



**Ministry of Environment
and Food of Denmark**
Department

Tender specifications for advertising

of

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

**The Road towards Carbon Neutrality in the different Nordic
Countries**

31.10.2019

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1 TENDER SPECIFICATIONS

1.1 Introduction

These procurement documents elaborate on the advertisement at www.udbud.dk of 31.10.2019.

The procurement procedure concerns a public contract for a project of a total contract value during the course of the contract of less than DKK 1,072, 094, exclusive of VAT, which is of cross-border interest. 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.

1.2 The contracting authority

The contracting authority under this procurement procedure is:

The Ministry of Environment and Food of Denmark
on behalf of the Nordic working group for Climate and Air (NKL)
Slotsholmsgade 12
1612 Copenhagen Ø
mfvm@mfvm.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@mfvm.dk

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 procurement procedure comprises:

The overall objective of this project is to describe different Nordic paths towards carbon neutrality.

¹ Act No. 1564 of 15 December 2015

Furthermore, the project should identify joint challenges in reaching carbon neutrality in the Nordic countries, and highlight sectors and potential activities where enhanced Nordic co-operation could contribute to the fulfilment of the carbon neutrality goals, focusing on the areas identified in the Helsinki Declaration.

1.3.1 Background

Each of the five Nordic countries has national goals for becoming carbon neutral before or by mid-century. In the Helsinki Declaration on Carbon Neutrality signed by the Nordic prime ministers on 25 January 2019 (<https://www.norden.org/en/news/stepping-nordic-climate-co-operation>), Finland, Iceland, Sweden, Norway and Denmark committed themselves to assessing in 2020 the scenarios for how the different Nordic countries can achieve their respective carbon neutrality goals, including implications for various sectors. The aim of this study is to contribute to making this assessment possible and to highlight areas where co-Nordic initiatives can strengthen the Nordic countries' aims towards Carbon neutrality.

The Nordic ministers for Environment and Climate decided on April 10 2019 *“to initiate a technical study of the Nordic countries’ various carbon and climate neutrality goals focussing on areas, where countries can learn from each other, where countries have common or similar challenges, as well as similarities and differences in plans, as well as which sectors are included in the plans, methods and choice of indicators, etc.”*

Five major business federations in the Nordic countries, representing more than 115 000 companies, have backed up the governmental initiative. Furthermore, various industry branches in the Nordics have been preparing, or are in the process of preparing road maps for fossil free or carbon neutral industries. Recently, a global youth movement has underlined the urgency of climate actions, including both the need for political leadership and sustainable consumption choices.

There is not one undisputed definition and recipe for carbon neutrality. Nevertheless, the five Nordic countries recognise that they would all benefit from learning from each other, from exchange of knowledge and experiences on their different roads towards carbon neutrality. The project should briefly summarize the landscape of carbon neutrality definitions being used.

The study “The Road towards Carbon Neutrality in the different Nordic Countries” will focus on existing and planned efforts to reduce greenhouse gas emissions at the national scale. It will take into account different starting points and framework conditions, and identify best practices and common challenging areas, where a strengthened Nordic cooperation could support mutual efforts to spur further reductions of greenhouse gas emissions. The study will also include other measures that support Nordic carbon neutrality, such as enhancing of carbon sinks and removal of carbon dioxide from the atmosphere

1.3.2 Project objectives

The overall objective of this project is to describe different Nordic paths towards carbon neutrality.

Furthermore, the project should identify joint challenges in reaching carbon neutrality in the Nordic countries, and highlight sectors and potential activities where enhanced Nordic co-operation could contribute to the fulfilment of the carbon neutrality goals, focusing on the areas identified in the Helsinki Declaration.

1.3.3 Tasks

The project “The Road towards Carbon Neutrality in the different Nordic Countries” should include the following tasks, based on previous, existing and planned efforts to reduce greenhouse gas emissions:

a) To provide a brief overview of the landscape of carbon neutrality definitions being used in the Nordic countries

The overview of carbon neutrality should clarify the following:

- Which sectors and fields of activities are included in the carbon neutrality goal?
- How should the goal be fulfilled, in terms of emissions, removals or other measures?

b) Description of national long-term climate strategies as well as governmental goals and plans for reduction of greenhouse gas emissions

The description should outline already decided governmental policy work, i.e. commitments, strategies, policy plans and long term strategy work etc. that are guiding the work in 2019-2021 and beyond. The description should also outline the existing national and relevant international climate policy frameworks, climate laws and similar national strategies, guidelines and long-term plans for achieving carbon neutrality, taking into account article 13. and 14. of EU regulation (EU) 525/2013 concerning reports on national climate strategies, policies and measures as well as projections.

c) Mapping of previous, existing and planned efforts to reduce greenhouse gas emissions, by sector and country

The mapping should include at least the following business sectors:

- energy production and consumption
- various industrial branches including at least steel, mining and mineral, cement and concrete, forest, agriculture
- construction and housing
- domestic transport
- waste management

In addition, the overview could include other business sectors as relevant and taking national circumstances into account. Furthermore, the study could elaborate on, for instance, the role of energy efficiency and new technologies in reducing greenhouse gas emissions.

The overview could reflect the role of climate-conscious consumer choices in reaching long term climate goals in the Nordic countries.

