

Invitation to announcement for
The supply of consultancy to Fundraising
and Project Management Office at Aalborg
University

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1. Introduction

These terms include a summary of the object of this announcement, the conditions for submitting an offer and a description of the procedure.

1.1. The contracting authority

The Contracting authority for this announcement is Aalborg University.

Main address:

Fredrik Bajers Vej 5

PO box 159, 9100 Aalborg

Further information about the AAU is available on <http://www.aau.dk/om-aau/>.

1.1.1. Contact information

AAU Procurement Office is responsible for this announcement.

Address:

Fredrik Bajers vej 7F

9220 Aalborg Øst

Contact person:

Procurement consultant:

Laura Stadum, email: lks@adm.aau.dk

1.2. The components of the invitation to announcement

In addition to these terms, the invitation to announcement consists of:

- Annex 1 – Bid Schedule
- Annex 2 – Schedule of Prices
- Annex 3 – Declaration on honour relating to the situation, ect., of the business
- Annex 4 – Declaration of support (*must be submitted if relevant*)
- Draft Framework agreement

The tenderer is responsible for ensuring that the documents have been completed correctly.

1.3. Access to the invitation to the announcement.

The invitation to the announcement will be published and made available at www.ldbud.dk and at the AAU's website for procurements <http://www.okonomi.aau.dk/indkob/ldbud/>

1.4. Scope of the task

The Fundraising and Project Management Office at Aalborg University provide support to the writing of proposals for external funding of research projects. Aalborg University is a part of regional cluster initiative, House of Energy (HoE), funded by the North Denmark Region. As part of this commitment, the Office has a strong focus on increasing funding from the EU for energy research and innovation. The office has two dedicated energy fundraisers, but there is definitely an undeveloped potential for increasing the amount of energy research funding. Furthermore, there is a need for extra service when bottlenecks occur in peak periods. Therefore, Aalborg University encourages a specialist with extensive knowledge EU funding of research projects to apply for this invitation to announcement.

Besides concrete fundraising the supplier must throughout the contract ensure a sufficient, continual transfer of knowledge and intelligence to the relevant contact persons at Fundraising and Project Management Office.

1.4.1. Contract period

The contract term runs from 15st of March 2017 to 14th of March 2018.

The Contracting Entity can extend the Contract by 12 months two times. The Contracting Entity must inform the Consultant no later than three months before expiry date if The Contracting Entity wishes to make use of the extension possibilities

2. Procedures and terms of competition

2.1. Invitation to announcement

This invitation to the announcement is in accordance with section 191 of the Danish Act on Tender Procedures (*udbudsloven*) as the contract has a total estimated value below the EU threshold, but is also considered to have a clear cross-border interest.

2.2. Requirements as to form

The tenderer should initially read the entire invitation to announcement before submitting the tender.

2.2.1. Submission of tender

Tenders must be submitted by e-mail lks@adm.aau.dk. It is not possible to submit tenders in any other way than through the above e-mail address.

Deadline for submission of the tender:

Friday 6th of March 2017 at 2:00 PM

Tenders submitted after this date is not accepted.

Each tenderer may only submit one tender. If the same legal entity is one of several tenderers, e.g. if the legal entity submits a tender itself but also is part of a consortium submitting a tender, the tenderer must ensure that the same legal entity's participation does not include the potential for mutually influencing the contents of the different tenderers' bids.

The Contracting Entity reserves the right to request tenderers to document that the same legal entity's participation does not include the potential for mutually influencing the contents of the different tenderers' bids, including that no practice is applied which may threaten the transparency and distort the competition between the tenderers.

2.2.2. Language

The tender and all communication during the invitation period and the contract term must be in the language English.

2.3. Exclusion criteria

If the tenderer is comprised by one of the Annex 3 mentioned exclusion criteria, the tenderer will be excluded from participating in the tender procedure.

The tenderer must use Annex 3 – Declaration of honour to confirm that the tenderer is not comprised by any of the mandatory exclusion criteria and/or to confirm that the tenderer is not comprised by one of the voluntary exclusion criteria.

