

**Evaluation sheet:
Exclusion and selection criteria**

European Environment Agency



Evaluator:		Date:	17.01.2011	Lots:												
Tender No:		Company name:		1	2	3	4	5	6	7	8	9	10			
								x								
Documentation														Y	N	
9.1. Exclusion:														Declaration on exclusion criteria	x	
9.2. Selection:														Identification sheet	x	
9.2.1. Legal status, e.g.:														Inscription in VAT or professional or trade register	x	
9.2.2. Economic and financial capacity (one or more of the following documents):															x	
<ul style="list-style-type: none"> o appropriate bank statements or o professional risk indemnity insurance or o balance sheets or o statement of overall turnover o any other means deemed appropriate 																
9.2.3. Technical and professional capacity																
<u>Selection criterion 1: Previous experience in carrying out the requested services</u>														Comments		
1. List and description of main clients and services provided during the last 3 years indicating the value, date, and recipient of the services/products (public/private), relevant to the lot															x	
2. CVs of the staff designated to perform the work including knowledge of language skills and indicating the required professional experience as follows:															x	
(a) Senior Consultants: minimum 3 CVs documenting a minimum of 5 years' experience as senior consultant relevant to the lot, including written skills in English																
(b) Junior Consultants: minimum 3 CVs documenting a minimum of 2 years' experience as junior consultant relevant to the lot, including written skills in English																
(c) Technical assistant/secretarial support staff: minimum 1 CV documenting a minimum of 1 year experience relevant to the lot																
3. Description of the tenderer's capacity to deliver services and products in English															x	
<u>Selection criterion 2: Technical skills necessary to deliver the requested services or products</u>																
1. List of the technical equipment and material available to meet the requirements of the relevant lot															x	
2. If subcontracting of certain services/products is envisaged:																
(a) Description of the services to be provided by the tenderer directly and those which may be subcontracted																
(b) Description of the measures to ensure quality control of the services/products provided by the subcontractor																
(c) Description of subcontractors already selected by the tenderer which may be used for certain types of work																
CONCLUSION														Accepted	x	Rejected

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9.2.2. Economic and financial capacity (one or more of the following documents):														x	
<ul style="list-style-type: none"> o appropriate bank statements or o professional risk indemnity insurance or o balance sheets or o statement of overall turnover o any other means deemed appropriate 															
9.2.3. Technical and professional capacity															
<u>Selection criterion 1: Previous experience in carrying out the requested services</u>				Comments											
1. List and description of main clients and services provided during the last 3 years indicating the value, date, and recipient of the services/products (public/private), relevant to the lot														x	
2. CVs of the staff designated to perform the work including knowledge of language skills and indicating the required professional experience as follows:														x	
(a) Senior Consultants: minimum 3 CVs documenting a minimum of 5 years' experience as senior consultant relevant to the lot, including written skills in English															
(b) Junior Consultants: minimum 3 CVs documenting a minimum of 2 years' experience as junior consultant relevant to the lot, including written skills in English															
(c) Technical assistant/secretarial support staff: minimum 1 CV documenting a minimum of 1 year experience relevant to the lot															
3. Description of the tenderer's capacity to deliver services and products in English														x	
<u>Selection criterion 2: Technical skills necessary to deliver the requested services or products</u>															
1. List of the technical equipment and material available to meet the requirements of the relevant lot														x	
2. If subcontracting of certain services/products is envisaged:														x	
(a) Description of the services to be provided by the tenderer directly and those which may be subcontracted															
(b) Description of the measures to ensure quality control of the services/products provided by the subcontractor															
(c) Description of subcontractors already selected by the tenderer which may be used for certain types of work															
CONCLUSION				Accepted		x		Rejected							

**Evaluation sheet:
Exclusion and selection criteria**

European Environment Agency



Evaluator:		Date:	26.01.2011	Lots:											
Tender No:		Company name:		1	2	3	4	5	6	7	8	9	10		
								x							
Documentation													Y	N	
													e	o	
													s		
9.1. Exclusion:				Declaration on exclusion criteria										x	
9.2. Selection:				Identification sheet										x	
9.2.1. Legal status, e.g.:				Inscription in VAT or professional or trade register										x	
9.2.2. Economic and financial capacity (one or more of the following documents):														x	
<ul style="list-style-type: none"> o appropriate bank statements or o professional risk indemnity insurance or o balance sheets or o statement of overall turnover o any other means deemed appropriate 															
9.2.3. Technical and professional capacity															
<u>Selection criterion 1: Previous experience in carrying out the requested services</u>				Comments											
1. List and description of main clients and services provided during the last 3 years indicating the value, date, and recipient of the services/products (public/private), relevant to the lot														x	
2. CVs of the staff designated to perform the work including knowledge of language skills and indicating the required professional experience as follows:														x	
(a) Senior Consultants: minimum 3 CVs documenting a minimum of 5 years' experience as senior consultant relevant to the lot, including written skills in English															
(b) Junior Consultants: minimum 3 CVs documenting a minimum of 2 years' experience as junior consultant relevant to the lot, including written skills in English															
(c) Technical assistant/secretarial support staff: minimum 1 CV documenting a minimum of 1 year experience relevant to the lot															
3. Description of the tenderer's capacity to deliver services and products in English														x	
<u>Selection criterion 2: Technical skills necessary to deliver the requested services or products</u>															
1. List of the technical equipment and material available to meet the requirements of the relevant lot														x	
2. If subcontracting of certain services/products is envisaged:														x	
(a) Description of the services to be provided by the tenderer directly and those which may be subcontracted															
(b) Description of the measures to ensure quality control of the services/products provided by the subcontractor															
(c) Description of subcontractors already selected by the tenderer which may be used for certain types of work															
CONCLUSION				Accepted		x		Rejected							

