual (i.e. non-recyclable and non-recoverable) waste, having regard to the postponements provided for in Article 5(2) of the Landfill Directive; (2) energy recovery is limited to non-recyclable materials, having regard to Article 4(2) of the Waste Framework Directive; (3) recycled waste is used as a major, reliable source of raw material for the Union, through the development of non-toxic material cycles; (4) hazardous waste is safely managed and its generation is reduced; (5) illegal waste shipments are eradicated, with the support of stringent monitoring; and (6) food waste is reduced. Reviews of existing product and waste legislation are carried out, including a review of the main targets of the relevant waste directives, informed by the Roadmap to a Resource Efficient Europe, so as to move towards a circular economy; and internal market barriers for environmentally-sound recycling activities in the Union are removed. Public information campaigns are required to build awareness and understanding of waste policy and to stimulate a change in behaviour;*'

The Communication on a circular economy presented by the Commission on 3 July 2014 ([http://ec.europa.eu/environment/circular-economy/index\\_en.htm](http://ec.europa.eu/environment/circular-economy/index_en.htm)) aims to establish a common and coherent EU framework to promote the circular economy. Turning Europe into a more circular economy means boosting recycling and preventing the loss of valuable materials, creating jobs and economic growth, showing how new business models, eco-design and industrial symbiosis can move us towards zero-waste and reducing greenhouse emissions and environmental impacts.

The legislative proposal for a waste target review accompanying the Communication on circular economy serves to implement the objectives of the circular economy in waste legislation. The new Commission has decided to withdraw this proposal and replace it by a new proposal in 2015.

Modern concepts such as Life Cycle Thinking and rapid technological development require collection and availability of updated information for policy makers allowing them to prepare new legislation and scheduled reviews. Impact assessments, requiring detailed information and analysis on environmental, social and economic impact of baseline scenario and different policy options must accompany all major policy documents. The requirements of Smart Regulation at EU level focus on modernization, simplification and coherence of existing and future policy initiatives.

Over the next years, EU waste policy should continue to focus on the proper implementation of the current waste acquis and future reviews in order to make the current acquis better fit to meet the EU's strategic objective of becoming a resource-efficient recycling society.

Outside expertise will be required on administrative, legal and technical questions to support the Commission in its task of better implementing and reviewing the waste acquis.

### **3.1.2. Objectives and nature of the Framework contract**

This Framework Contract will be concluded to provide services to the Commission in support of implementing and further developing waste legislation and policy.

The required services could include:

- studies and more focused investigations on specific topics within individual pieces of legislation or on more general issues related to waste management of a technical (for example technology assessment and forecast, analysis of waste treatment markets and trends) or a legal nature (such as the implementation of the producer responsibility

approach), legal and technical assessments of questions posed by the Commission services at short notice.

- organization of expert workshops on such issues,
- preparation of supporting documents and reports, accomplishment of similar tasks within time frames ranging from a few months to approximately one year.

The required services will involve the analysis of documents from all EU countries and in all official languages of the European Union. Tenderers should therefore be able to demonstrate in their offer the means by which they can assure fulfillment of this requirement.

### **3.1.3. Description of tasks**

Tasks in relation to the implementation of the Thematic Strategy on prevention and recycling of waste, could contribute to topics such as:

- Advantages/drawbacks of developing a recycling policy on the basis of possible environmental impacts of materials
- Experiences in Member States with prevention and/or recycling/reuse of waste, analysis/assessment of the possible impacts of the National waste management and prevention strategies, comparison with EU objectives
- The European recycling and recovery market
- Economic instruments for recycling/reuse and prevention objectives, e.g. producer responsibility, landfill and incineration taxes, local taxes at citizen level, state aid, incentives for recycling certificates, etc.
- European waste management standards/requirements
- Good practices and guidelines for permitting/inspecting waste management facilities
- Additional measures for the EU to become a resource-efficient recycling society, for example by focusing on measures that would better exploit synergies between waste management policies and climate change policies (reduction of greenhouse gas emissions, analysis of new instruments to favour recycling on the basis of avoided GHG emissions) and product policies (eco-design). In this context, measures on minimum content of recycled materials for certain product groups or recyclability requirements for specific products could be assessed.
- Review of the strategic objectives for waste policy in the context of resource-efficiency and future environment action programmes.

