



**Ministry of Environment
of Denmark**

Tender specifications for advertising

of

*a project within the auspices of the Nordic Working Group for Climate and Air (NKL)
regarding*

**Implementing the COP28 Global Stocktake Decision in the Nordics and Beyond:
Solutions in line with 1.5°C Pathways**

22.03.2024

1	TENDER SPECIFICATIONS	3
1.1	Introduction.....	3
1.2	The contracting authority.....	3
1.3	Description of the project.....	4
1.3.1	Background.....	4
1.3.2	Project objectives.....	6
1.3.3	Target group.....	6
1.3.4	Tasks.....	6
1.3.5	Output and communication of project results	7
1.4	Role of the steering group.....	9
1.5	The contract period.....	9
1.6	Procedure, suitability criteria and tender evaluation.....	9
1.6.1	Procurement procedure	9
1.6.2	Suitability criteria	9
1.6.2.1	<i>The legal person</i>	<i>9</i>
1.6.2.2	<i>Tender submitted by a consortium</i>	<i>9</i>
1.6.2.3	<i>Use of sub-contractors</i>	<i>10</i>
1.6.2.4	<i>Conditions of participation, the tenderer's own situation</i>	<i>10</i>
1.6.2.5	<i>The tenderer's financial and economic suitability.....</i>	<i>10</i>
1.6.2.6	<i>The tenderer's technical and professional suitability</i>	<i>11</i>
1.6.3	Budget.....	11
1.6.4	Tender evaluation	12
1.6.4.1	<i>Award criterion</i>	<i>12</i>
1.6.4.2	<i>Sub-criteria.....</i>	<i>12</i>
1.6.4.3	<i>Point model</i>	<i>12</i>
1.7	Tender conditions.....	13
1.7.1	Tender deadline, recipient of tenders etc.	13
1.7.2	Minimum requirements for content, presentation etc. of the tender	14
1.7.3	Language.....	14
1.7.4	Contractual basis.....	14
1.7.5	Cancellation	15
1.7.6	Costs of participation	15
1.7.7	Variants.....	15
1.7.8	Reservations.....	15
1.8	Questions and corrections	15
1.9	Confidentiality.....	16
1.10	Schedule	16
1.11	Procurement documents.....	17

1 TENDER SPECIFICATIONS

1.1 Introduction

These procurement documents elaborate on the advertisement at www.udbud.dk of 22.03.2024.

The procurement procedure concerns a public contract for a project, which has cross-border interest and of a total contract value during the course of the contract of less than DKK 1.064.177 exclusive of VAT. The project is advertised at udbud.dk pursuant to sections 191-192 of the Danish Public Procurement Act¹ and section 10 of Executive Order No. 1572 of 30 November 2016.

The contract is advertised as an open procedure.

All interested parties are hereby invited to submit tenders for execution of the project in accordance with the specifications in these procurement documents. Both research and policy institutions and consultancies can apply. Applicants may be individual research institutions or consortia of institutions. The language of all the publications as well as communication with the steering group is English, however, the final published report shall have a summary both in English and in a Scandinavian language. Parts of the data collection may however require language skills covering all Nordic countries. The steering group meetings are to be arranged within office hours in the Nordic countries.

The project is commissioned by the Nordic working group for Climate and Air (NKL) under the auspices of the Nordic Council of Ministers. The Ministry of Environment of Denmark is hosting the Secretariat of the NKL and therefore carries out the procurement of the project.

1.2 The contracting authority

The contracting authority under this procurement procedure is:

The Ministry of Environment (MIM)
on behalf of the Nordic working group for Climate and Air (NKL)
Frederiksholms Kanal 26
1220 Copenhagen K
mim@mim.dk

In these tender specifications the contracting authority will henceforth be referred to as “the Contracting Authority”.

Contact: Anna Maria Gran, NKL-coordinator
E-mail address: anra@mim.dk

¹ Act No. 1564 of 15 December 2015 and subsequent amendments.

All communications must be sent by e-mail and be written in English.

In case of discrepancies between the Contracting Authority's written statements and oral declarations, the written statements shall prevail in all respects.

1.3 Description of the project

This project focuses on showcasing Nordic examples in climate action that align with the Global Stocktake (GST) decision's objectives agreed at COP28 for deep, rapid, and sustained reductions in greenhouse gas emissions in line with 1.5°C pathways. The project aims to highlight solutions across various sectors, and inspire global efforts toward a sustainable and resilient future.

