



Tender specifications

j.nr. 2017-1680

Analysis of Options for increased use of Renewable Energy in the Heating Sector in Ukraine

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

1. SUBMISSION OF TENDER

The tender must be submitted not later than **on 21 April 2017, at 12 noon GMT**. Tenders received after this deadline will be rejected.

Tenders must be submitted or handed in to/at the following address:

Danish Energy Agency, Ministry of Energy, Utilities and Climate
Att. Special Advisor Kamilla Kristensen Rai
Amaliegade 44
DK-1256
Copenhagen K
Denmark

Tenders may not be submitted in any other way, including by e-mail.

The tender is requested to be submitted in two hardcopy versions and one electronic version on a USB stick. The tender should be submitted in a sealed envelope marked "*Analysis of Options for increased use of Renewable Energy in the Heating Sector in Ukraine tender. May not be opened by the reception*".

The tenderer may only submit one tender and must keep open its tender for acceptance for 2 months from expiry of the tender deadline.

2. THE PROCUREMENT DOCUMENTS

The procurement documents constitute the basis of the tenderer's preparation of tender. The procurement documents are accessed via [insert link].

The procurement documents consist of the following documents:

- **Contract notice** on www.udbud.dk
- These **tender specifications**
- Appendix of the tender specifications:
 - Appendix A: The tender evaluation (award criteria and evaluation method)
 - Appendix B: Additional information (the tender process and preparation of tender)
- Draft **contract** containing the legal provisions governing the relationship between the parties to the contract.
- Draft **Appendices 1** which contains detailed requirements for the products/services which will form part of the contract when the tender procedure is concluded.

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 3. The contracting authority will decide on a case-by-case basis whether the proposed changes will be incorporated.

Any changes of the procurement documents will be communicated to all tenderers participating in the tender via [insæt link]

3. COMMUNICATION AND QUESTIONS FOR THE CONTRACTING AUTHORITY

All communication in connection with the tender procedure, including questions and answers regarding the procurement documents, must be in English and must be submitted via e-mail to kk@ens.dk.

The written questions of the tenderers and the contracting authority's answers will be regularly communicated to all the tenderers who participate in the procedure.

Questions must be asked not later than 7 April 2017 at 12.00 noon GMT.

4. CONTENT OF THE TENDER

A tender consists of the following documents:

- A. Tender submission letter
- B. Duly completed appendices.

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.

Re A) Tender submission letter

The tenderer should enclose in its tender a tender submission letter which should include the following information:

- 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.

Re B) Appendices duly completed

The tenderer is requested to complete or finalize the following appendices:

- Appendix 1

5. EVALUATION OF TENDERS

The evaluation of tenders is carried out as described in Appendix A.

6. FINALISATION OF THE TENDER PROCEDURE

When the contracting authority has selected the tender with the best price-quality ratio see Appendix A, 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.