

**Request for Tender**

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# 1 Introduction

Department on Environment- & Energy, City of Aalborg is the Lead Partner in a new Interreg project in the Region of The Baltic Sea. The project is named CircularPP (Circular Public Procurement). In total 10 partners from seven different countries are attending the project.

The consortium behind CircularPP will focus on sharing knowledge and experience on how to develop Circular Public Procurements.

Lead Partner intends to enter into a contract with a consultant regarding a number of administrative and communicative tasks in the CircularPP project.

**General Provisions**

The project reunites 10 partners from seven different countries. The main goal of the project is to share knowledge and experiences and develop tools in order to support the ambition for transforming the public procurement into circular public procurement.

The main responsibilities of the Lead Partner are:

- To coordinate the project finance and administration

- To ensure a dynamic process in order to achieve output deliveries

- To administrate the partnership agreement

- To take part in development of training material for the procurers

- To take part of the research on the state of the art of CPP

- To prepare and deliver two call of tenders

- To develop and deliver input to communication strategy

- To produce one or more videos of procurement process in Aalborg

- To produce opinion articles

- To support in preparing and coordinating circular procurement congress/final event

- To disseminate results

The Lead Partner is looking for the support of an External Service Provider for the remaining project period in:

1. **Project administration**, including the complexity of handling an international partnership, handling internal and external communication and
2. **Technical support** **and input** regarding development and implementation of circular public procurement

The External Service Provider task will consist of guiding and supporting the Lead partner in accordance with the guidelines from the Baltic Sea Region Interreg Managing Authorities such as described under the following manual:

https://www.interreg-baltic.eu/fileadmin/user\_upload/about\_programme/Main\_documents/Programme\_Manual\_clean.pdf

The CircularPP project period is from 1 September 2017 to 31 December 2020. The External Service Provider support is expected to run from 1 March 2018 until 30 September 2020 to ensure the External Service Provider time to give input to the final project reporting.

The overall project time schedule is attached as appendix 1.1.

# 2 Request for Tender

## 2.1 Procedure

This procedure is covered by the Danish Law "Udbudsloven" section IV, paragraph 191 – 192

The tender is published on Udbud.dk and [www.aalborg.dk](http://www.aalborg.dk)

## 2.2 Contracting Authority

The contract Authority responsible for this procedure is:

City of Aalborg  
Department on Environment- & Energy  
Stigsborg Brygge 5  
9400 Nørresundby  
Denmark

# 3 Tender and Contract documents

Request for Tender with the following appendixes:

Appendix 1: Requirements Specification with appendices 1.1 and 1.2

Appendix 2: Tender List (to be contract appendix 3)  
Appendix 3: Draft Consultancy Agreement (contract)

The tenderers are responsible for ensuring that all above documents are downloaded from the contracting authority website (<https://www.aalborg.dk/>), where all documents are fully available. If there are shortcomings or uncertainties, refer to the procedure described in section 4.

# 4 Questions and Answers

The tenderers may ask clarifying questions to the Request for Tender with appendixes. Such questions shall be sent to Birgitte Krebs Schleemann, by e-mail: Birgitte.schleemann@aalborg.dk no later than 5 February 2018.

Questions received later than 5 February 2018 will only be answered if it is possible before 12 February 2018.

Questions received later than 12 February 2018 cannot be expected to be answered.

Questions and answers and any corrections will be published in anonymous form on the City of Aalborg website (<https://www.aalborg.dk/business/leverandoerer/leverandoer-til-aalborg-kommune>). The Tenderers must therefore keep up date on the website for new questions and answers and any corrections.

# 5 Selection criteria

The following documentation must be attached to the tender. If the required documentation is not attached, the tender can not be taken on till considerations as a starting point.

Technical and / or professional capacity:

Reference list of the 2-3 most significant comparable deliveries made during the last 3 years, describing the deliveries, the time of delivery and the contact of the customer with the contact number and/or e-mail address.

It is a minimum requirement that there is experience with:

* Project management of interdisciplinary projects
* Implementation of international projects with a minimum value for each project of 100.000 euro
* Prove in-depth experience in the field of EU environmental and public procurement policies, specifically in the field of Circular Procurement, Innovation Procurement and Sustainable Public Procurement
* Prove experience on GPP or CPP training as well as preparation of training materials
* Prove experience in the organisation and delivery of communication strategies at a European level for European projects
* Prove capacity to work at the European level
* Provide references for at least two projects delivered in the last three years showing the necessary language coverage
* Prove experience in the organisation and delivery of events in the topic of procurement

If the contracting authority entity determines that the answer to the selection criterion raises doubts as to whether the tenderer is fit to fulfill the requested tasks, the contracting authority reserves the right to reject the tenderer.

# 6 Language

All correspondence or documentation submitted in response or in relation to this procurement procedure must be in English or Danish language. The working language throughout the period of the Consultancy Agreement is English.