1.3.1 Background

At COP28, Parties unanimously agreed on the imperative of "deep, rapid, and sustained reductions in greenhouse gas emissions in line with 1.5°C pathways," as outlined in paragraph 28 of the [GST decision](#). This paragraph contains eight points outlining global efforts, featuring transitioning away from fossil fuels in the energy sector, enhancing renewable energy sources, and intensifying efforts in zero and low-emission technologies:

§28. Further recognizes the need for deep, rapid and sustained reductions in greenhouse gas emissions in line with 1.5 °C pathways and calls on Parties to contribute to the following global efforts, in a nationally determined manner, taking into account the Paris Agreement and their different national circumstances, pathways and approaches:

- (a) Tripling renewable energy capacity globally and doubling the global average annual rate of energy efficiency improvements by 2030;*
- (b) Accelerating efforts towards the phase-down of unabated coal power;*
- (c) Accelerating efforts globally towards net zero emission energy systems, utilizing zero- and low-carbon fuels well before or by around mid-century;*
- (d) Transitioning away from fossil fuels in energy systems, in a just, orderly and equitable manner, accelerating action in this critical decade, so as to achieve net zero by 2050 in keeping with the science;*
- (e) Accelerating zero- and low-emission technologies, including, inter alia, renewables, nuclear, abatement and removal technologies such as carbon capture and utilization and storage, particularly in hard-to-abate sectors, and low-carbon hydrogen production;*
- (f) Accelerating and substantially reducing non-carbon-dioxide emissions globally, including in particular methane emissions by 2030;*
- (g) Accelerating the reduction of emissions from road transport on a range of pathways, including through development of infrastructure and rapid deployment of zero and low-emission vehicles;*

(h) Phasing out inefficient fossil fuel subsidies that do not address energy poverty or just transitions, as soon as possible;

The Nordic countries have committed themselves to establish the Nordics as the world's most sustainable and integrated region as outlined in [Vision 2030](#).

The recent assessment, "[Nordic Stocktake – Pathways to Climate Neutrality](#)," has run parallel to the Global Stocktake with the ambition of informing the global process as well as showcasing Nordic pathways to climate neutrality in line with 1.5°C. The report highlights the importance of knowledge-sharing, policy alignment, and investment in low and zero-emission technologies and notes the significant emissions reductions which have been achieved in the energy and waste management sectors in the Nordic region. However, accelerated efforts are still needed to achieve Vision 2030, especially within the transport, agriculture and industrial sectors.

Embodied in the [Nordic ministerial declaration on COP28](#), the Nordic nations reaffirmed their commitment to demonstrating mitigation and adaptation options across all sectors, thus serving as inspiration for global climate action. The declaration, endorsed by the Nordic Ministers for Climate and the Environment, emphasized the urgency of limiting global temperature rise to 1.5°C and stressed the critical role of science in guiding ambitious climate policies.

To showcase how the Nordics contribute to the implementation of the GST decision, it is relevant to highlight Nordic solutions aligned with the objectives outlined in paragraph 28 of the decision. This aims not only to demonstrate the Nordic response to the outcomes of COP28 but also to illustrate how the region can offer global solutions, emphasizing both the urgency and opportunities presented by the climate transition.

In alignment with the Nordic ministerial declaration and Vision 2030, this project aims to highlight Nordic solutions and initiatives that contribute to the implementation of the GST decision and the achievement of climate neutrality. By showcasing Nordic climate action, the project seeks to inspire global efforts towards a sustainable and resilient future in line with 1.5°C.

Relevant documentation:

- Decision -/CMA.5 Outcome of the first global stocktake
https://unfccc.int/sites/default/files/resource/cma5_auv_4_gst.pdf
- Nordic Stocktake – Pathways to Climate Neutrality
<https://www.norden.org/en/publication/nordic-stocktake-pathways-climate-neutrality>
- Nordic ministerial declaration on COP28
<https://www.norden.org/en/declaration/nordic-ministerial-declaration-cop28>
- Nordic Green to Scale for Cities and Communities - How far could we go simply by scaling up already proven climate solutions?
<https://www.norden.org/en/publication/nordic-green-scale-cities-and-communities>

1.3.2 Project objectives

- Identify and showcase exemplary Nordic climate initiatives across various sectors, emphasizing their alignment with the objectives set forth in paragraph 28 of the GST decision.
- Assess the scalability and replicability of these initiatives at a global level².

