



**Ministry of Environment  
of Denmark**

**Tender specifications for advertising**

**of**

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

**Gender and climate change in the Nordic countries**

11.02.2021

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# **1 TENDER SPECIFICATIONS**

## **1.1 Introduction**

These procurement documents elaborate on the advertisement at [www.udbud.dk](http://www.udbud.dk) of 11.02.2021.

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 1.036.259, exclusive of VAT, which is of cross-border interest. The project is advertised at [udbud.dk](http://udbud.dk) pursuant to sections 191-192 of the Danish Public Procurement Act<sup>1</sup> 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 (MIM)**

*on behalf of the Nordic working group for Climate and Air (NKL)*

Slotsholmsgade 12

1612 Copenhagen Ø

[mim@mim.dk](mailto:mim@mim.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: [angra@mim.dk](mailto:angra@mim.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:

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<sup>1</sup> Act No. 1564 of 15 December 2015

The overall objective of this project is to improve the understanding of how the gender perspective can be implemented and integrated into climate change policies in the Nordic countries.

### 1.3.1 Background

#### **Gender mainstreaming in the UNFCCC-process**

At COP 25 (Madrid 2019) the Parties to the UNFCCC adopted a five year enhanced Lima work programme on gender and a gender action plan (<https://unfccc.int/documents/204536>).

The gender action plan (GAP) sets out five priority areas that aim to advance knowledge and understanding of gender responsive climate action and its coherent mainstreaming in the implementation of the UNFCCC. It covers the work of Parties, the secretariat, United Nations entities and all stakeholders at all levels, and aims at guaranteeing women's full, equal and meaningful participation in the UNFCCC process.

Two of the five priority areas are (a) Capacity-building, knowledge management and communication; and (d) Gender-responsive implementation and means of implementation.

The key objectives of these priority areas are:

- a) To enhance the systematic integration of gender considerations into climate policy and action and the application of understanding and expertise to the actions called for under the Lima work programme on gender and its gender action plan, and facilitate outreach, knowledge-sharing and the communication of activities undertaken to enhance gender responsive climate action and its impacts in advancing women's leadership, achieving gender equality and ensuring effective climate action.*
- b) To ensure the respect, promotion and consideration of gender equality and the empowerment of women in the implementation of the Convention and the Paris Agreement*

#### **Gender mainstreaming in the Nordic countries**

All the Nordic countries have a progressive gender policy, and requirements to ensure gender equality and balance are laid down in laws and national strategies. However, the knowledge on the links between gender and climate change needs to be further documented and shared with relevant Nordic stakeholders and policy makers working with climate change. Without clear evidence of its importance, it will be more difficult to engage and to prioritize. It is therefore vital, as a first step, to get a comprehensive understanding of how climate change policies affect gender and vice versa to implement a climate change policy that doesn't have negative effects on gender. It is important to note that UN Women and other organisations have extensive data on how climate change affects men and women in countries across the world, however, we need specific evidence in relation to the Nordic countries. This is due to our political, social, and societal structure which highly effects the type of issues we deal with.

The Nordic countries are right now on their paths to implement the Paris Agreement. There is a need for more information on how gender perspectives could be integrated into climate policies. To support the effort, there is a need for sex-disaggregated data. Although the Nordic countries are

different, this project aims to explore the possibility of a simple common structure on how to integrate gender into climate policies that can help each country on our way forward to national implementation.

### **1.3.2 Project objectives**

Gender equality in decision-making at all levels related to climate change policy are essential to ensure equal representation of women and men in policymaking. The project should deliver an overview of the status in the Nordic countries regarding gender-equality in decision-making related to climate-change policies.

The project has three specific objectives:

- a) to analyse how climate policies affect gender equality and vice versa in the Nordic countries and thereby improve the development of climate policies and integration of a gender perspective into policies and programmes on climate change.
- b) to identify what sector inclusion and data are relevant to enable an efficient implementation of gender into climate change policies.
- c) to get an overview of participation of women in decision-making processes on climate change.

### **Target group**

The main target groups are Nordic governmental officials, including the gender focal points and policy makers that will implement the Paris Agreement nationally. The project results could also be used in the communication work of NKL at UNFCCC COPs and other international climate events.

### **1.3.3 Tasks**

#### **1. Effects on gender equality**

The first step is to collect data to understand and analyze *how* gender equality is affected by climate change policy in the Nordic countries.

Such an overview could for example get information from:

- The Nordic Council of Ministers for Gender Equality could have important information and suggestions for gender mainstreaming <https://www.norden.org/en/information/about-nordic-council-ministers-gender-equality-mr-jam>
- The focal points can give one good example each of a gender-mainstreamed initiative in their country.

