

Tender specifications

For the acquisition of Set pieces for

“FIGAROS BRYLLUP”

Reference no.: 122006



March 2024



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1. GENERAL DESCRIPTION

These tender specifications contain guidelines for submission of tender, communication between the tenderer and the contracting authority, and information about the tender procedure and scope in general.

1.1 CLIENT

The Royal Danish Theatre (hereafter RDT) is the national theatre in Denmark, led by Kasper Holten and a management team. The Royal Danish Theatre consists of three venues in Copenhagen for the performing arts – The Old Stage, The Opera House, and The Royal Playhouse.

The Royal Danish Theatre shall present operas, ballets and dramas of the highest artistic quality, within a broad stylistic range, and make these accessible to the broadest audience possible.

The contact person for this tender is:

| | | |
|-----------------|-------------------|--------------------|
| Name: | Email: | Role / title: |
| Johannes Brandt | jobr@kglteater.dk | Production Manager |

1.2 DESCRIPTION OF THE DELIVERY:

Overall description of the supplier's deliveries:

Preparation, manufacturing and delivery of set pieces for:
"Figaros bryllup" to RDT.

The tender will cover:

- Set Pieces – Construction.
- Production of elements and Set assembly.
- Planning and hosting regular supervision meetings.
- Documentation.
- Materials.
- Shipping papers.
- Final delivery.
- Assembly assistance at Operaen/The Opera



1.3 DELIVERY / TERM OF AGREEMENT:

Delivery of the Set pieces for "Figaros Bryllup" to RDT will take place:

no later than August 14th, 2024, 07.30 AM at:

**The Royal Danish Theatre –
Operaen, Ekvipagemestervej 10, 1438 Copenhagen K**

1.4 IMPORTANT DATES

The client has prepared the following tentative deadlines for the process:

| Activity | Deadline |
|---------------------------------------|---------------------|
| Announcement of this proposal/tender | 20-03-2024 |
| Deadline for questions to the tender | 10-04-2024 |
| Deadline for submission of the tender | 18-04-2024 |
| Tender opening | Week 17, 2024 |
| Evaluation and selection of supplier | Week 17, 2024 |
| Contract signing | Week 18, 2024 |
| Delivery | 14-08-2024 |
| Assembly | August 14 -16, 2024 |

2. REQUIREMENTS AND TECHNICAL SPECIFICATIONS

The Set Pieces in this tender are provided with a production-matured description, ready-made for budget calculation and production.

2.1 THE PROJECT DESCRIPTION & SPECIFICATIONS

The Set pieces has a full description and specifications due to the regulations, sizes, and technical capacity of the stage. Model/reference photos furthermore present the Set pieces.

The project description and specifications, with photos in Appendix 1.

2.2 TECHNICAL DRAWINGS

Technical drawings are provided by RDT; all specifications on drawings must be followed.

The description of the delivery provided in PDF drawings in Appendix 2.



If the supplier finds that the specifications does not provide sufficient guidance, he may request additional information in writing or if the specifications contain errors, we request RDT to be informed of this in writing.

3. SUBMISSION OF TENDER

The tender must be submitted no later than 18-04-2024.

Tenders received after this deadline will be rejected.

Tenders must be submitted via e-mail - to: jobr@kglteater.dk

Tenders may not be submitted in any other way.

The tenderer may only submit one tender and must keep open its tender for acceptance for 4 months from expiry of the tender deadline.

The tenderer must with the tender submit a solemn declaration that the tenderer is not subject to the grounds for exclusion set out in sections 135 and 136 of the Danish Public Procurement Act.

It is important that the solemn declaration concern the exact legal entity, which is submitting the tender.

A template for submission of the information required is attached (appendix 5) to the tender specifications.

For groups of operators (e.g., a consortium), the solemn declaration must be provided for each participating operator in the group.

If the tenderer relies on the capacities of other entities, the solemn declaration must be provided for these entities as well.

The contracting entity reserves the right to request the winning tenderer to submit documentation for the content of the solemn declaration. The contracting entity also reserves the right to request the submission of a new and updated solemn declaration.

Any tenderer in any of the situations or any entity on which the tenderer relies in any of the situation, set out in sections 135 and 136 of the Danish Public Procurement Act will be excluded from the tender procedure.

But the contracting entity reserves the right to use the self-cleaning procedure described in section 138 of the Danish Public Procurement Act.

The tender must not contain reservations to fundamental elements in the tender documents. Reservations to minimum requirements or fundamental elements in the tender documents will cause the tender to be rejected.

Several reservations to non-fundamental elements of the tender documents may cause the reservations, overall, to constitute a reservation to fundamental elements.

If the tenderer is in doubt as to how to fill in or complete appendices or in case of doubt as to whether a reservation will cause rejection of the tender, the tenderer is advised to submit



written questions, see section 5 below.