1.3.3 Target group

- Nordic and global policy-makers, legislators, practitioners, as well as members of the civil society, business and industry.

1.3.4 Tasks

Research and Compilation:

- Identify exemplary climate initiatives across various sectors in Nordic countries such as energy, transportation, industry, agriculture, forestry, and waste management. The consultant should provide a suggestion for the total number of initiatives described in detail in the report, how sectors are defined, as well as which sectors are included. However, at least 1-2 initiatives per sector and at least 2 initiatives per country should be analysed and evaluated in detail in task 2 below. Additional initiatives may be included without exploring in as much detail.
- The initiatives that are included must be aligned with the objectives outlined in paragraph 28 of the GST decision and must demonstrate exemplary and/or innovative features regarding effectiveness, impact, feasibility and/or acceptance. If additional initiatives are included but not explored in detail, the initiatives that *are* explored in detail must demonstrate additional merit in these criteria.
- Cross-sectoral and pan-Nordic initiatives should also be explored in the research and compilation phase and included where these meet the above criteria.

2. Analysis and Evaluation:

- For at least 1-2 initiatives per sector and at least 2 initiatives per country, the supplier should:
 - Evaluate the alignment of identified Nordic climate initiatives with the goals and targets of paragraph 28 of the GST decision. This should include an evaluation of their effectiveness, impact, feasibility and/or acceptance.
 - Assess the scalability, replicability, and transferability of these initiatives to other regions or countries in their pursuit of the global efforts listed in paragraph 28 of the GST decision. This analysis should focus on general conditions and not be country-specific where national conditions in particular target countries are explored.
- Additional initiatives may be included without analysing and evaluating in as much detail.

² See also [Nordic Green to Scale for Cities and Communities - How far could we go simply by scaling up already proven climate solutions?](#)

1.3.5 Output and communication of project results

The evidence gathered during the study is to be compiled into a:

1. Short project description
2. Main research report
3. Policy brief, example catalogue or other communication material
4. Power point with main project features and results
5. International communication
6. Content for social media
7. Short final report with accounts for internal NCM administrative purposes

The Nordic steering group will decide on whether to publish the report and policy brief within the NCM web publication series. The supplier must present the manuscript and necessary summary (both English and a Scandinavian language), draft twitter text etc. according to the NCM publication guidelines: <https://www.norden.org/en/information/ue-release-publication>.

The supplier is responsible for planning and executing communication and distribution of the results to the target groups. The plan should aim for maximal impact. The communications department at the Nordic Council of Ministers should be informed about the plan and can be advised but not expected to participate in the outreach. The results of the outreach are expected to be part of the final reporting to the steering group.

1. Project description (DL 07.06.2024):

A short project description, including expected outcomes, (one A4) in English. The project description can be used to communicate about the project, e.g. as a press release or online.

2. Project report (DL final draft manuscript for comments 24.09.2024 and DL final manuscript for publication 10.10.2024):

The study is to be compiled into a main report for web publication structured according to the Nordic Council of Ministers' publishing guidelines. For more detailed technical information, see the guide for publication (<https://www.norden.org/en/information/ue-release-publication>). The format will be decided when receiving the first draft report. The project manager and NKL contact person or coordinator and the NCM publication unit will be in dialogue with regard to the project report. A draft report for comments should be presented to the steering group and NKL by 24.09.2024. The report shall be ready for publication submission by 10.10.2024.

3. Policy brief, example catalogue or other communication material (DL final draft product for comments 03.10.2024 and DL final product for launch/publication 24.10.2024):

Policy brief, example catalogue or other communication material (not website) to be suggested by the supplier, which showcases exemplary Nordic climate initiatives as identified in the project report. A draft product for comments should be presented to the steering group and NKL by 03.10.2024. The product shall be ready for launch/publication by 24.10.2024.

4. A power point with main project features and results (DL 25.10.2024)

A copy of the power point files used in the webinars below to communicate the main results which can be used by the steering group or NCM to present the project in additional outreach activities beyond this project (see output 5).

5. International communication (DL November 2024)

Present the findings of the report at the UNFCCC COP29 (11-22 November 2024) in the Nordic pavilion or like. The presentation(s) (including format and audience) is to be finalised in consultation with the steering group after suggestions by the supplier. A power point presentation of the project results and short written briefing material to be used in conjunction with the presentation are to be sent to the steering group and/or NKL at least one week prior to the event for comment and adjustments by the steering group and/or NKL.

