

REQUEST TO SUBMIT A TENDER

Procurement „Technical Seminar on Environmental Data Management with a Focus on Continuous Emission Monitoring Systems in Finland“

With this document, the Ministry of Climate invites you to submit an offer for a procurement.

1. GENERAL INFORMATION	
1.1 Contracting authority	Ministry of Climate Ministry of Economic Affairs and Communications Suur-Ameerika 1, 10122 Tallinn, Estonia
1.2 Person responsible for procurement procedure	Hanna Vahter, phone: +372 626 2981, e-mail: Hanna.vahter@kliimaministeerium.ee
1.3 Brief description and objective of the procurement object	The objective of the procurement is to organize a technical seminar on environmental data management and continuous emission monitoring systems (CEMS), with a focus on Finnish practices and broader European context. The seminar will cover current approaches to data reporting, handling system malfunctions, and implementing the EN 17255-4 standard. The aim of the seminar is also to address the roles and responsibilities in data quality assurance, as well as challenges in measurement uncertainty and compliance assessment in Finland.
1.4 Expected cost excluding VAT	27 900 EUR
1.5 Requirements for the Tenderer	The Tenderer must have prior experience with continuous ambient air emission monitoring and have expertise in how environmental data, including continuous monitoring data, is managed in Finland. The Tenderer must also have in-depth knowledge of the implementation of standard EN 17255-5 in Finland and a thorough understanding of the challenges related to measurement uncertainty in the Finnish context.
1.6 CPV code	80531200
1.7 Personal data processing	Personal data processing must comply with the Personal Data Protection Act and the General Data Protection Regulation (EU 2016/679).
1.8 Application of strategic principles in public procurement	1. Environmentally friendly procurement: yes 2. Socially responsible procurement: yes 3. Procurement supporting innovation: yes 4. Security risk reduction: yes
2. OBJECTIVE AND SCOPE OF THE PROCUREMENT (TECHNICAL DESCRIPTION/KEY CONDITIONS)	
2.1 Purpose and scope of the procurement	The purpose and scope of the procurement are outlined in Annex of the price inquiry.

2.2 Deadline and/or schedule	The contract period is 09.–10.09.2025.
2.3 Contract terms	The Tenderer will submit the draft of the contract terms.
2.4 Equivalence	Any reference made by the Contracting authority to any standard, technical certification, technical control system, etc., as a criterion for conformity in the technical description of the offer should be read as "or equivalent." Any reference in the tender submitting request and in its annex to the source of supply, process, brand, patent, type, origin, or method of manufacture should be interpreted as "or equivalent".
2.5 Use of environmentally friendly solutions	The Tenderer must prioritize environmentally friendly solutions in performing the contract, for example: <ol style="list-style-type: none"> 1. avoiding unnecessary printing of documents and preferring digital materials whenever possible; 2. ensuring that digital materials provided by the Tenderer are saved and transmitted in an optimal file size to minimize digital pollution; 3. deleting excess digital materials after contract fulfilment, such as draft files and non-essential work documents, as storing files unnecessarily in IT servers is environmentally harmful and increases digital pollution.
2.6 Ensuring equal treatment and non-discrimination	By submitting an offer, the Tenderer confirms adherence to Article 7 of European Parliament and Council Regulation (EU) No 1303/2013, which supports gender equality and prohibits discrimination based on gender, race or ethnicity, religion or belief, disability, age, or sexual orientation, and considers access for persons with disabilities. The Tenderer also adheres to the principles of Estonia's long-term development strategy "Estonia 2035," which ensures equal opportunities for self-realization and participation in social life, regardless of individual characteristics and needs, social group affiliation, socioeconomic capacity, and residence.
3. SUBMISSION AND PROCESSING OF THE TENDER	
3.1 Clarifications	Interested parties have the right to ask for clarifications regarding the tender submitting request and its annex by sending questions to: hanna.vahter@kliimaministeerium.ee. The Contracting authority responds within three business days. The Contracting authority distributes the questions and answers simultaneously to all who were invited to submit tenders.