**Evaluation sheet:
Exclusion and selection criteria**

European Environment Agency



Evaluator:		Date:	17.01.2011	Lots:										
Tender No:		Company name:		1	2	3	4	5	6	7	8	9	10	
								x						
Documentation													Y	N
9.1. Exclusion:													e	o
Declaration on exclusion criteria													x	
9.2. Selection:													s	
Identification sheet													x	
9.2.1. Legal status, e.g.:														
Inscription in VAT or professional or trade register													x	
9.2.2. Economic and financial capacity (one or more of the following documents):														
<ul style="list-style-type: none"> o appropriate bank statements or o professional risk indemnity insurance or o balance sheets or o statement of overall turnover o any other means deemed appropriate 													x	
9.2.3. Technical and professional capacity														
<u>Selection criterion 1: Previous experience in carrying out the requested services</u>													Comments	
1. List and description of main clients and services provided during the last 3 years indicating the value, date, and recipient of the services/products (public/private), relevant to the lot													x	
2. CVs of the staff designated to perform the work including knowledge of language skills and indicating the required professional experience as follows:													X	
(a) Senior Consultants: minimum 3 CVs documenting a minimum of 5 years' experience as senior consultant relevant to the lot, including written skills in English														
(b) Junior Consultants: minimum 3 CVs documenting a minimum of 2 years' experience as junior consultant relevant to the lot, including written skills in English														
(c) Technical assistant/secretarial support staff: minimum 1 CV documenting a minimum of 1 year experience relevant to the lot														
3. Description of the tenderer's capacity to deliver services and products in English													x	
<u>Selection criterion 2: Technical skills necessary to deliver the requested services or products</u>														
1. List of the technical equipment and material available to meet the requirements of the relevant lot													x	
2. If subcontracting of certain services/products is envisaged:													x	
(a) Description of the services to be provided by the tenderer directly and those which may be subcontracted														
(b) Description of the measures to ensure quality control of the services/products provided by the subcontractor														
(c) Description of subcontractors already selected by the tenderer which may be used for certain types of work														
CONCLUSION													Accepted	Rejected
													x	



Evaluator:		Date:	13.01.2011	Lots:											
Tender No:		Company name:		1	2	3	4	5	6	7	8	9	10		
								x							
Documentation														Y	N
9.1. Exclusion:														e	O
Declaration on exclusion criteria														x	
9.2. Selection:															
Identification sheet														x	
9.2.1. Legal status, e.g.:															
Inscription in VAT or professional or trade register														x	
9.2.2. Economic and financial capacity (one or more of the following documents):														x	
<ul style="list-style-type: none"> o appropriate bank statements or o professional risk indemnity insurance or o balance sheets or o statement of overall turnover o any other means deemed appropriate 															
9.2.3. Technical and professional capacity															
<u>Selection criterion 1: Previous experience in carrying out the requested services</u>														Comments	
1. List and description of main clients and services provided during the last 3 years indicating the value, date, and recipient of the services/products (public/private), relevant to the lot														x	
2. CVs of the staff designated to perform the work including knowledge of language skills and indicating the required professional experience as follows:														x	
(a) Senior Consultants: minimum 3 CVs documenting a minimum of 5 years' experience as senior consultant relevant to the lot, including written skills in English															
(b) Junior Consultants: minimum 3 CVs documenting a minimum of 2 years' experience as junior consultant relevant to the lot, including written skills in English															
(c) Technical assistant/secretarial support staff: minimum 1 CV documenting a minimum of 1 year experience relevant to the lot															
3. Description of the tenderer's capacity to deliver services and products in English														x	
<u>Selection criterion 2: Technical skills necessary to deliver the requested services or products</u>															
1. List of the technical equipment and material available to meet the requirements of the relevant lot														x	
2. If subcontracting of certain services/products is envisaged:														x	
(a) Description of the services to be provided by the tenderer directly and those which may be subcontracted															
(b) Description of the measures to ensure quality control of the services/products provided by the subcontractor															
(c) Description of subcontractors already selected by the tenderer which may be used for certain types of work															
CONCLUSION														Accepted	Rejected
														x	