The expected target audience for the event is:

- Nordic and other Parties' negotiators to the UNFCCC,
- Desk officers in local, regional and national-level governments globally, as well as intergovernmental bodies,
- International civil-society and private-sector organisations working in the same field

If a presentation at COP29 is not possible (e.g. application for side-event rejected), other options for a presentation/webinar should be explored with the steering group. Physical attendance at the conference (including possible accreditation) can be discussed with the steering group

6. Content for social media (DL 24.10.2024)

Draft texts for publication of the project description and main findings of the study in social media (e.g. LinkedIn, X)

7. Final report with accounts (DL: 02.12.2024):

A short final report with accounts for internal reporting purposes to be submitted to and approved by the NKL/MIM before the disbursement of the final payment. The template for this document will be sent by the NKL coordinator upon request.

The main report and policy brief (output 2 and 3) will be made publicly available free of charge through the Nordic Council of Ministers' (NCM) website and relevant dissemination channels, if not otherwise decided by the steering group.

The language of all the publications as well as communication with the steering group is English, however, the final published report shall have a summary both in English and in a Scandinavian language. The translation is the responsibility of the supplier, and the costs of the supplier's supporting the NCM graphic designer with necessary information for web publishing, translation of the summary and language check shall be included in the project budget. However, the actual cost for web publishing and graphic design will be covered by the NKL. The steering group and NKL will decide if the project report shall be published online by the Nordic Council of Ministers at www.norden.org. Costs of possible printing the publications will not burden the project budget. The project manager must be prepared to present the status of the project to the steering group at their meetings as a minimum according to the time schedule, to be prepared by the project manager.'

1.4 Role of the steering group

A steering group will be appointed to approve milestones, directions, plans of the project and to evaluate and approve status and the final report. The group will consist of approx. 4-8 Nordic national experts and NKL's coordinator.

There will be approximately 3-4 steering group meetings during the project that are to be coordinated by the project manager. The format of the meetings is video/teleconference. The project manager will prepare agendas and minutes for all the steering group meetings and coordinate a suitable time frame for the meetings. The project manager will gather and process comments from the steering group's different members to drafts of the products specified under output.

1.5 The contract period

The contract period is expected to be 23.05.2024-31.12.2024

The NKL group's mandate expires 31.12.2024, why a strict timeline must be applied.

1.6 Procedure, suitability criteria and tender evaluation

1.6.1 Procurement procedure

In open procedures, all interested suppliers may submit tenders. The tenders received will be evaluated in two stages: the evaluation of suitability stage and the award stage.

The purpose of the evaluation of suitability is to ensure competition between tenderers that are suitable to pursue the tendered project. The evaluation of suitability will be based on the information requested in item 1.6.2, "Suitability criteria".

In the award stage, a evaluation committee consisting of the Nordic authorities that will be taking part in the steering committee, will make a evaluation of the tenders received. Based on the evaluation, it will be decided which tenderer is to be awarded the contract. The contract will be awarded on the basis of the award criterion stipulated in item 1.6.4.1, "Award criterion" and 1.6.4.2, "Sub criteria".

1.6.2 Suitability criteria

1.6.2.1 The legal person

The tenderer shall state clearly and unequivocally the legal person that is the tenderer and thus liable to the Contracting Authority.

1.6.2.2 Tender submitted by a consortium

If a tender is submitted by a consortium comprising several liable tenderers, the individual legal persons shall be stated clearly and unequivocally, in addition to a joint agent with whom the

Contracting Authority may enter into a contract that is binding on the consortium. The participants have joint and several liability. If a consortium is awarded the contract, each member of the consortium shall issue a written statement on joint and several liability for the performance of the contract.

Participating in a consortium means that several businesses combine to jointly complete the tendered project, which might e.g. have been too large for them to complete individually. The use of sub-contractors to complete the project does not constitute a consortium.

To the extent that the tenderer is a consortium, the statements and information given below under item 1.6.2.4, "Conditions of participation", item 1.6.2.5, "The tenderer's financial and economic suitability" and item 1.6.2.6, "The tenderer's technical and/or professional suitability" shall be submitted for all members of the consortium. If the Contracting Authority demands references under item 1.6.2.6, and the Contracting Authority has determined a maximum number, the Consortium may, however, submit only the maximum number in total.