2.4. Qualification requirements

When submitting a tender, the tenderer must submit a completed Annex 1 – Bid Schedule, Annex 2 Price Schedule, and Annex 3 Declaration on honour, confirming that the tenderer meets the qualification requirements; is not comprised by the exclusion criteria and provide information about the use of any sub-suppliers or other supporting businesses.

The minimum requirements regarding qualification are as follows:

A. Personal circumstances

The offer must include the following information regarding the tenderer's personal circumstances.

- General presentation of the tenderer's business

B. Economic and financial capacity

There is no requirement for tenderer's economic and financial capacity

C. Technical and professional capacity

The tender must include the following information regarding the tenderer's technical and professional capacity:

- The tenderer must describe their labour experience. The tenderer must have at least 5 years of experience with fundraising regarding energy research.

2.5. Support and associations

When the tenderer relies on the capacity of other entities:

A tenderer may rely on the economic/financial/technical capacity of other entities as regards performance of the contract or in order to meet the qualification requirements.

This applies regardless of the legal nature of the relationship between the entities.

If so, the entity must document towards the Contracting Entity, in addition to the above-mentioned documentation regarding the entity's own capacity and personal circumstances, that the entity actually has the required resources.

It must be specified whether the support is financial and/or technical/professional support and exactly what type of support is offered and to which extent, as well as it must be documented that the supporting entity is legally liable towards the tenderer.

If the support offered is technical or professional support, this must be specified. Please note in this connection that if the tenderer relies on the professional capacity of another entity, it is furthermore a requirement that the supporting entity performs the part of the contract where the support is offered.

If the tenderer relies on the capacity of other entities, the tenderer must furthermore document that this entity/these entities:

- 1) Meet the relevant qualification requirements (i.e. in case of financial support: the financial minimum requirements etc.);
- 2) Are not comprised by the mandatory exclusion criteria;
- 3) Are not comprised by the voluntary exclusion criteria applied in this invitation to announcement, cf. clause 2.3.

A declaration of support (*Annex 4*) must be enclosed the tender confirming that a legal obligation exists between the tenderer and the supporting entity. The declaration of support (*Annex 4*) enclosed with this invitation to announcement must be used.

Consortiums (or other associations of undertakings):

Where an tender is submitted by an association of undertakings (consortium), each participating legal entity must be specified individually in a clear and unambiguous way, and the consortium members must also specify a joint authorised representative, who can submit an application on behalf of the consortium. It will furthermore be this person who the Contracting Entity may enter into agreements with binding effect on the consortium. The participants in a consortium or another association of undertakings are jointly and severally liable for both the offer and the potential Framework Agreement.

If the tender is submitted by a consortium, the requested material regarding the association's **overall capacity**, i.e. financial and technical/professional capacity, must be enclosed.

However, each participating undertaking must document that it is not comprised by the mandatory exclusion criteria by completing Annex 3

2.6. Ownership

The announcement documents including appendices are considered the Contracting Entity's property and will not be returned or delivered.

No compensation is granted for submission of tenders or drafting of offer bids.

2.7. Questions regarding the invitation to announcement.

The tenderer may obtain additional information about the invitation to announcement by submitting written questions. Questions must be in English.

In case of uncertainty or unclarity, the tenderer is encouraged to ask justified questions and possibly suggest different wordings.

All inquiries and questions regarding the invitation to announcement must be made/asked in writing and sent through by e-mail to lks@adm.aau.dk no later than on the 27th of February 2017.

Written questions and answers thereto will be continuously available at www.udbud.dk and at the AAU's website for procurements <http://www.okonomi.aau.dk/indkob/udbud/> in an anonymous form. Questions are replied in English.

It is the tenderer's own responsibility to keep up-to-date with the public material.

2.8. Reservations

Any reservations and justifications must explicitly appear from the tender.

The tenderer is encouraged to clarify any ambiguities and uncertainties in the invitation to announcement by asking questions regarding the invitation to announcement, cf. clause 2.7. above, in order to avoid reservations to the widest possible extent.