<p>3.2 Tender formatting and submission</p>	<p>1. The tender must include:</p> <p>1.1. description of the service based on conditions in the technical description specified in Annex 1 of the tender submitting request.</p> <p>1.2 the cost including and excluding VAT.</p> <p>2. The Tenderer bears all costs associated with preparing and submitting the tender and assumes the risk for timely submission.</p> <p>3. The submitted tender must remain valid for at least 60 days from the tender submission deadline.</p> <p>4. The tender must be submitted via email to info@kliimaministerium.ee no later than xx.05.2025 at 10.00 GMT.</p> <p>5. The tender is confidential until the procurement contract is signed.</p> <p>6. The Tenderer specifies in the tender which information is a trade secret and provides justification for the designation.</p> <p>7. Tenderer may not designate the total or partial cost of the tender as a trade secret.</p> <p>8. Contracting authority will not disclose the trade secret-protected content of the tenders.</p> <p>9. Contracting authority is not responsible for disclosing trade secrets unless designated as such by the Tenderer.</p>
<p>3.3 Checking tender conformity</p>	<p>1. The Contracting authority opens all tenders submitted by the deadline and verifies their compliance with the requirements of the tender submitting request and its annex.</p> <p>2. If the Tenderer or the tender does not meet the conditions outlined in the tender submitting request and, in its annex, the Contracting authority will reject the tender.</p>
<p>3.4 Negotiations with the Tenderer</p>	<p>1. The Contracting authority may negotiate with all Tenderers whose tenders meet the requirements regarding the content, schedule, and cost of the tender.</p> <p>2. Requirements set in the tender submitting request and in its annex for the Tenderer and the tender and evaluation criteria are not subject to negotiation.</p> <p>3. During negotiations, the Contracting authority ensures equal treatment of all Tenderers and does not disclose information obtained in negotiations in a way that could give one Tenderer an advantage.</p> <p>4. Confidential information from a Tenderer is not shared with other participants without consent.</p>

	<p>5. Negotiations can be held electronically or in meeting form, as agreed between the Contracting authority and Tenderers.</p> <p>6. Oral negotiations are recorded.</p> <p>7. After negotiations, the Contracting authority may invite Tenderers to submit final, adjusted tenders.</p>
3.5 Evaluation of tenders	<p>1. The Contracting authority evaluates all tenders deemed compliant. The Contracting authority may compare tenders if necessary.</p> <p>2. The successful tender is the one that is most economically advantageous, i.e., with the lowest total cost.</p>
3.6 Informing the Tenderer of decisions and contract signing	<p>1. The Contracting authority notifies all Tenderers about the contract signing no later than three business days after signing.</p> <p>2. The Contracting authority signs the contract with the Tenderer whose tender is deemed successful.</p>

(signed digitally)

Birgit Parmas

Head of Environmental Management and Radiation Department

Annex

Technical description of the object of procurement

The procurement object is the organization and delivery of a technical seminar related to air emissions monitoring and regulatory compliance. The seminar shall meet the following requirements:

1. Seminar organization

- 1.1. The Tenderer is responsible for organizing a technical seminar on environmental data management with a focus on continuous emission monitoring systems in Finland.
- 1.2. Seminar will be held on 09.09.2025.
- 1.3. The seminar venue will be arranged and provided by the Contracting authority – The Joint Building of the Ministries, Suur-Ameerika 1, Tallinn.
- 1.4. Seminar language: English.
- 1.5. Estimated number of participants: 50–70 people.
- 1.6. Target group: national regulators, ministry representatives, companies, and stack testing teams.
- 1.7. Seminar program must include sufficient time for interactive discussions.

2. Seminar topics and description

- 2.1. The Tenderer is expected to cover the following topics during the seminar:
- 2.2. Highlight Finnish approaches and the broader European context on environmental data management, with a specific focus on continuous emission monitoring systems (CEMS) and current reporting practices.
- 2.3. Practices related to the malfunction of CEMS, operational periods outside normal conditions (OTNOC), and related guidance from European countries.
- 2.4. Describe the main principles of standard series EN 17255 (stationary source emissions, data acquisition and handling systems).
- 2.5. Describe the Finnish guidance and good practices for the implementation of EN 17255-4
- 2.6. Give an overview of the roles and responsibilities of different parties involved (e.g., plant operators, stack testing teams, Data Acquisition and Handling Systems manufacturers).
- 2.7. Presentation and discussion on the challenges in measurement uncertainty (MU) calculations:
 - 2.7.1. description of different procedures for taking measurement uncertainties into account in compliance assessments.
- 2.8. Presentation and discussion on Finnish procedures how MUs and compliance assessment is performed at Large Combustion Plants and at Waste-to-Energy Plants.
- 2.9. Discussion on the European Commission's planned implementing act (Article 15a) related to compliance methods under emission limit values.

3. Additional requirements:

- 3.1. Seminar program must be designed to encourage active information exchange and participation.
- 3.2. Materials and presentations shall be provided to participants in one week after the seminar.