**ADVERTISEMENT OF TASK AS EVENT MANAGER**

# PURPOSE

The Danish Energy Agency (hereinafter referred to as the "contracting authority") requires the services of an experienced event manager to perform the task of event manager and related assistance during Concerted Action CA EPBD 6.

The contracting authority hereby invites interested eligible companies or individuals to submit offers for the performance of this task. The contracting authority’s eligibility requirements can be found in the advertisement at [www.udbud.dk](http://www.udbud.dk).]

# SCOPE OF THE TASK

The advertisement is for the procurement of services in relation to event management. The task is described in more detail in Annex 1.

# PERSONAL DATA

The contracting authority processes personal information in connection with receiving offers, typically contact information for one or more employees of the bidder. The General Data Protection Regulation grants rights to the registered, and the contracting authority’s processing of personal data are described in the privacy notice at <https://ens.dk/om-os/energistyrelsens-behandling-af-personoplysninger>.

Together with the offer, the bidder is requested to submit a declaration of notification of processing of personal data in connection with the advertisement process, cf. Annex 3. The declaration is requested completed and signed by the bidder.

# PROCEDURE FOR THE ADVERTISEMENT

The contracting authority advertises the task in accordance with Title IV of the Danish Public Procurement Act, as the contracting authority has determined that this contract has a clear cross-border interest.

The process for submitting offers is organised as shown below.

## **Advertising material**

The material that forms the basis for the submission of offers consists of the following:

* 1. Advertising conditions (this document)
  2. Annex 1 - The contracting authority’s description of the task
  3. Annex 2 - The contracting authority’s draft contract with Annexes
  4. Annex 3 – Template for declaration of notification of personal data
  5. Annex 4 – Draft data processing agreement

## **Submission of offers**

The bidder must prepare a written offer. Only one offer may be submitted per bidder.

The offer must not exceed two pages. In the event that more than the specified number of pages are submitted, only the first two pages will be considered in the evaluation.

Offers must be received no later than Thursday 9th march 2023. Offers received after this date will not be considered.

Offers must be submitted in writing to Søren Sandorff ([smsf@ens.dk](mailto:smsf@ens.dk)) and Jens Henning Laustsen ([jhl@ens.dk](mailto:jhl@ens.dk)).

The offer and CV must include descriptions in relation to the award criteria below, and will subsequently be assessed based on these criteria.

The offer and all related material shall be in English.

The bidder must abide its offer for 6 weeks after the deadline for submission of offers.

The bidder’s costs associated with submitting the offer are irrelevant to the contracting authority, also if the contracting authority decides to cancel the advertisement without awarding a contract.

The contracting authority is not obliged to return the offers to the bidders.

## **Contract award**

*Price*

The bidder shall provide an hourly rate for performing the task as event manager and related assistance, and it will be weighted positively that the offered price is as low as possible (see below regarding evaluation).

*Qualifications and experience*

The bidder can either be one person or a team (max. 2 persons). The bidder must submit CVs containing the relevant professional qualifications and experience of the person or persons in the team, who will be responsible for the performance of the task. Each CV can max. consist of two A4 pages. The bidder must be able to document experience with similar tasks in order to be considered for the task, and the bidder must be systematic, able to follow instructions from the Danish Energy Agency and able to complete tasks independently and safely. The bidder must also be service-minded and able to cooperate and engage with experts and professionals from other countries.

The bidder must also be able to show flexibility, as there may be a lot of work before and during e.g. plenary meetings, and afterwards there will typically be periods with little or no workload, and have ability to work in different countries as the meetings will rotate between different EU member states.

In order to perform the mentioned tasks, the bidder must be proficient in English, bothwritten and spoken. Good knowledge and interest in IT, including survey tools, doodle, Glasscubes and interactive software (such as Poll Everywhere, Mentimeter, Claxon or Miro) is an advantage, just as some knowledge of communication platforms such as Webex and MicrosoftTeams is necessary. Experience with buildings policy and/or energy efficiency will also be an advantage.

In the assessment of qualifications and experience of the team responsible for the performance of the task, the above-mentioned qualifications and experiences will be weighted positively.

*Weighting of price vs. qualifications*

When evaluating the offers received, the Danish Energy Agency will give 50% weight to price and 50% weight to qualifications and experience.

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| **Criteria** | **Weighting** |
| Qualifications and experience | 50 % |
| Price | 50 % |

# EVALUATION OF OFFERS

After the deadline for submission of offers, the contracting authority will evaluate the received offers on the basis of an overall assessment of the abovementioned award criteria and decide which bidder is to be awarded the contract.

All the bidders will be notified simultaneously, and as soon as possible, of the decision regarding the contract award. The contracting authority intends to conclude the contract following the award decision.

## **Contract conclusion**

The contract will be concluded on the basis of the draft contract in Annex 2.

The contract sets out the obligations and rights that will apply between the parties in connection with the performance of the task covered by this advertisement. It should be noted that the substantial terms of the draft contract cannot be changed.

The bidder’s standard terms and conditions will not form part of the contract basis.

# QUESTIONS

Any questions about the material or process may be addressed in writing to Søren Sandorff ([smsf@ens.dk](mailto:smsf@ens.dk)) and Jens Henning Laustsen ([jhl@ens.dk](mailto:jhl@ens.dk))no later than Thursday 2th March 2023. Questions received after this date will not be answered.

Questions will be answered in writing and as soon as possible after they are received.

Essential questions and answers will be uploaded in anonymized form to [www.udbud.dk](http://www.udbud.dk).

# CONTACT INFORMATION

The contracting authority is:

The Danish Energy Agency

Carsten Niebuhrs Gade 43

1577 København V

Contact person: Søren Sandorff ([smsf@ens.dk](mailto:smsf@ens.dk)) and Jens Laustsen ([jhl@ens.dk](mailto:jhl@ens.dk)).

# TIMETABLE

The advertisement is expected to be completed according to the timetable below. It should be noted that the contracting authority reserves the right to make changes. Bidders will be notified of such changes.

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| Wednesday 22th February | Advertisement on [www.udbud.dk](http://www.udbud.dk) |
| Thursday 2th March | Deadline for asking questions |
| Thursday 9th March | **Deadline for submission of offers** |
| Thursday 16th March | Expected provision of notifications regarding the award decision to bidders |
| Friday 17th March | Contract signing and kick-off meeting |