It is specified that any reservations regarding essential elements in the invitation to announcement, including the Contract or any minimum requirements, will oblige the Contracting Entity to disregard the offer. In case of reservations which do not relate to essential elements of the invitation to announcement, the Contracting Entity is entitled to disregard the tender or in the alternative to seek to achieve a pricing of the reservation, to the extent this is considered possible. If a reservation of a financial value cannot be priced, the Contracting Entity is obliged to disregard the tender.

Professional reservations, e.g. reservations that are considered normal within a specific industry, will be considered as any other reservation.

2.9. Opening of tenders

There will not be an opportunity for the tenderer to be present when the received tenders are opened.

The Contracting Entity is not obliged to return an tender to the tenderer.

2.10. Specified period for which the tender will remain open for acceptance

The tender must remain open for acceptance for three months from the deadline for submitting an tender.

2.11. Alternative tenders

It will not be possible to submit alternative tenders.

Only one tender can be submitted, and an tender cannot be submitted for parts of the task.

2.12. Award criteria

The purpose of the tender process is to award the contract to the best tenderer.

The award of the contract will be based on "The most economically advantageous tender" with the following sub-criteria and partial criteria.

The weighting specified in the table is an expression of the individual weight of the different criteria.

Sub-criteria	Percentage weighting
Price	50%
Quality	50%

Scale of points:

AAU will evaluate the offers on the following points scale (a scale of 10 through 100):

Regarding the evaluation of the qualitative criteria the tenders are evaluated absolutely. The tenders are thus evaluated separately from the other tenders received. Points are awarded on the basis of how well the tenders comply with the wishes attached to the individual sub-criterion. It is accordingly possible that no tender achieves maximum points for a sub-criterion and it is also possible that two or more tenders achieve the same points for a sub-criterion.

The criterion "Price" will be evaluated relatively. The offers price will thus be evaluated in relation to the other offers prices received.

Grading - degree of wish fulfillment		
Degree of wish fulfillment	Grading	Elaboration



Very high degree	100	The proposed solution fulfills our wishes in extremely high degree
	90	The proposed solution fulfills to our wishes a very high degree, although certain weaknesses identified
High degree	80	The proposed solution fulfills to our wishes a very high degree, but identified several weaknesses
	70	The proposed solution fulfills our wishes largely / reasonable degree, but identified a number of weaknesses
Neutral	60	There are positive elements but also several weaknesses in the proposed solution, including an inadequate / unclear description hereof
	50	There are positive elements but also several weaknesses in the proposed solution, including an inadequate / unclear description hereof. The weaknesses are most pertinent
Low degree	40	The proposed solution fulfills our wishes in a low degree
	30	The proposed solution fulfills our wishes in very low degree
Not at all	20	The proposed solution does not meet our wishes
	10	The proposed solution fulfills not at all our wishes

Re. Price

The bidding prices must be filled out in Annex 2 – Price Schedule and will be considered a total bidding price and is evaluated on the basis of the net prices specified by the tenderer, cf. the Schedule of Prices. All prices must be specified in Euro (€), excluding VAT, but including all other taxes.

The specified price is including all travel, accommodation and related expenses.

The tender with the lowest evaluation price will receive the maximum score of 100 points. The other tenders will be ranked relative to the lowest tender according to the following formula:

$$([\text{Best tenderer's price}] / [\text{Tenderer's price}]) \times 100$$

Re. Quality

By quality is meant the tenderer's compliance with the Contracting Entity's wishes to the subsequent cooperation between the Contracting Entity and the winning tenderer. Consequently, when determining the quality, the Contracting Entity will have regard to the extent of the submitted references and the content of the service offered. A comprehensive service which ensures reliable know-how transfer will be weighted positively.

