

- 13.1. a note introducing the candidate and describing his activities, in order to permit the Commission to evaluate his competence in the fields indicated. Where the applicant is a natural person, a document certifying his legal status, and a curriculum vitae accompanied by a detailed description of his activities, in order to allow the range and depth of his experience to be evaluated;
- 13.2. where the applicant is a legal entity, a statement of the names and capacities of the persons forming part of directors' and executive boards; substantiated proof (financial statements and profit-and-loss accounts for the past 2 financial years) providing evidence of financial resources;
- 13.3. an indicative scale or, where called for, the range of prices per person/day, all expenses included with the exception of projected expenses for travel and lodging costs in connection with work away from the principal place of work; prices are to be expressed in ecus and net of fees and taxes (the European Commission is exempt from fees and taxes under the Protocol on the Privileges and Immunities of the European Communities);
- 13.4. information concerning the applicant's resources, providing evidence that he will be able to assign qualified personnel and the necessary infrastructure to a task entrusted to him; appropriate documents are to be included;
- 13.5. references for previous work in the fields proposed; details of studies, service contracts, consulting and other work executed previously.
14. A dossier is to cover no more than 1 field. Applicants are to submit 1 dossier for every field for which they wish to be considered.
15. Applications are to be submitted in an official language of the European Union.
16. Applicants are to send their application dossier in a sealed envelope to the following address:
 - Commission of the European Communities, DG XXIII, Mrs R. Stern, rue de la Loi 200 (AN80 5/28), B-1049 Brussels.
17. The envelope is to be marked: 'Call for expressions of interest No ...'.
18. Requests to participate not accompanied by the required documentation or with the required form inadequately completed will not be examined by the Commission.
19. The Commission reserves the right to request supplementary information from applicants after submission and during the examination of their dossier.
20. Applicants are to keep the Commission regularly informed of any change in their situation, in order that their application dossier may be kept up to date.

Call for tenders for the provision of services with regard to the conclusion of a contract of supply of services entitled 'Implementation of the monitoring mechanism of community CO₂ and other greenhouse gas emissions'

Open procedure

XI/B4/1099

(94/C 260/07)

1. **Awarding authority:** The European Commission, Directorate-General for Environment, Nuclear Safety and Civil Protection as represented by the Director General of DG XI, rue de la Loi 200, B-1049 Brussels.

2. **Description of the services to be provided**

In the context of the implementation of the monitoring mechanism of community CO₂ and other greenhouse gas emissions (Council decision 93/389/EEC), the European Commission intends to conclude a contract of supply of services with regard to the following areas:

- refinement of the methodology used for the evaluation of emissions' trajectories submitted by the Member States;
- analysis of the contents of the national programmes and assessments of their implementation stage, in terms of both quantifiable impact on emissions and qualitative appreciation of progress towards the stabilization target;
- technical advice, follow up and monitoring of the efficiency of the measures in respect of synergies, both in the community and nationally;

- technical support on the elaboration of the relevant reports and working documents.
- 3. **Deadline for the receipt of tenders:** within 52 calendar days from the date of publication of the notice.
- 4. **Duration:** 12 months from the date of signature of the contract.
- 5. a) **Address where the invitation to tender may be requested:** Mr J. J. Groenendaal, DG XI/Unit 3, BU5 3/178, rue de la Loi 200, B-1049 Brussels, facsimile (02) 299 10 69.

Each request must bear the reference No: XI/B4/1099.
- b) **Final date for requesting the invitation to tender:** within 37 calendar days from the date of dispatch of the notice.
- 6. **Submission for tenders:**

Address: European Commission, for the attention of Mr J. J. Groenendaal, DG XI/Unit 3, Finance and Contracts, BU5 03/170, rue de la Loi 200, B-1049 Brussels.
- 7. **Legal form in the case of group bidders:** tenders may be submitted individually or jointly. If 2 or more applicants submit a joint bid, 1 must be designated as the lead contractor and agent responsible.

8. *Minimum requirements*

The tenders shall produce:

- a copy of a certificate attesting to their registration in the national trade, professional register or an equivalent register conforming to the national legislation in force;
- the tenderer's balance sheets and income/expenditure statements where publication of balance sheets is required under the business law in the country in which the tenderer is established;
- the tenderer's educational and professional qualifications and/or those of the firm's managerial staff and, in particular, those of the persons(s) responsible.
- 9. **Validity of the tender:** 6 months from the closing date given above.
- 10. **Award criteria:** criteria for the evaluation of bids will be sent out in the invitation to tender.
- 11. **Date of dispatch of the notice:** 8. 9. 1994.
- 12. **Date of receipt of the notice by the Office for the Official Publications of the European Communities:** 8. 9. 1994.

Preparation of newsletters and dossiers

Open procedure

(94/C 260/08)

1. **Awarding authority:** Commission of the European Communities, Directorate-General for Information, Communication, Culture and Audiovisual Media (DG X), Unit X.A.7, General public, Office 4/97, rue de Trèves 120, B-1049 Brussels.

Tel. (02) 299 94 16. Facsimile (02) 299 92 83.

2. a) **Award procedure:** Invitation to tender.

b) **Nature of award:** Contract.

3. a) **Place of delivery:** Brussels.

b) **Subject of contract:** The publication of:

four-page newsletter aimed at women's groups and distributed 10 times a year. It includes the following supplies and services:

- gathering of information, determination of content, writing, correction of content, translation into the 9 Community languages (possibly 12 with the new member countries), printing on paper and finishing, management of mailing list, franking and dispatch, general coordination, storage and archiving.

The aim of the newsletter is to:

- provide the various women's groups with topical and detailed information on institutional and European affairs, especially items of concern to women.

Preparation of dossiers 3 times a year on specific areas of Community policy with reference to women or various aspects of women's lives, intended for students and researchers and others requiring information on the subject.