Tasks in relation to the implementation of the existing EU waste legislation, could contribute to topics such as:

- Adaptations to technical progress of the Waste Framework Directive and the Waste Stream Directives, such as Directive on the restriction of hazardous substances in electrical and electronic equipment (RoHS), the Directive on end-of-life vehicles (ELV), the Directive on Batteries, and the Directive on Packaging and Packaging Waste. Examples include: exemptions under the RoHS, ELV, Batteries and Packaging and Packaging Waste Directives.
- Implementing measures under the Waste Framework Directive and the Waste Stream Directives, such as establishing standards for the management of specific waste streams.
- Implementing the new inspection provisions of the Waste Shipment Regulation

- Legal and technical assistance provided directly to the Commission services in the context of the examination of petitions, complaints, specific infringement cases, evaluation of projects financed by the structural funds; drafting/consolidating of implementation guidelines or explanatory documents and technical input to IMPEL (the European Network of Environmental Inspectors) . In these cases, the contractors will not have direct contacts with third parties but only with the Commission services.
- Assessment and evaluation of Member States' performance regarding the implementation of waste legislation, identification of barriers and elaboration of recommendations to improve the situation
- Assistance on issues related to the classification of waste
- Collecting data and making policy recommendations as concerns industrial and hazardous waste management and implementation
- Review of hazardous properties (Annex III of the Waste Framework Directive) and of the List of Waste.
- Assistance on the legal interpretation of requirements of the EU waste acquis, practical consequences and compliance issues in the Member States
- The organization of awareness-raising events and meetings with Member States authorities concerning the application and enforcement of EU legislation on waste as well as follow-up events.

Tasks in relation to the future policy development of the waste acquis, could contribute to topics such as:

- Review of the recycling targets of the Waste Framework Directive and the Waste Stream Directives.
- Review of the collection requirements in the Waste Framework Directive and the Waste Stream Directives.
- Review, implementation and reporting requirements of the Mining Waste Directive.
- Collection and assessment of the information needed for the preparation of the Report requested by Article 23 of the Batteries Directive.
- Assessment of information submitted by Member States on the implementation of the Extractive Waste Directive.
- Review, enforcement and reporting requirements of the Waste Shipment Regulation
- Review of reporting requirements and statistics on waste

#### **3.1.4. Deliverables**

The deliverables will typically require conclusive reports or similar documents of very high quality, suitable for publication, in support of the Commission's work in preparing decisions or policy initiatives.

Accordingly, this framework contract will require the contractor to make available to the Commission a pool of people able to cover such areas and able to respond to specific requests issued by the Commission. These specific requests will include detailed technical requirements for each assignment leading to specific contracts.

The deliverables will vary in nature from request to request (i.e. from a few pages on specific questions to in-depth analysis on a particular issue or series of issues). However, on average a



request might be in the region of 120 person-days (with some obviously being more and some less).

The contractor shall start working immediately after the signature of each specific contract.

The main deliverables will be agreed as part of the specific agreements undertaken in the context of the framework contract.

Reports should be provided electronically in MS-Word format and should be written in clear English. The contractor will use the version of MS-Office available at the Commission at the time of the delivery (presently, the Commission is using MS-Office 2010). One hard copy should be provided of each final report within the deadline stated in the specific contract.

Reports must be concise, focusing on main messages and avoiding long sentences, redundant text, and repetition. Reports must use effective lay-out and style to enable the easy absorption of information. Quality should be suitable for publication.

### **3.1.5. Place of performance**

The place of performance of the tasks shall be the contractor's premises or any other place indicated in the tender, with the exception of the Commission's premises.