- The EIGE (Europe Institute for Gender Equality) have extensive research on gender mainstreaming. They have research from for example Norway (Oslo Bike Scheme) and others that can be useful. <https://eige.europa.eu/>.
- Other surveys carried out by international organisations as well as key policy documents, eg. <https://eige.europa.eu/publications/beijing-25-fifth-review-implementation-beijing-platform-action-eu-member-states>

**Timeline:** 04.05.2021- 04.06.2021

## **2. Sex-disaggregated data and sector inclusion in the Nordic countries**

Secondly, the project should give an overview on what sex-disaggregated data<sup>2</sup> and sector inclusion are needed to pursue a gender mainstreamed implementation of the Paris agreement in the Nordic countries nationally.

- A capacity-building webinar on data gathering and sector inclusion from another party that has mainstreamed gender in their national climate change work.<sup>3</sup>
- The consultant should suggest what data gathering, and sector inclusion would be appropriate for gender mainstreaming in the Nordic countries.

Such an overview could for example gather information from:

- UNFCCC guidelines. Such as: “Guidelines or other tools for integrating gender considerations into climate change related activities under the Convention”. <https://unfccc.int/resource/docs/2016/tp/02.pdf>
- The UNFCCC webinar on gender mainstreaming: <https://www.youtube.com/watch?v=72ffbx4Jedk>
- International organizations and their reports, such as: UN Women, OECD, EBRD.
- Other available reports online.

**Timeline:** 04.05.2021 – 31.08.2021 for report/written overview, webinar to be arranged not later than 10.09.2021.

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<sup>2</sup> **Gender-disaggregated data** = data that is collected and analysed separately on males and females. This can for example involve asking the “who” questions in an agricultural household survey: who provides labor, who makes the decisions, who owns and controls the land and other resources. When countries monitor disaggregated data more carefully, the country can target its climate initiatives towards different groups and encourage certain behaviors to ultimately get better and more inclusive initiatives.

<sup>3</sup> Example: At the last gender webinar for the UNFCCC focal points, Moldova presented their gender mainstreaming into climate planning and action (Ala Druta, ministry of agriculture, regional development and environment). Can be viewed here: <https://www.youtube.com/watch?v=72ffbx4Jedk> (time: at 1:32)

### **1.3.4 Output and communication of project results**

- A report and a leaflet in English with the result from the work (point 1 and 2 above) (31.08.2021)
- A presentation of the work to the Nordic UNFCCC focal points on gender and other government officials working with gender and climate change. (10.09.2021)
- A PowerPoint presentation that can be used to convey results to the UNFCCC (10.09.2021)
- A NKL/Nordic Council of Ministers standard final report with accounts (DL 29.10.2021)

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 the consultant's supporting the NCM graphic designer with necessary information for web publishing, translation of the summary and language check shall be included in the project budget. However, the actual cost for web publishing and graphic design will be covered by NKL.

The steering group and NKL will decide if the project report shall be published online by the Nordic Council of Ministers at [www.norden.org](http://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 that are to be coordinated by the project manager. 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. The contractor will gather comments from the steering group to drafts of the report and leaflet.

### **1.5 The contract period**

The contract period is expected to be 04.05.2021-29.10.2021.

### **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.

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 400 000 DKK (VAT 0%). The allocated budget shall cover all ordinary expenses for carrying out the project as well as all related travel, meeting and finalization of the web publication process that are stated in 1.3.4. 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. A lower overall budget is not a competitive advantage (see instead 1.6.2.4 Sub-criteria).

### **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 knowledge about potential sectors where enhanced Nordic co-operation could contribute to a better understanding of how the gender perspective can be implemented and integrated into climate change policies in the Nordic countries (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 17.03.2021 at 23.55.

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 the middle of April 2021. All tenderers will be informed about the results during the end of April.

The project is planned to be launched in 04.05.2021 and finished by 29.10.2021.

**Tenders must be sent by e-mail to [mim@mim.dk](mailto:mim@mim.dk)**

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

The following must be entered in the subject line of the e-mail:  
Procurement procedure for: Gender and climate change in the 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 2, 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@mim.dk](mailto:angra@mim.dk)

[setpo@mim.dk](mailto:setpo@mim.dk)

[astsv@mim.dk](mailto:astsv@mim.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](http://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:

11.02.2021	Advertising at <a href="http://www.udbud.dk">www.udbud.dk</a> .
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10.03.2021	Deadline for receiving questions, cf. item 1.8.
17.03.2021 at 23.55	<b>Tender deadline</b>
23.04.2021	Expected announcement of award decision.
03.05.2021	Expected award of contract.
04.05.2021	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