

# Tender specifications

## Restricted procedure

### Invitation to submit tender:

### **Contract regarding consultancy services regarding analysis of the future broadband demands towards 2025-2030**

The tender specifications contain guidelines for submission of tender, communication between the tenderer and the contracting authority, and information about the tender procedure in general.

#### **1. SUBMISSION OF TENDER**

The tender must be submitted not later than Friday, **2 September 2019, at 1.00 p.m.** Tenders received after this deadline will be rejected.

Tenders must be submitted or handed in to/at the following address:

The Danish Energy Agency  
Att. Anna Ulrikke Bruun  
Carsten Niebuhrs Gade 43  
Copenhagen V  
1577 – Denmark

Tenders may not be submitted in any other way, including by e-mail.

The tender is requested to be submitted in three hardcopy versions and one electronic version on a USB stick (pdf format). The tender should be submitted in a sealed envelope marked:

*"Contract regarding consultancy services regarding analysis of the future broadband demands towards 2025-2030" - tender. May not be opened by the reception."*

The tenderer may only submit one tender and must keep open its tender for acceptance for 3 months from expiry of the tender deadline.

## 2. THE PROCUREMENT DOCUMENTS

The procurement documents constitute the basis of the tenderer's preparation of the tender. The procurement documents are accessed via <https://udbud.dk/>

The procurement documents consist of the following documents:

- These **Tender Specifications**
- Appendix of the Tender Specifications:
  - Appendix A: The tender evaluation (award criteria and evaluation method)
  - Appendix B: Additional information (the tender process and preparation of tender)
- Draft **contract** containing the legal provisions governing the relationship between the parties to the contract.
- **Appendix 1** which contains detailed requirements for the consultancy services which will form part of the contract (as Appendix 1) when the tender procedure is concluded.
- **A solemn declaration** regarding the Tenderer's payment of taxes and and social contributions and the Public Procurement Act's others mandatory grounds for exclusion

If the tenderer finds that there are elements in the contract and/or the appendices of the contract which are unacceptable or clearly undesirable, the tenderer may propose a change of the contract/the appendices of the contract according to the procedure set out in paragraph 3. The contracting authority will decide on a case-by-case basis whether the proposed changes will be incorporated.

Any changes of the procurement documents will be communicated to all tenderers participating in the tender by e-mail and via <https://udbud.dk/>.

## 3. COMMUNICATION AND QUESTIONS FOR THE CONTRACTING AUTHORITY

All communication in connection with the tender procedure, including questions and answers regarding the procurement documents, must be in English and must be submitted via **e-mail to [akb@ens.dk](mailto:akb@ens.dk) and [dahj@ens.dk](mailto:dahj@ens.dk) and [tele@ens.dk](mailto:tele@ens.dk)**.

The written questions of the tenderers and the contracting authority's answers will be regularly communicated in anonymised form via <https://udbud.dk/>.

Questions must be asked not later than **26 August 2019 at 12. noon.**

#### **4. CONTENT OF THE TENDER**

A tender consists of the following information and documents:

- Name of the operator or group of operators having submitted the tender.
- Contact details (e-mail address and telephone number) for the contracting authority's use in connection with the procedure.
- The Tenderer's proposal regarding the deliveries (competitive requirements) in the Danish Energy Agency's Appendix 1 to the contract.
- The total fixed remuneration (DKK) (excl. VAT) of the Contract.
- A time schedule including information regarding the estimated time spent on the project and the time distributed on the project's sub-elements and distributed on the consultants on the project.
- A description of the relevant qualifications of the consultants on the project in the form of CVs – *maximum 1 page per CV*.
- Optionally up to five references to earlier relevant projects if any experience with similar tasks.
- A signed Solemn Declaration.

There is no need to include the contract. The contract is deemed to have been accepted by the tenderer.

#### **5. EVALUATION OF TENDERS**

The evaluation of tenders is carried out as described in Appendix A.

#### **6. FINALISATION OF THE TENDER PROCEDURE**

When the contracting authority has selected the tender with the best price-quality ratio, see Appendix A, the contracting authority will make its decision regarding award of the contract.

The contracting authority is not obliged to award the contract and reserves the right to cancel the tender procedure.

Even though the contract has been awarded to another tenderer, the tenderer is bound by the tender until the contracting authority has concluded the contract, but no longer than the date specified for the tender to remain open for acceptance.

The notification of the tenderers of the award decision does not mean that the contract has been concluded. The contract is not deemed to have been concluded until the contract is signed.

The contracting authority does not consider the tender procedure completed until the contract has been signed.