The following will be taken into account when considering the quality, and annex 1 – Bid Schedule must be completed:

- Between 3 and 6 references from the most recent three years within this area. Within this area means application preparation for university energy research. The evaluation will only be based on the first 6 references if the tenderer submits more than that.
- The nature of the base activities necessitate a clear agreement on how they should be reported. Thus the applicant is expected to provide a convincing description of how he/she will secure a sufficient, continual transfer of knowledge and intelligence to the relevant contact persons at Fundraising and Project Management Office. The tenderer's should therefore describe their ability to perform the following activities:
 - Strategic advice on funding opportunities within EU and other programs;
 - Recommendations for identification of new partnering opportunities with international organisations (e.g. industry associations, innovation clusters, EU institutions, public bodies)
 - Project development activities in relation to specific applications/ proposals
 - Expert advice/ information (e.g. in the shape of competence building initiatives such as training courses etc.) concerning relevant technology and policy developments etc.

2.13. Evaluation

As described in clause 1.4., the purpose of this invitation to announcement is for Aalborg University to find a collaborative supplier who can support The Fundraising and Project Management Office in their focus on increasing funding from the EU for energy research and innovation. Task will include concrete fundraising and transfer of knowhow to the relevant contact persons at Fundraising and Project Management Office. The award criteria and sub-criteria described above have been chosen and the respective weighting has been determined on the basis of this purpose.

The offers received will be evaluated as follows:

1. The Contracting Entity reviews the tenders received in time with the purpose of confirming that they comply with the formal requirements.

2. The Contracting Entity reviews the tenders received in time with the purpose of confirming that the offer complies with the minimum requirements for content.
3. The Contracting Entity reviews the tenders received in time with the purpose of verifying that each tenderer is not comprised by an exclusion criterion.
4. The Contracting Entity reviews the tender in order to identify any reservations related to fundamental or mandatory tender specifications, or reservations which cannot be priced.

The Contracting Entity evaluates the tenders in order to find the most economically advantageous tender on the basis of the above-mentioned sub-criteria and partial criteria.

2.14. Contract award

After the evaluation, all affected tenderers will be informed of the Contracting Entity's decision as soon as possible and at the same time.

There is no contract or promise until a contract, if any, has been signed by both parties. The notification of the award will be accompanied by a brief explanation of the relevant reasons for the decision.

The Contracting Entity's notification of the award decision does not exempt unsuccessful tenderers from the obligations under the announcement, which remain in force during the period for which the announcement will remain open for acceptance, cf. clause 2.10.

2.15. Conclusion of the announcement procedure

The Contracting Entity does not consider the announcement procedure final before the contract is signed.

Even if the Contract is awarded to other tenderers, the tenderer is bound by its offer until the Contracting Entity has concluded the Contract, though no longer than the period for which the offer will remain open for acceptance specified in clause 2.10.

The tenderer's costs in relation to the announcement is of no concern to the Contracting Entity, including if the Contracting Entity cancels the announcement procedure on objective grounds without concluding the contract.

2.16. Confidentiality

The tenderers must observe strict confidentiality in relation to unauthorised third parties concerning information which may come into the tenderer's possession in connection with this invitation to announcement.

After conclusion of the contract, the Contracting Entity reserves the right to publish a short summary of the evaluation of the selected offer.

The Contracting Entity will not publish information which the undertaking has defined as confidential information. However, the Contracting Entity is comprised by the rules on public access to documents, due to which parts of the tenderer's offer may be subject to the said rules.

The Contracting Entity will in all circumstances be entitled and obliged to provide access to the extent necessitated by legislation.

3. Announcement documents

When submitting a tender, the tenderer must complete the following forms:

- Annex 1 – Bid Schedule
- Annex 2 – Schedule of Prices
- Annex 3 – Declaration on honour relating to the situation, ect., of the business
- Annex 4 – Declaration of support (*must be submitted if relevant*)

4. Deadlines

Action	Date
Publication of invitation to announcement	8 th February 2017
Deadline for Questions	24 th February 2017
Deadline for AAU to despatch answers	28 th February 2017
Deadline for submission of the offer	6th March 2017
Expected evaluation of the offers	10 th March 2017
Expected notification of the award of contract(s) or rejection to the tenderers	13 nd February 2017
Expected signing of contract	15 st March 217