## **3.2. Illustrative tasks**

For the purpose of the evaluation of tenders, offers should address the illustrative tasks indicated below. The tenderer should treat them as specific requests and provide detailed bids including separate budgets for each. These tasks are chosen as examples of services that could be asked for under the framework contract.

These bids should be of sufficient detail to allow the Commission to assess whether tenderers have demonstrated a sufficient understanding of the work required and are able to put together a methodology and team to undertake the services effectively. The bids for the illustrative tasks will form part of the basis for the award process as set out in paragraph 2.4.

### **Illustrative task 1: Exemptions under the ELV and RoHS Directives**

The budget is fixed at € 13.000 - € 18.000 (thirteen to eighteen thousand Euro).

The ELV Directive provides that materials and components of vehicles put on the market after 1 July 2003 do not contain lead, mercury, cadmium or hexavalent chromium. The Commission has the mandate to give exemptions from this prohibition if the use of these substances is unavoidable.

The new RoHS Directive restricts the use of lead (0,1%), mercury (0,1%), cadmium (0,01%), hexavalent chromium (0,1%) polybrominated biphenyls (PBB) (0,1%) and polybrominated diphenyl ethers (PBDE) (0,1%) in electrical and electronic equipment (EEE) placed on the market, including cables and spare parts for its repair, its reuse, updating of its functionalities or upgrading of its capacity.

The Commission has the mandate to adopt decisions on exemptions from these restrictions where any of the following conditions is fulfilled:

- their elimination or substitution of the restricted substance is scientifically or technically impracticable;
- the reliability of substitutes is not ensured;
- the total negative environmental, health and consumer safety impacts caused by substitution are likely to outweigh the total environmental, health and consumer safety benefits thereof.

The decision on exemptions and the length of possible exemptions shall take into account the availability of substitutes and the socio-economic impact of substitution. Decisions on the length of possible exemptions shall take into account any potential adverse impacts on innovation. Life-cycle thinking on the overall impacts of the exemption shall apply, where relevant.

The Commission receives requests for two exemptions, one under the ELV Directive and the other one under the RoHS Directive that need to be evaluated in order to assess whether they are justified according to technical and scientific progress and, in particular, whether the use of a prohibited/restricted substance in the requested cases is allowed in line with the Commission's mandate of the ELV or RoHS Directive.

Work would involve a clear assessment and evaluation of whether the exemptions are justified in line with the requirements of the respective directives. This requires a technical assessment including on why the restricted substance is currently required or used and the quantity of the restricted substance present in the specific application; and if the elimination or substitution of the restricted substance via design changes or different materials and components is currently technically or scientifically possible.

The contract shall have a duration of 9 months.

An interim report shall be submitted to the Commission before the end of the third month following the signature of the specific contract.

The final report shall be submitted to the Commission by the end of the duration of this specific contract.

### **Illustrative task 2: Assessment of separate waste collection systems in the European Union**

The budget is fixed at € 150.000 - € 180.000 € (one hundred and fifty to one hundred and eighty thousand Euro).

Under Article 11 (1) of Directive 2008/98/EC on waste (Waste Framework Directive), Member States have the obligation to take measures to promote high quality recycling and, to this end, shall set up separate collection of waste where technically, environmentally and economically practicable and appropriate to meet the necessary quality standards for the relevant recycling sectors. Subject to Article 10 (2), by 2015 separate collection shall be set up for at least the following: paper, metal, plastic and glass.

The objective of this study is to investigate the separate municipal waste collection schemes, whether public or private, in operation in the 28 EU MS capitals (EU Capitals). It shall provide a

comprehensive understanding of the design, functioning, effectiveness and efficiency of such schemes. This shall include quantification of separately collected waste as a percentage of overall waste arisings as well as an assessment of how effectively separate collection schemes are contributing to the aim of achieving high-quality recycling.

The study's main focus shall be the waste streams specifically mentioned in Art 11 of the Waste Framework Directive (metal, plastic, glass and paper) as well as bio-waste. Discarded packaging material from households and other packaging waste collected with municipal waste shall be covered by the study. It may also consider other types of waste (e.g. discarded batteries, and WEEE) present in municipal waste.