4. THE PROCUREMENT DOCUMENTS

The procurement documents consist of the following documents:

- Publication notice published at UDBUD.dk. March 20, 2024
- These tender specifications
- The appendices listed in section 11 below.
- Draft contract containing the legal provisions governing the relationship between the contractual parties.

If the tenderer finds that there are elements in the contract and/or the appendices of the contract which are unacceptable or clearly undesirable, the tenderer may propose a change of the contract/the appendices of the contract according to the procedure set out in paragraph 5. The contracting authority will decide on a case-by-case basis whether the proposed changes will be incorporated.

5. COMMUNICATION AND QUESTIONS

All communication in connection with the tender procedure, including questions and answers regarding the procurement documents, must be in English and must be submitted electronic via e-mail to the contact person stated in section 1.1 above.

Questions should be asked not later than 10-04-2024.

6. CONTENT OF THE TENDER

A tender consists of the following documents:

- **Duly Completed appendices**
Appendix 3: Response Form Tender submission letter and qualifications [to be completed by Tenderer]

Name of the operator or group of operators having submitted the tender.

Contact details (e-mail address and telephone number) for the contracting authority's use in connection with the procedure.

References to comparable assignments (see qualification requirements in section 7 below)

- Appendix 4: Response Form Total price *[to be completed by Tenderer]*
- Appendix 5: Response Form Solemn Declaration *[to be completed by Tenderer]*



- Appendix 6: Other parts of the Supplier's Tender] *[if relevant]*

There is no need to include the contract and the appendices of the contract that are not to be completed/finalized by the tenderer. The contract and such appendices are deemed to have been accepted by the tenderer when submitting a tender.

7. QUALIFICATION REQUIREMENTS

7.1 The supplier's technical and professional qualifications

| Minimum requirement | Documentation requirement |
|---|--|
| <p>The supplier must have experience from at least two (2) comparable assignments for performing arts.</p> <p>Comparable assignments are considered assignments that:</p> <p>Include sets in the same style, quality and construction as the set for "Figaros bryllup" described in Appendix 1.i.e.:</p> <p>Stage elements of 3 m height and 5 m. wide</p> <p>High quality and detailed moldings and panels.</p> <p>Painted wood surfaces with high quality graining and authenticity.</p> <p>Assembly of sets with the size of 11 meters wide and 5 meters height.</p> | <p>Description of the supplier's most relevant assignments (at least two) over the last three years.</p> <p>The documentation: It is the supplier's responsibility to document that the minimum requirement is fulfilled through the description of the assignments, however, the description should at least include the following information:</p> <p>Photographic documentation of the assignments</p> <p>Description of the assignments</p> <p>The assignment's value and time for production and delivery.</p> <p>Name of <i>the customer</i> (recipient)</p> |

If the tenderer relies on the professional experience of other entities in order to comply with specific parts of the above minimum requirements, such specific parts of the services under the contract must be performed by the entity on which the tenderer relies.

8. AWARD CRITERIA & EVALUATION METHOD

Choice of supplier will be based on the on the lowest price.

The award criterion

The award criterion is the is the lowest price.

| Sub-criteria | Documentation requirement |
|---|---|
| Price | |
| Under this criterion, the following are assessed: | Completed response form, Appendix 4 |
| Offered price for complete delivery. | Price in DKK as a total price excl. VAT |

9. POSSIBILITY OF NEGOTIATION PHASE

RDT reserves the right to carry out a negotiation phase with the tenderers and on that basis request the tenderers to submit a revised tender.

Details of the negotiation process will be set out, if RDT decides to carry out negotiations.

RDT may decide to award the contract on the basis of the first tenders without any negotiations.

10. FINALIZATION OF THE TENDER PROCEDURE

When the contracting authority has selected the tender with the best price-quality ratio, see section 8 above, the contracting authority will make its decision regarding award of the contract.

The contracting authority is not obliged to award the contract and reserves the right to cancel the tender procedure.

Even though the contract has been awarded to another tenderer, the tenderer is bound by the tender until the contracting authority has concluded the contract, but no longer than the date specified for the tender to remain open for acceptance.

The notification of the tenderers of the award decision does not mean that the contract has been concluded. The contract is not deemed to have been concluded until the contract is signed.



The contracting authority does not consider the tender procedure completed until the contract has been signed.

11. APPENDICES

Appendix 1: The project description and specifications; and model/reference photos.

Appendix 2: Technical Drawings

Appendix 3: Response Form Tender submission letter and qualifications

Appendix 4: Response Form Total price

Appendix 5: Response Form Solemn Declaration

Appendix 6: Other parts of the Supplier's Tender] *[if relevant]*