Overall, the Consortium shall be required to fulfil the minimum requirements only if such requirements have been stipulated. By way of exception, however, the consortium members' sums insured cannot be added up with a view to fulfilling the minimum requirement, if a minimum requirement for insurance cover has been stipulated. In such cases, at least one of the members or the actual consortium must be able to document their fulfilment of the minimum requirement.

1.6.2.3 Use of sub-contractors

If the tenderer intends to use sub-contractors to carry out the tendered project or elements thereof, the tenderer must state clearly and unequivocally in its tender the names of the sub-contractors as well as the elements of the project which the tenderer intends to sub-contract.

The statements and information given below shall not be submitted for sub-contractors, since the supplier is responsible and liable for the work of any sub-contractors.

1.6.2.4 Conditions of participation, the tenderer's own situation

The Contracting Authority will evaluate the tenderer's suitability to perform the tendered contract. The suitability evaluation may comprise the tenderer's own situation, financial and economic suitability and technical suitability.

1.6.2.5 The tenderer's financial and economic suitability

The tenderer shall present the following proof of its financial and economic suitability:

The business' turnover of latest financial year. The minimum requirement is a turnover of minimum the amount of the budget of this contract.

If the tenderer is unable to present the required proof, the tenderer shall seek to otherwise prove its economic and financial suitability by submitting appropriate documents. In such case, the tenderer shall refer to the circumstance relied on by the tenderer as valid grounds for not presenting the

required documents. The contracting authority cannot assess beforehand which kind of documentation will be accepted, as this assessment may also depend on the statement submitted by the tenderer. The Ministry of Environment cannot provide a standard guarantee formula for the used document.

The purpose of the set minimum requirement for turnover is to ensure that the contract will be entered into with a supplier who has sufficient economic ballast or financial security to be able to perform the task.

The tenderer can seek further guidance in the Danish Public Procurement Act with accompanying commentaries (in Danish).

English version: <https://www.kfst.dk/media/54435/the-public-procurement-act.pdf>

Danish version (with commentaries): <https://www.retsinformation.dk/eli/ft/201512L00019>

1.6.2.6 The tenderer's technical and professional suitability

The tenderer shall enclose the following as means of proof of its technical and professional suitability:

1. The business' references. A minimum of one and a maximum of five references shall be enclosed for projects similar to the tendered contract, which the tenderer has completed within the tendered area in the last three years as from the date of publication of the advertisement. The reference list shall include the following information:

- A brief description of the project and its relevance with respect to the tendered project;
- statement of the business that obtained the reference (this is only a requirement if the reference is based on a sub-contractor, or if it is provided in connection with a consortium);
- the contact person at the business/public institution for which the project was carried out;
- the contract period; and
- the contract value.

The Contracting Authority reserves the right to contact the references stated to check the content of the references stated.

2. A short description of the tenderer's organisation, VAT number and number of employees.

1.6.3 Budget

The budget is **500.000** DKK (excl. VAT). The allocated budget shall cover all ordinary expenses for carrying out the project as well as all related travel, meeting and finalization of the web publication process, however the graphic design and publication costs will be covered by the NKL group. The project provider is obliged to support the NCM publication unit with regards to questions related to manuscript, original files to graphs and tables etc. in accordance with the NCM publication guidelines. Tenders exceeding the maximum budget will not be taken into consideration. A lower overall budget is not a competitive advantage (see instead 1.6.2.4 Sub-criteria).

1.6.4 Tender evaluation

1.6.4.1 Award criterion

The supplier is selected on the basis of the award criterion: best price quality ratio (the financially most advantageous tender).

1.6.4.2 Sub-criteria

The evaluation of the financially most advantageous tender will be based on the criteria below with the weighting stated:

- a) the coherence of the work plan and methods, that is, the coherence between the objectives (as defined in this request for tenders) and the proposed activities/tasks, expected results and budget, incl. coherence of price and time/salary per hour and resources allocated to each activity, including the clarity of methods, innovativeness and suitability of the methods for implementing the task (50%)
- b) the knowledge and experience of the project team concerning climate mitigation policy and initiatives across the Nordic countries (25%)
- c) the quality and spread of Nordic network, including description of Nordic contacts to be used in the project to cover all Nordic countries within the report (25%)

1.6.4.3 Point model

On evaluation, it is estimated how many points each tender should have for each of the quality sub-criteria, using the following absolute point scale of 1 to 9:

- 9 Best possible compliance with the criterion
- 8 Excellent/superior compliance with the criterion
- 7 Good/highly satisfactory compliance with the criterion
- 6 Above average compliance with the criterion
- 5 Average /satisfactory compliance with the criterion
- 4 Below average compliance with the criterion
- 3 Less satisfactory compliance with the criterion
- 2 Inadequate compliance with the criterion
- 1 No compliance with the criterion or minimum requirements

When the tenders have been received, a specific evaluation will be made by the Nordic working group for Climate and Air (NKL) of the tenders received within the deadline, and on this basis it is decided which tenderer that has submitted the financially most advantageous tender, based on the criteria.