### **Task 1: legal implications of separate waste collection**

Under this task, the contractor shall:

- Give an overview, based on the evaluation of literature, of how the obligation of separate waste collection under European Union law is interpreted and applied in different Member States.
- Present the general requirements on separate collection in EU Member States — i.e. relevant legislation and national or regional strategies as laid down in waste management plans.
- Describe how the separate collection obligation is being implemented in the different Member States, identifying, if relevant, the main systems in place at regional and local level.

### **Task 2: detailed description of existing separate waste collection systems in 28 capitals**

The contractor shall carry out an empirical assessment based on literature and statistical research and interviews with Ministries, local authorities, extended producer responsibility (EPR) schemes and other stakeholders to provide a full overview of already operating separate waste collection systems in EU Capitals.

A full overview shall be provided as to the efficiency and effectiveness of separate collection by waste stream. Costs incurred through setting up and running separate collection schemes for consumers and producers shall be highlighted separately.

### **Task 3: Proposal for actions improving separate waste collection in Member States**

Based on the work done under tasks 1 and 2, the contractor shall:

- identify best practices in the design and operation of separate collection systems in Member States (preferably - but not exclusively - in EU Capitals);
- present at least 6 case studies to explain the key features of best practices and identify the success factors, as well as their overall benefits.

The contractor shall also propose a set of recommendations for the development of separate waste collection, taking into account the following indicative factors:

- Increase in yield achievable per waste stream
- Financial viability, taking into account: a) infrastructure investment needs and running costs, b) revenues from the sale of recycled materials, and c) need for additional sources of revenue.
- Potential for creation of employment and for other economic benefits/savings, including material savings.
- Potential for reduction of greenhouse gas emissions where separate collection leads to material recycling.
- Identification of third actor's involvement (citizens, wholesalers, producers, small businesses etc.)

The duration of the contract shall be 12 months.

A first report, containing fulfilment of tasks 1-2 above shall be submitted not later than 8 months from the date of signature of the contract.

The final report comprising recommendations made under task 3 shall be provided not later than 12 months after the signature of the contract.

### **Illustrative task 3: Report on the impact of oxo-degradable packaging on the environment**

The budget is fixed at € 20.000 - € 25.000 (twenty to twenty five thousand Euro)

The Directive amending the Packaging and Packaging Waste Directive 94/62/EC to reduce the use of lightweight plastic carrier bags obliges the Commission to report, 2 years after entry into force of the modified Directive, on the impact of the use of oxo-degradable plastic carrier bags on the environment, and, if appropriate, produce a legislative proposal.

There is currently all kinds of scattered and even conflicting information available on this issue. The study to be carried out and the report to be produced should consist of a survey of literature, identification of the 'gaps' and the additional work/research needed in order to properly assess the impact of the use of oxo-degradable plastics on the environment.

The duration of this contract is 3 months.

A final report shall be submitted to the Commission upon completion of the tasks.

### **3. CONTENT, STRUCTURE AND GRAPHIC REQUIREMENTS OF THE FINAL DELIVERABLES**

All studies produced for the European Commission and Executive Agencies shall conform to the corporate visual identity of the European Commission by applying the graphic rules set out in the European Commission's Visual Identity Manual, including its logo<sup>2</sup>.

The Commission is committed to making online information as accessible as possible to the largest possible number of users including those with visual, auditory, cognitive or physical disabilities, and those not having the latest technologies. The Commission supports the [Web Content Accessibility Guidelines 2.0](#) of the W3C.

