



UDENRIGSMINISTERIET
MINISTRY OF FOREIGN AFFAIRS OF DENMARK

Advertising Conditions

**in connection with the acquisition of an
innovation competition for young
entrepreneurs across the Arctic region**



1. CONTRACTING AUTHORITY

Udenrigsministeriet/the Danish Ministry of Foreign Affairs

Asiatisk Plads 2

DK-1448 Copenhagen K

Website: www.um.dk

Contact point: Special Advisor Jacob Bay Lindkvist and Head of Section Sebastian Byth, Department for the Arctic and North America (ANA).

Email address: jacojo@um.dk and sebbyt@um.dk with copy to ANA@um.dk.

2. INTRODUCTION

This advertising concerns a consultancy services contract for "Innovation competition for young entrepreneurs across the Arctic region" (hereinafter referred to as the Contract).

The Contract is advertised under the provisions of Title IV of the Danish Public Procurement Act.

Advertising takes place on www.udbud.dk and on the website of the Ministry of Foreign Affairs.

These advertising conditions include a description of the process, including the guidelines for submitting tenders, communication between the tenderer and the Ministry of Foreign Affairs as well as general information about the advertising.

The advertising material is available on www.um.dk after the time of advertising on www.udbud.dk. Any questions and answers will be published on www.udbud.dk.

The Contract will be concluded with one (1) company only.

3. THE ADVERTISING MATERIAL

The advertising material consists of an advertisement on www.udbud.dk, these advertising conditions and the below-mentioned appendixes, which – once the advertising has been completed – will become appendixes to the Contract:

- Appendix 1 - Terms of Reference
- Appendix 2 – Draft Consultancy Contract
- Appendix 3 - CSR Requirements and Labour Clause
- Appendix 4 - Solemn Declaration
- Appendix 5 - Letter of Commitment

4. FLEXIBLE PROCEDURE

The Ministry of Foreign Affairs is free to organise and carry out the procedure as deemed appropriate by the Ministry provided that the procedure is organised in compliance with the fundamental principles of equal treatment, transparency and proportionality, and provided that the few rules on the procedure stipulated in Title IV of the Danish Public Procurement Act are observed.

The Ministry of Foreign Affairs reserves the right to update these advertising conditions and the other documents contained in the advertising material on an ongoing basis.



Updating and amendment will take place in compliance with the fundamental principles of equal treatment and transparency.

If non of the offered solutions meets the requirements or the scope of the assignment sufficiently, The Ministry of Foreign Affairs may decide to introduce one or more rounds of negotiation but may also decide to award the Contract based on the first tenders submitted.

Any negotiation will be carried out in compliance with the fundamental principles of equal treatment and transparency.

5. THE CONTRACT

The advertised Contract is for "Innovation competition for young entrepreneurs across the Arctic region".

The Contract is expected to enter into force on September 23 2019.

6. PROCESS DESCRIPTION

All interested tenderers may submit a tender for the contract.

The Contract will be awarded based on a so-called 'reverse tender' where the tenderer competes on the substance of the solution tendered.

The Contract has a fixed financial maximum of DKK 750,000 **including VAT**. For the avoidance of doubt this entails that if VAT is subject to reverse charge, the invoice price must be lowered with an amount corresponding to the Danish VAT. The amount is inclusive of all relevant expenses, including i.e. – but not limited to – any expenses for travelling, meals and insurance see Terms of Reference for further specification.

The tenderer is free to seek additional funding from other sources.

The assessment of the tenders submitted is divided into three phases.

In the *first phase*, the Ministry of Foreign Affairs assesses whether the tenderer meets the suitability requirements established.

In the *second phase*, the Ministry of Foreign Affairs assesses whether the tenders submitted are compliant.

In the *third phase*, the Ministry of Foreign Affairs evaluates the tenderer's descriptions of solutions.

The tender to which the highest score of points is awarded, see below, will then be deemed the successful tender, and the Contract will be offered to the tenderer submitting the successful tender.