1.7 Tender conditions

The tenderer shall submit its tender based on these procurement documents. The final contract shall be awarded on the basis of the enclosed draft contract, cf. Appendix 2.

The procurement process is open to both international and Nordic tenderers.

NKL does not require any specific format for the tenders. Nevertheless, the tender should not be longer than 20 pages (appendices described in 1.6.2.6 excluded) and each CV should be max two pages long (CVs excluded within the 20 pages). Applicants are strongly urged not to include personal sensitive information in the CVs attached. Only relevant project references are to be included. The time spent for each task should be indicated by hours (and total hours) and the proposal must include the hourly rate per project participant and the amount of hours per participant to be used within the project.

1.7.1 Tender deadline, recipient of tenders etc.

Tenders must be received by the contracting authority by 24.04.2024 at 23.55 CET.

All the needed documents have to be delivered by this time. Any material that has arrived after the deadline shall not be taken into consideration.

The decision is expected to be taken by the Nordic Steering group/Nordic working group on Climate and Air 15.05.2024. All tenderers are expected to be informed about the results by 22.05.2024.

The project is planned to be launched 23.05.2024 and finished by 31.12.2024.

Tenders must be sent by e-mail to udbud@mim.dk

Attn. Nordic Working Group on Climate and Air (NKL)/Anna Gran
c/o Ministry of Environment of Denmark, Department

The following must be entered in the subject line of the e-mail:

Procurement procedure for: Implementing the COP28 Global Stocktake Decision in the Nordics and Beyond: Solutions in line with 1.5°C Pathways

In particular, it should be noted that tenders may be submitted solely to the e-mail address stated (udbud@mim.dk), and that any tenders received by ordinary mail and/or delivered to other email addresses will be rejected.

Tenders that are received in due time will be processed after the tender deadline. The tenderer is not admitted to attend the opening of tenders.

The tenderer is assumed to maintain its tender for a period of three months as from the tender deadline.

The Contracting Authority shall not consider the procurement procedure completed until the contract, cf. Appendix 2, has been signed by both parties. Regardless of whether the contract is awarded to

another tenderer, the tenderer shall be bound by its tender until the Contracting Authority has concluded the contract, but no longer than for the maintenance period stated above.

1.7.2 Minimum requirements for content, presentation etc. of the tender

The tender must contain the following in addition to project proposal, budget, CVs and timeline:

1. A letter of tender clearly stating the legal person or organisation submitting the tender and any use of sub-contractors etc., cf. item 1.6.2.1, "The legal person", item 1.6.2.2, "Tender submitted by a consortium" and item 1.6.2.3, "Use of sub-contractors".
2. Documentation of the requested information concerning the tenderer's financial and economic suitability, cf. item 1.6.2.5, "The tenderer's financial and economic suitability". Documentation of the requested information concerning the tenderer's technical and professional suitability, cf. item 1.6.2.6. "The tenderer's technical and professional suitability".
3. Descriptions and documentation of the stated sub-criteria in the specified form, cf. item 1.6.4.2, "Sub-criteria".
4. Notification of processing personal information - Annex 1 to the Tender specifications must be filled in and signed by the Tenderer and comprised in the tender. The appendix 1 should be submitted individually by all participants in the consortium, if the tenderer is acting within a consortium.

The Contracting Authority reserves the right to correct or remedy formal errors and omissions in the tenders received in compliance with section 159(5) and (6) of the Public Procurement Act.

If the tender received contains more references than the stipulated maximum, the Contracting Authority reserves the right to contact the tenderer to request submission of a correct reference list within a short period of time determined by the Contracting Authority.

Tender prices must be stated in DKK, including duties and fees, but exclusive of VAT, cf. further information on terms of payment etc. in the draft contract, cf. Appendix 2.

1.7.3 Language

The tender and related appendices and any written questions asked during the procurement period shall be in English.