For full details on Commission policy on accessibility for information providers, see: [http://ec.europa.eu/ipg/standards/accessibility/index\\_en.htm](http://ec.europa.eu/ipg/standards/accessibility/index_en.htm)

Pdf versions of studies destined for online publication should respect W3C guidelines for accessible pdf documents. See <http://www.w3.org/WAI/>

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<sup>2</sup> The Visual Identity Manual of the European Commission is available upon request. Requests should be made to the following e-mail address: [comm-visual-identity@ec.europa.eu](mailto:comm-visual-identity@ec.europa.eu)

## **4.1. Content**

### **4.1.1. Final study report**

The final study report shall include:

- an abstract of no more than 200 words and an executive summary of maximum 6 pages, both in English and French;
- the following standard disclaimer:

*“The information and views set out in this [report/study/article/publication...] are those of the author(s) and do not necessarily reflect the official opinion of the Commission. The Commission does not guarantee the accuracy of the data included in this study. Neither the Commission nor any person acting on the Commission’s behalf may be held responsible for the use which may be made of the information contained therein.”*

- specific identifiers which shall be incorporated on the cover page provided by the Contracting Authority.

### **4.1.2. Publishable executive summary**

The publishable executive summary shall be provided in both English and French and shall include:

- the following standard disclaimer:

*“The information and views set out in this [report/study/article/publication...] are those of the author(s) and do not necessarily reflect the official opinion of the Commission. The Commission does not guarantee the accuracy of the data included in this study. Neither the Commission nor any person acting on the Commission’s behalf may be held responsible for the use which may be made of the information contained therein.”*

- specific identifiers which shall be incorporated on the cover page provided by the Contracting Authority.

### **4.1.3. Graphic requirements**

For graphic requirements please refer to the template available at [http://ec.europa.eu/environment/funding/calls\\_en.htm](http://ec.europa.eu/environment/funding/calls_en.htm) (study template final report). The cover page shall be filled in by the contractor in accordance with the instructions provided in the template. For further details you may also contact [comm-visual-identity@ec.europa.eu](mailto:comm-visual-identity@ec.europa.eu).

**ANNEX 1 - ADMINISTRATIVE INFORMATION FORM**

**Organisation or individual:**

**NAME:** .....

**ADDRESS:** .....

**Address where contract should be sent to (if different from above):**

.....

**PERSON AUTHORISED TO SIGN CONTRACT:**

**Name and position:** .....

**PERSON FOR ROUTINE CONTACT:**

**Name and position:** .....

**ADDRESS:** .....

**Telephone and E-mail:** .....

**Signature of Tenderer**



**ANNEX 2 - QUESTIONNAIRE FOR JOINT BIDS AND SUBCONTRACTING**

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

**Joint bid (refer to paragraph 1.3)**

1. Does your bid involve more than one tenderer? Yes  No

Questions 2 - 4 shall be answered only if you have answered yes to question 1.

2. Please fill in the name of the company having power of attorney for the group of tenderers and acting as a co-ordinator:

\_\_\_\_\_

3. Please fill in the names of the other companies taking part in the joint offer:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. If a consortium or similar entity exists, please fill in the name and the legal status of the entity:

\_\_\_\_\_

**Subcontracting (refer to paragraph 1.4)**

5. Does your bid involve subcontracting? Yes  No

If the answer is yes, please complete question 6, and the next page per sub-contractor.

6. List of sub-contractors:

.....

.....

.....

**Reasons, roles, activities and responsibilities of sub-contractors.**

*Please complete this page for each sub-contractor (one page per sub-contractor):*



Name of the sub-contractor:

.....

Official legal form:

.....

Country of registration:

.....

Statutory registration number:

.....

(Internet address, if applicable):

.....

Official address in full:

.....

.....

Contact person:

.....

Telephone number:

.....

Reasons for subcontracting:

.....

Role, activities and responsibilities of the sub-contractor:

.....

The volume or the proportion of the sub-contracting:

.....

Do you intend to rely on capacities from the sub-contractor in order to fulfil the selection criteria? If yes, specify which selection criterion - financial and economic capacity or technical and professional capacity - and be aware that the tenderer must provide the documents which make it possible to assess the selection criteria.

.....