6.1 First phase – suitability requirement

6.1.1 References

As part of the tender, the tenderer must prepare a list of services of a similar nature provided/currently being provided by the tenderer, in the past five (5) years. The list must be prepared in compliance with the table below:

Company	CVR no.	Year	Services	Amount
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Company 1				
Company 2				
Company x				

Services of a similar nature mean innovation competitions for young entrepreneurs.

The following minimum requirement applies:

One (1) reference documenting experience with services similar to those covered by the advertised contract.

6.1.2 Turnover

As part of its tender, the tenderer must state its total turnover in DKK for the last two (2) financial years available (depending on when the tenderer was set up or started trading) in compliance with the table below:

Financial year	Total turnover in DKK
2018	
2017	

The following minimum requirement applies:

A total annual turnover over min. DKK 5 million for each of the last two (2) financial years available.

If the tenderer does not meet the minimum requirements for suitability, see above, the tenderer may rely on other entities' economic and financial standing and/or technical and professional ability, see 9.2.

6.2 Second phase – assessment of compliance

The Ministry of Foreign Affairs will read the tenders received and if any tenders are found to be non-compliant, they will not proceed to the final evaluation in the third phase.

6.3 Third phase – evaluation of descriptions of solutions

The Ministry of Foreign Affairs will carry out an assessment of the descriptions of solutions submitted by the tenderers that have submitted compliant tenders and meet the minimum requirements stipulated with regard to economic and financial standing as well as technical and professional ability, see above.

Points will be awarded according to "the extent to which the tenderer provides the Ministry of Foreign Affairs with assurance of quality in the solution tendered".

The following scale of points will be used:

Compliance with quality of solution	Point(s)
Highly satisfactory	5
Very satisfactory	4



Satisfactory	3
Less satisfactory	2
Not satisfactory	1

In connection with the evaluation, a score of between 1 and 5 point(s), see the above scale of points, will be awarded to each tenderer's descriptions of R1-R3, see Appendix 1. The weighting of the descriptive requirements R1-R3 appears from Appendix 1. The Contract will be offered to the tenderer who submits the tender, which obtains the highest score in total.

The Ministry of Foreign Affairs may award points with half decimals. If e.g. a tender is found to be between 'Very satisfactory' and 'Highly satisfactory', the score 4.5 may be awarded.

The criteria which the Ministry of Foreign Affairs will consider favourably in its valuation – and thus when awarding points – appear from the Appendix 1 – Terms of Reference.

Points for each description of R1-R3 will be weighted with the percentage given for descriptive requirement.

When the Ministry of Foreign Affairs has made a decision on the award of the Contract, the tenderers will be notified of the decision simultaneously.

7. COMMUNICATION AND QUESTIONS TO THE MINISTRY OF FOREIGN AFFAIRS

All communication in connection with the advertising must take place in English via email to Special Advisor Jacob Bay Lindkvist and Head of Section Sebastian Byth, Department for the Arctic and North America, e-mail address: jacojo@um.dk and sebbyt@um.dk with copy to ANA@um.dk.

Anonymised lists of questions and answers and any other communication concerning the advertising material will be made available on www.um.dk on an ongoing basis. It is the tenderer's responsibility to keep informed and updated.

Questions to the advertising material and process must be directed to the above email address by 9 August 2019 at the latest.

Questions asked after this date will not be answered.

8. CONTENTS OF THE TENDER

The tender must include:

- A list of references of services of similar nature provided/currently being provided by the tenderer, in the past five (5) years
- Documentation for the total annual turnover for the last two (2) financial years
- A completed tenderer's proposal of R1-R3
- A completed Appendix 4: Solemn Declaration (*also from entities on which the tenderer relies in connection with meeting the suitability requirement, see item 6.1*)
- A completed Appendix 5: Letter of Commitment (*if the tenderer relies on other entities in connection with meeting the suitability requirement, see item 6.1*)

The tenderer is responsible for ensuring that the tender is complete and prepared in compliance with the guidelines in the advertising material.