1.7.4 Contractual basis

The contract shall be concluded on the basis of the enclosed draft contract, cf. Appendix 2.

The contract establishes the obligations and rights that will be applicable between the contracting parties in relation to provision of the services comprised by this procurement procedure. It should be noted that the basic terms of the draft contract cannot be changed.

The tenderer's standard terms will not be part of the contract basis. This applies even though the tenderer encloses its own terms on submission of the tender, delivery, order confirmation or invoicing, etc. See also item 1.7.8 on reservations.

1.7.5 Cancellation

Until completion of the procurement procedure by conclusion of the final contract, the Contracting Authority reserves the right to cancel the procurement procedure and subsequently possibly carrying out a new procurement procedure, provided the reason for cancelling is not unjustified. Any cancellation will be accompanied by a letter to all tenderers stating the reason for the cancellation.

1.7.6 Costs of participation

Tenderers participate in the procurement procedure for their own account and risk, and any costs or losses incurred by tenderers are of no concern to the Contracting Authority, including if the Contracting Authority should decide to cancel the procurement procedure without awarding a contract.

1.7.7 Variants

No variants are accepted.

1.7.8 Reservations

The tenderer is not entitled to make reservations with respect to basic elements of the overall procurement documents, including the provisions of the Contract. If the tenderer encloses standard terms, the Contracting Authority will assess whether they contain reservations regarding the procurement documents.

Reservations with respect to basic elements such as the price quoted, deadlines fixed and the draft contract will result in the tender being considered non-compliant.

If possible, any reservations not concerning basic elements of the overall procurement documents will be priced by the Contracting Authority, and such price will be added to the tenderer's tender price. The Contracting Authority is also entitled to refrain from considering these tenders, however.

Any reservations must be clearly stated.

1.8 Questions and corrections

If the tenderer deems elements of the documents and the procurement procedure to be unclear or inappropriate, the tenderer is encouraged to ask written questions to both the two email addresses below:

angra@mim.dk

aaron.tuckey@swedishepa.se

Questions received no later than 5 working days before expiry of the tender deadline can be expected to be answered. The Contracting Authority will endeavour to answer all questions no later than two

working days before the tender deadline. Questions received during the time period 25.03.2024-01.04.2024 may not be expected to be answered until after the 01.04.2024.

Questions, answers and any corrections will be published in an anonymous form at www.udbud.dk.

It is the tenderer's responsibility to keep current with any published questions and answers as well as corrigenda before expiry of the tender deadline, since non-conforming tenders are the tenderer's responsibility.

1.9 Confidentiality

When preparing its tender, the tenderer should be aware that documents related to the Contracting Authority's procurement procedure, including tenders received, may be comprised by rules of law on right of access to documents within public administration authorities. This means that competitors etc. may request access to documents in connection with tenders submitted. According to the practice of the Complaints Board for Public Procurement, requests for access to documents from other businesses also participating in the procurement procedure must be granted after the circumstances. However, the evaluation of such request shall take into account whether the business submitting the tender has requested that parts of the tender be kept confidential and has to that effect indicated the information/elements of the tender to be kept confidential.

If the tender contains information or elements that the tenderer wants to be excluded from right of access, the tenderer is therefore encouraged to state this in its tender. Notwithstanding the tenderer's statements about confidentiality, however, the Contracting Authority will be entitled and under an obligation to allow access to the documents to the extent this is stipulated by law. The Contracting Authority shall decide whether to allow access to documents after hearing the business for the information of which access is requested.

1.10 Schedule

The procurement procedure shall be carried out in accordance with the following schedule:

22.03.2024	Advertising at www.udbud.dk .
17.04.2024	Deadline for receiving questions to the tender procedure <i>(questions sent during the period 25.03.2024-01.04.2024 may not be expected to be answered until after the 01.04.2024)</i>
24.04.2024	Tender deadline
15.05.2024	Expected announcement of award decision.
22.05.2024	Expected award of contract.
23.05.2024	Expected entry into force of the contract.
24.05.2024 – 31.05.2024	Expected days suitable for kick-off meeting (tbd between steering group and supplier)

02.12.2024	Project completion final report and accounts
31.12.2024	Latest final disbursement

1.11 Procurement documents

The total procurement documents consist of these procurement conditions and the following appendices:

Appendix 1: Notification of processing personal information - to be filled in and signed by the Tenderer and comprised in the tender

Appendix 2: Draft contract