**Tenderer:**

**Date:**

**Signature:**

**ANNEX 3A - FINANCIAL OFFER TEMPLATE**

**DAILY RATES APPLICABLE TO THE FRAMEWORK CONTRACT**

**These daily rates will be applied to all subsequent specific contracts awarded under this framework contract.**

For each member of the core team, the bid should indicate whether they are deemed to be Senior Staff, Support Staff or other for the duration of the framework contract. The category should be determined in accordance with the level of qualification:

<b>Categories of personnel</b>	<b>Level of qualification:</b>	<b>Price per man-day (in EURO)</b>
<b>Project Manager</b>	Highly qualified expert having assumed important responsibilities in his/her profession, recruited for his/her management/supervisory, conceptual and creative skills in the exercise of his/her profession. At least 10 years' experience in project management, of which at least 7 must be connected with the professional sector concerned and the type of tasks to be performed, including overseeing project delivery, quality control of delivered service, client orientation and conflict resolution, experience in project of a similar size and coverage with experience in management of teams of at least 20 people.	
<b>Senior expert</b>	Highly qualified expert having assumed important responsibilities in his/her profession, recruited for his/her management/supervisory, conceptual and creative skills in the exercise of his/her profession. He/she must have at least 5 years' professional experience connected with the professional sector concerned and the type of tasks to be performed.	
<b>Expert</b>	Certified expert having received relevant high-level training in his/her profession, recruited for his/her conceptual and creative skills in the exercise of his/her profession. He/she must have at least 3 years' professional experience connected with the professional sector concerned and the type of tasks to be performed.	
<b>Legal expert</b>	Certified expert having received relevant high-level training in his/her profession, recruited for his/her conceptual and creative	

	skills in the exercise of his/her profession. He/she must have at least 3 years' professional experience connected with the professional sector concerned and the type of tasks to be performed.	
--	--	--

**Signature of Tenderer**

.....

**Date**

**ANNEX 3B - FINANCIAL OFFER TEMPLATE**

ILLUSTRATIVE TASK N° \_\_\_\_\_

**(FOR GUIDANCE PURPOSES ONLY – PLEASE COMPLETE ONE PER ILLUSTRATIVE TASK)**

**PRICE AND ESTIMATED BUDGET BREAKDOWN**

Calculation of the costs (incl. travel and any other related costs)

Type of service provider	Position within the project team	Number of working days	Allocation of tasks	Proportion of the contract in %	Daily rate in €	Costs in €
<b>Lead contractor</b>						
	.....	.....	.....	.....	.....	
	.....	.....	.....	.....	.....	
	<b>Sub-total</b>	.....		.....	.....	
<b>Sub-contractor 1</b>						
	.....	.....	.....	.....	.....	
	<b>Sub-total</b>	.....		.....	.....	
<b>Sub-contractor 2</b>						
	.....	.....	.....	.....	.....	
	<b>Sub-total</b>	.....		.....	.....	
<b>Sub-contractor 3</b>						
	.....	.....	.....	.....	.....	
	<b>Sub-total</b>	.....		.....	.....	
<b>Travel (if applicable)</b>						
	<b>Total</b>	.....		.....	.....	

Signature of Tenderer

.....

Date

.....

## **ANNEX 4 - LEGAL ENTITY AND FINANCIAL IDENTIFICATION FORMS**

These forms can be downloaded from

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)  
(Legal entity form)

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/financial\\_id/financial\\_id\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm)  
(financial identification form)

## **ANNEX 5 - DECLARATION OF HONOUR**

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

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

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

or

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

full official name :

official legal form :

full official address :

VAT registration number :

- declares that [the above-mentioned legal person][he][she] is not in one of the following situations:
- a) is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
  - b) has been convicted of an offence concerning professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;
  - c) has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify including by decisions of the European Investment Bank and international organisations;
  - d) is not in compliance with all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be performed;
  - e) has been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such activity is detrimental to the Union's financial interests;
  - f) is a subject of an administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in a procurement procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts covered by the Union's budget.
- (*Only for legal persons other than Member States and local authorities, otherwise delete*) declares that the natural persons with power of representation, decision-making or control<sup>3</sup> over the above-mentioned legal entity are not in the situations referred to in b) and e) above;
- declares that [the above-mentioned legal person][he][she]:
- 

<sup>3</sup> This covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares.