The Ministry of Foreign Affairs does not grant tenderers affected by exclusion grounds mentioned in the Solemn Declaration, see Appendix 4, the opportunity to document their reliability in compliance with the principles of Section 138 of the Danish Public Procurement Act.

9. ASSOCIATIONS OF COMPANIES, AND SUBCONTRACTORS

9.1 Associations of companies

Tenders may be submitted by associations of companies.

If the tenderer is an association of companies (e.g. a consortium), the companies that are part of the association are jointly and severally liable for the performance of the Contract.

An association of companies may rely on other entities' economic and financial standing and technical and professional ability.

The tenderer must appoint a joint representative of the companies participating in the association. The joint representative is authorised to make decisions on behalf of the participating companies on any matter relating to the tender/the Contract and the Ministry of Foreign Affairs is entitled to contact the joint representative in this regard.

9.2 Other entities' standing and ability in relation to the minimum requirements of the selection criteria

The tenderer may rely on other entities' economic and financial standing or technical and professional ability with regard to meeting the minimum requirements stipulated in item 6.1.

If the tenderer relies on other entities' standing and ability, the tenderer must produce declarations of support that prove that the tenderer has in fact access to the necessary economic and financial standing or technical and professional ability. The declaration of support must prove that the entity in question has a legal obligation to the tenderer.

In addition to completing a Letter of Commitment, see Appendix 5, the tenderer must enclose Solemn Declarations, see Appendix 4, for the entities on which the tenderer relies in connection with its submission of a tender.

9.3 Use of subcontractors

The tenderer may only use subcontractors after prior approval by the MFA.

10. RESERVATIONS

The tender must not include reservations as regards fundamental elements. Reservations as regards fundamental elements of the advertising material may lead to the tender being rejected.

If the tenderer is in doubt about the completion or finalization of appendices or in case of uncertainty as to whether a reservation may lead to the tender being rejected, the tenderer is invited to ask written questions, see above.

11. SUBMISSION OF TENDER

The tender must be submitted **on August 23 2019 01:00 pm at the latest**. Tenders received after this date and time will not be considered.

Tenders must be submitted to/delivered at the following address:



Udenrigsministeriet/the Ministry of Foreign Affairs

Varemodtagelsen/Receipt of Goods

Attn.: Special Advisor Jacob Bay Lindkvist and Head of Section Sebastian Byth, Department for the Arctic and North America

Asiatisk Plads 2

DK-1448 Copenhagen K

Tenders cannot be submitted in any other way, including not by email.

Tenders should preferably be submitted in two (2) hardcopies and one (1) electronic copy in PDF format on a USB key. Tenders should be submitted in a sealed envelope, marked "Advertising "Innovation competition for young entrepreneurs across the Arctic region" tender. Not to be opened by internal mail service".

The tenderer may only submit one (1) tender, which must remain open for acceptance for six (6) months after the closing date for tenders.

12. COMPLETION OF THE ADVERTISING

When the Ministry of Foreign Affairs has carried out its assessment of which tender "that provides the Ministry of Foreign Affairs with assurance of quality in the solution tendered", the Ministry of Foreign Affairs will make an award decision.

The Ministry of Foreign Affairs will then notify all tenderers of its decision. Notification of the tenderers not offered the Contract will include a brief explanation of the relevant reasons for the decision.

Regardless of whether or not the Contract is awarded to another tenderer, the tenderer will be bound by its tender until the Ministry of Foreign Affairs has signed the Contract, but not for a longer period than the period the tenderer is required to abide by its tender, see above.

The Ministry of Foreign Affairs will not regard the advertising as completed until the Contract has been signed.

The Ministry of Foreign Affairs is not under any obligation to award the Contract and reserves the right to cancel the advertising.

13. TIMETABLE

Activity	Deadline
Published on http://www.udbud.dk	July 9 2019
Closing date for questions	August 9 2019
Closing date for tenders	August 23 2019
Award of Consultancy Services Contract	September 16 2019
Contract start	September 23 2019

All deadlines are indicative only; the Ministry of Foreign Affairs reserves the right to change the deadlines if deemed necessary.