



Questions and answers to tender procedure *Nordic perspectives on transboundary impacts of climate change* (a project under the auspices of the Nordic working group of Climate and Air/NKL)  
(invitation to submit a tender was published at [www.udbud.dk](http://www.udbud.dk) 12.05.2021)

Question no.	Date	Question (anonymized)	Answer
1	07.06.2021	It says in the tender specifications that "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." I wonder if the documents "1.6.2.5 The tenderer's financial and economic suitability" and CVs should be included in those max. 20 pages?	No, the 1.6.2.5 "The tenderer's financial and economic suitability" and CVs do not have to be included in the max. 20 pages.
2	07.06.2021	Is it enough to submit Appendix 1 that is signed by the tenderer that is leading a consortium? Or should all the tenderers participating in a consortium sign Appendix 1?	The appendix 1 should be submitted individually by all participants in the consortium.  Also, as stated in section 1.6.2.2. it is important that all participants are included in the description of the consortium and that the individual legal persons are stated clearly and unequivocally.
3	16.06.2021	Do we need to budget for travel costs? Are there any meetings aside from the COP etc. that will be organized in person?	No travel should be necessary to undertake within this project. The required presentation (in relation to a UNFCCC event) is expected to be delivered digitally, see 1.3.4.  A presentation of results (preliminary if necessary)

			<p>and possible suggestions for joint Nordic actions delivered at a United Nations Climate Change Conference. This could be COP, UNFCCC Intersessionals or satellite event in the Nordic region, depending on COVID-19 situation and project timeline. To be determined in consultation with the steering group and delivered digitally if required.</p>
4	16.06.2021	<p>You ask for a copy of the relevant annual report as a proof of turnover. Do you accept that document in another language than English?</p>	<p>As stated in the tender specifications 1.7.3 the tender and related appendices shall be in English.</p> <p>However, as stated in 1.6.2.5 “(...)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.(...)”</p> <p>Hence, in the circumstance that an annual report is not available in English or a Scandinavian language we will allow for the document to be sent in Finnish or Icelandic. However, in this case, we require that the information that proves that the tender meets the minimum requirement of a yearly turnover of minimum twice the amount of the budget of this contract is (1) highlighted in text in the</p>

			document and (2) with a referral to the page number in the tender document or as a comment at the top of the annual report.
5	16.06.2021	Will the steering group comment the draft report before or after the draft report deadline Feb 15th?	The steering group will comment the draft report after the deadline 15.02.2022 in due time for the consultant to finish the report before the project final date. The exact date for returning comments on the draft report can be discussed at a meeting of the supplier and steering group in order to meet both the needs of the supplier and the steering group/NKL.
6	16.06.2021	In our understanding of the tender specifications, the costs for a language check should be included in the project budget, but the costs for layout will be taken over by NKL. Have we understood this correctly?	<p>The costs for web publishing and graphic design (including layout) will be covered by NKL. All other costs, e.g. language check and other costs for supporting the NCM graphic designer with necessary information for web publishing should be included in the project budget. See 1.3.4</p> <p>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 costs for web publishing and</p>

			graphic design will be covered by NKL.
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