On an overall level, the overview should include reflections on the role, challenges, and limitations of land use, land-use change and forestry (LULUCF) in achieving carbon neutrality. Likewise, the study should, on a general level, elaborate on the potential of new technologies for removal of carbon dioxide from the atmosphere.

d) Describe national commonalities and differences, where knowledge sharing can enhance the green transition

e) Focus on common and mutual challenges and highlight areas of Nordic added value to initiatives for joint action

f) Presentation at the Nordic ministerial meeting 30. April and 27. October 2020

The Nordic ministers for Environment and Climate have taken the lead in following up the Helsinki Declaration on Carbon Neutrality. At the ministerial meeting 30. April 2020 the ministers will discuss and suggest further actions in implementing joint Nordic activities as outlined in the declaration. The contractor should be prepared to present an overview of the project and preliminary results of the study at the meeting, and especially highlight possible joint Nordic actions that would speed up the transition towards carbon neutral societies.

A final project report should be compiled based on the descriptions and mapping (a-e) as well as the discussion at the ministerial meeting (f).

g) Produce a thorough overview and study of above mentioned paths, best practices and measures to reach carbon neutrality with clear policy recommendations on the future work with a Nordic added value for joint initiatives.

1.3.4 Output and communication of project results

The project should deliver the following outputs:

1. A short summary (one A4) in English by 15.02.2020 (introducing the project). The summary can be used to communicate about the project either as a press release or online.
2. A status report to the steering group by 01.03.2020. The report must be approved by the steering group before the first disbursement (25%).
3. A PowerPoint presentation and short written briefing material with preliminary results and suggestions for joint Nordic actions by 20.03.2020, which should be commented by the NKL and adjusted accordingly by 05.04.2019.
4. Similarities and differences between the countries should be presented in a set of info-graphics by 31 March 2020.
5. To be prepared to present preliminary results and possible suggestions for joint Nordic actions, to be discussed by the Nordic Ministers of Environment and Climate 30.4.2020.

6. A final report, structured according to the Nordic Council of Ministers' publishing guidelines. For more detailed technical information and information on publication prices, see the [guide for publication²](#). The format will be decided when receiving the first draft report. A draft report should be presented to the steering group and NKL by 20.05.2020 and shall take the comments from the Ministerial meeting into account.
7. Attending (possibly skype) a meeting with the NKL Climate members to present the report draft during UNFCCC intersessionals 2020 (1.6.2020-11.6.2020) for comments.
8. The report shall be ready for publication by 20.6.2020. Second instalment (60%) to be disbursed upon delivering of final report for publishing (DL 20.6.2020).
9. A final NKL-report with accounts and an auditor's report to be approved by the NKL-group before the final disbursement (15%). This report should be received by the NKL-group by 31.08.2020.

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 consultant, and the costs of web publishing, translation of the summary and language check shall be included in the project budget.

The steering group and NKL will decide if the final report shall be published online by the Nordic Council of Ministers at www.norden.org. NKL will decide if the publications should be printed, when the work is completed. Costs of 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. 5 Nordic national experts and NKL's coordinator. There will be 3-5 steering group meetings during the project. The format of the meetings is video/teleconference. The contractor will prepare agendas and minutes for all the steering group meetings and coordinate a suitable time frame for the meetings.

1.5 The contract period

The contract period is expected to be 31.01.2020 - 31.8.2020.

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.

² <https://www.norden.org/en/information/due-release-publication>

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 specific evaluation is made of the tenders received, and, based on this, it is 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 twice 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.

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's 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.

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

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

1.6.3 Budget

The budget is 600 000 DKK (VAT 0%). The budget shall cover all ordinary expenses for carrying out the project as well as all related travel, meeting and web publication expenses. The

administrative body does not have the right to calculate overhead costs for the project. Tenders exceeding the maximum budget will not be taken into consideration.

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, 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 (40%)
- b) the insightfulness of knowledge about areas where further work with Nordic added value would be useful, i.e. highlighting sectors and potential activities where enhanced Nordic co-operation could contribute to the fulfilment of the carbon neutrality goals (25%)
- c) the general competence and qualifications of project workers as well as their previous experience in the field (25%)
- d) 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 (10%)

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 of the tenders received, and on this basis it is decided which tenderer has submitted the financially most advantageous tender.

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 1.

The procurement process is open to both international and Nordic tenderers. As this is a Nordic project, the team should understand the Nordic playing field and have a sufficient Nordic network or Nordic team members.

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. Only relevant project references are to be included. The time spent for each task should be indicated by hours.

1.7.1 Tender deadline, recipient of tenders etc.

Tenders must be received by the contracting authority by 28.11.2019 at 23.59.

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 will be taken by the Nordic working group on Climate and Air Pollution (NKL) in January 2020. All tenderers will be informed about the results.

The project is planned to be launched in 31.01.2020 and finished by 31.8.2020.

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

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

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

”Procurement procedure for: The Road towards Carbon Neutrality in the different Nordic Countries”.

In particular, it should be noted that tenders may be submitted solely to the e-mail address stated, 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 1, 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:

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 fulfilled and signed by the Tenderer and comprised in the tender.

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 all three email addresses below:
angra@mfvm.dk
cacva@mfvm.dk

malet@mfvm.dk

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 will be answered in writing. 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:

31.10.2019	Advertising at www.udbud.dk .
21.11.2019	Deadline for receiving questions, cf. item 1.8.
28.11.2019 at 23.59	Tender deadline
21.01.2020	Expected announcement of award decision.
31.01.2020	Expected award of contract.
01.02.2020	Expected entry into force of the contract.

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 fulfilled and signed by the Tenderer and comprised in the tender

Appendix 2: Draft contract

Appendix 3: Declaration on Nordic Carbon Neutrality (25.01.2019)

Appendix 4: Nordic Business response to Carbon Neutrality Declaration (25.06.2019)

Background documents for inspiration:

<http://fossilfritt-sverige.se/in-english/>

<https://www.danskindustri.dk/politik-og-analyser/2030/>

<https://www.nordicenergy.org/publications/tracking-nordic-clean-energy-progress/>