- g) has no conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinity, family, emotional life or any other shared interest;
- h) will inform the contracting authority, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;
- i) has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, where such advantage constitutes an illegal practice or involves corruption, either directly or indirectly, inasmuch as it is an incentive or reward relating to award of the contract;
- j) provided accurate, sincere and complete information to the contracting authority within the context of this procurement procedure ;
  - acknowledges that [the above-mentioned legal person][he][she] may be subject to administrative and financial penalties<sup>4</sup> if any of the declarations or information provided prove to be false.

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

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

For the situation described in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

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

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

Full name	Date	Signature
_____		

<sup>4</sup> As provided for in Article 109 of the Financial Regulation (EU, Euratom) 966/2012 and Article 145 of the Rules of Application of the Financial Regulation



## ANNEX 6 – BUDGETING THE ORGANISATION OF WORKSHOPS/CONFERENCES

(Rules regarding travel and subsistence for the organisation of workshops/conferences if specified in the tender specifications)

Travel costs must be based on the following:

- Train: first-class rail travel for journeys less than 400 km (one way).
- Flight: economy class air travel for distances of more than 400 km. Business class is allowed for a flight of 4 hours or more without stopovers.
- Private car: the travel shall be reimbursed at the same rate as the first-class rail ticket, or by default at the rate of 0.22 € per km.

Different price options will not be accepted and will entail the refusal of the offer. Amounts must be quoted in EURO. Prices must be fixed amounts and be calculated exclusive of all duties and taxes.

### Accommodation and meals.

DESTINATION	Daily subsistence allowance in euros	Hotel ceiling in euros
Austria	95	130
Belgium	92	140
Bulgaria	58	169
Croatia	60	120
Cyprus	93	145
Czech Republic	75	155
Denmark	120	150
Estonia	71	110
Finland	104	140
France	95	150
Germany	93	115
Greece	82	140
Hungary	72	150
Ireland	104	150
Italy	95	135
Latvia	66	145
Lithuania	68	115
Luxembourg	92	145
Malta	90	115
Netherlands	93	170
Poland	72	145
Portugal	84	120
Romania	52	170
Slovakia	80	125
Slovenia	70	110
Spain	87	125
Sweden	97	160
United Kingdom	101	175

Rates for hotel and subsistence for countries not included in the above table will be provided by the Commission services if necessary.

## **ANNEX 7 - METHOD OF ORDERING SERVICES**

When the Commission wishes to procure services under the framework contract, it will send all the contractors a request for services by post or E-mail. The request will set out the terms of reference for the service(s) required, including the price covering all expenses and the performance deadlines in keeping with the contract terms, and a deadline for making bids (usually around 10 working days depending on the nature of the tasks being requested).

The contractors will provide the Commission with a written offer for the services required (electronic offers will not be accepted), including a team of experts whom he proposes to entrust with the work in question, an outline of the methodologies proposed, a work programme and a lump-sum price for the service(s), based on the price schedule defined in Annex 3 to these tender specifications.

The Commission services concerned will examine the offers received. The assessment will consist of an assessment of the quality and a comparison with the price. The specific contract will be awarded to the best offer received, on the basis of the award criteria established below.

Within 15 working days of a specific contract being sent by the Commission to the Contractor, the Commission shall receive it back, duly signed and dated.

The requester will be the Director of Directorate ENV.A.

A maximum of 52 points will be attributed to criterion 1, a maximum of 24 points will be attributed to criterion 2, and a maximum of 24 points will be attributed to criterion 3. In addition a minimum threshold will be set up under this system of points:

- Technical sufficiency levels: Selected companies will have to score a minimum of 26, 12 and 12 points under criteria 1, 2 and 3 respectively, with a minimum total of 60 points.