# 7 Submission of tender

## 7.1 Form

The Tender must be sent to Birgitte Krebs Schleemann by e-mail: [Birgitte.schleemann@aalborg.dk](mailto:Birgitte.schleemann@aalborg.dk).

The tenderer is asked to use appendix 2, Tender List. This will help to ensure, that the tenderer has delivered the information that is necessary for The City of Aalborg to award the contract.

## 7.2 Deadline

The deadline for submission of tender is: **19 February 2018, 12.00 noon (Danish local time)**

Tenders received after the deadline will be excluded from the further process. It is the tenderer's responsibility to ensure that the tender arrive within the deadline.

There will be no access to the opening of tenders.

## 7.3 Tender Validity period

Tenderers are bound by their tenders for the following period:

3 months after the deadline for submission of tender, or until a contract has been signed with a tenderer.

## 7.4 Costs

Costs incurred during the preparation and submissions of tenders are to be borne by the tenderers and will not be reimbursed. Submitted tenders incl. appendix is after the receipt of the contracting authority property. A tenderer is not entitled to have the submitted tender returned from The City of Aalborg, which, in return, may not use such tender in other relations than those regarding this call for tender.

# 8 Pricing information

Prices are asked to be specified in Appendix 2, Tender List. The prices are in EURO, exclusive VAT, but shall include all other costs, including travel, accommodation and every kind of disbursements, in respect of fulfilling the Consultancy Agreement.

# 9 Contract

The contract will be concluded on the basis of appendix 3, Draft Consultancy Agreement.

The Consultancy Agreement is not concluded before both parties have signed The Consultancy Agreement.

The expected date of signing The Consultancy Agreement is 1 March 2018. The signing can be handled electronically.

# 10 Award criteria

The Contracting Authority will identify the most advantageous tender on the basis of the delivered information from the tenderer regarding:

* Price (weighting 20 %) and
* Staff (weighting 35 %)
* Quality and collaboration with the City of Aalborg (weighting 45 %)

## 10.1 Price 20%

“Price” is evaluated based on the “Price for the fulfilment of the Consultancy Agreement” – appendix 2, Tender List. The Price must not exceed 100.000 EURO inclusive travel and accommodation expences. Information regarding the price per hour per member of staff are used in case of agreements regarding extra work during the period of the Consultancy Agreement.

If the budget is exceeded, the tender will be rejected.

## 10.2 Staff 35%

“Staff” is evaluated based on the descriptions in the tender. It will have a positive influence on the evaluation, should the tenderer offer experienced staff (in respect of the tasks included in the Consultancy Agreement) that ensures the City of Aalborg, that the Consultancy Agreement is performed professionally, competent, with flexibility and without delays.

The selection will be bases on:

The project team member shall have at least 5 years of experience in overseeing project delivery and quality control of delivered service as well as delivering high quality communication material.  
There must be attached a CV for each offered employee.

## 10.3 Quality and collaboration with the City of Aalborg 45%

“Quality” is evaluated based on the actual solution in the tender.

The selection will be based on the quality of:

* How will the tenderer ensure a good cooperation with the Project Management Team in the City of Aalborg?
* The disposition of time in relation to tasks and the economic framework
* How to engage the transnational partnership in the project to ensure good cooperation and how to ensure sharing of knowledge between the partners
* How will tenderer support the cross-border cooperation

The above mentioned is not an exhaustive description of what The City of Aalborg can include in the evaluation of the tender.

# 11 Confidentiality

To the extent possible, The City of Aalborg shall ensure confidentiality regarding information given by a tenderer during the procurement process.

However, the tenderers must be aware that documents concerning this procedure including the submitted tender responses and contract are subject to the Danish legislation on public access. Also, the tenderers must be aware, that documents concerning this procedure including the submitted tender response and contract can be handed out to the authorities responsible for the financing/funding of CircularPP project and the project partners.

# 12 Contract award notice

After receiving the tenders The City of Aalborg can choose to:

1. Enter into negotiations with the tenderers and ensure a possibility for the tenderer to hand in an updated tender. Negotiations can consist of more than one phase. The negotiation process will be further described by The City of Aalborg, should it be chosen to begin negotiations.

2. Award the contract without negotiations on the basis of the tenders handed in.

The City of Aalborg will inform the tenderer of the result of the evaluation/who The Consultancy Contract will be awarded to, at the same time, and to the contact person named by the tenderer in the tender.

All the tenderer will be informed by e-mail of the outcome of the tender evaluation.

# 13 Law and Arbitration Procedures

The Danish law is applicable to this procurement process. The Danish courts and the Complaints Board for Public Procurement shall have exclusive jurisdiction in relation to any dispute(s) arising from this procurement process.

# 14 Reservations for cancellation

Until the call for tender is closed by concluding an awarded contract, the call for tender may be cancelled by AAL if AAL has factual grounds to do so.

The tenderers reservations (Tender List 1.1.)

Any reservations must be explicitly stated in the tender.