Tenders scoring less than 60 in the overall points total or less than 50% in the points awarded for a single criterion will be excluded from the rest of the assessment procedure. Since assessment of the tenders will focus on the quality of the proposed services, tenders should elaborate on all points addressed by these specifications in order to score as many points as possible. The mere repetition of mandatory requirements set out in these specifications, without going into details or without giving any added value, will only result in a very low score. In addition, if certain essential points of these specifications are not expressly covered by the tender, the Commission may decide to give a zero mark for the relevant qualitative award criteria.

### **1 Quality of the proposed methodology (52 points – minimum threshold 50%)**

This criterion assesses the suitability and strength of the proposal as measured against the requirements of the tasks in terms of the technical content, completeness and proposed effort. The degree to which the methodology shows the capacity to resolve the

questions underlying in the service request in a realistic and well-structured way, as well as whether the methods proposed are suited to the needs set out by the Commission.

## **2 Organisation of the work** (24 points – minimum threshold 50%)

This criterion will assess how the roles and responsibilities of the proposed team and of the economic operators (in case of joint tenders, including subcontractors if applicable) are distributed for each task. It also assesses the global allocation of time and resources to the project and to each task or deliverable, and whether this allocation is adequate for the work. The tender should provide details on the allocation of time and resources and the rationale behind the choice of this allocation.

## **3 Quality control measures** (24 points – minimum threshold 50%)

This criterion will assess the quality control system applied to the service foreseen concerning the quality of the deliverables, the language quality check, and continuity of the service in case of absence of a member of the team. The quality system should be detailed in the tender and specific to the tasks at hand; a generic quality system will result in a low score.

The bid offering the best value for money will be chosen, provided that the minimum number of points cited above is achieved. Best value for money will be calculated as follows:

- All bids that do not reach the stated technical sufficiency levels for each individual award criteria will not be considered for contract award.
- All bids that have passed the individual levels and score 60 or higher are deemed to be technically sufficient. Then the price is divided by the total number of points awarded to obtain the price-quality ratio. The award of the contract will be made in accordance with the lowest ratio.

The Commission reserves the right not to select any tender if the amounts tendered exceed the budget envisaged for the particular piece of work or to reject any offers that do not comply with the pre-agreed rates in the framework contract.

**Specimen:        SERVICE REQUEST**

Under framework contract No .....  
between the Commission and .....

Pursuant to the above-mentioned framework contract, concluded between the Commission and your company, we request an offer for the service specified below:

1. Designation of service requested	
2. Requester (name and function)	
3. Specific terms of reference	See annex
4. Estimated duration of the work (calendar days) Proposed starting and completion dates	
5. Maximum budget available for the services	€
6. Expected result	
7. Requester's address (to which the offer is to be sent)	
8. Requester's signature	
9. Date of signing request	

Thank you in advance for responding rapidly to this request by submitting an offer in accordance with the provisions of the framework contract within 10 working days. Please also advise the Commission services with 5 working days if you do not intend to submit an offer.

**Annex:**        Specific terms of reference

**Specimen: SERVICE / STUDY REQUEST – ANNEX “Specific Terms of Reference”**

1. Context/General information
  
2. Subject of the request
  
3. Tasks to be performed, guide and details of how the tasks are to be carried out, meetings to be held
  
4. Estimated expertise requirement
  
5. Estimated timetable

**ANNEX 8 - MODEL CONTRACT FOR THE FRAMEWORK CONTRACT**

## **ANNEX 9 - ACKNOWLEDGEMENT OF RECEIPT**



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

*(Please fill in your address)*

---

## **ACKNOWLEDGEMENT OF YOUR TENDER**

**Our reference: ENV.A.2/FRA/2015/0008**

**Your reference:**

We wish to confirm the receipt and opening of your offer<sup>1</sup>. Your offer will now be evaluated by the Commission and its experts. You will be informed of the result in due course.

We thank you for your interest.

MarketsTeam  
SRD.2

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