



UDENRIGSMINISTERIET
*Ministry of Foreign Affairs
of Denmark*

Instructions for Tenderers

Regarding **Energy and resources Screenings,**
conducted by a Danish expert to French industrials

Reference file no. 9833357

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1. Introduction

These instructions for tenderers relate to the contract notice published on Udbud.dk with the title "Energy and resources Screenings, conducted by a Danish expert to French industrials".

The procurement procedure is subject to Danish law and the rules applicable hereunder.

The responsible unit has assessed that the contract has not a certain cross-border interest.

The procurement procedure is carried out as an open procedure.

2. Responsible Unit

The responsible unit for this procurement procedure is:

Official name: The Trade Council

Country: FRANCE

Town: PARIS

Postal code: 75116

Postal address: 77 Avenue Marceau

Internet address: [The Trade Council \(um.dk\)](http://um.dk)

Contact person: Aymeric KOUAM

E-mail: aymgio@um.dk

3. Documents for Submission of Tender

The documents for submission of tender consist of the following:

- Instructions for Tenderers (this document)
- Criteria and Method of Evaluation
- Notification of Processing of Personal Data
- Draft Consultancy Agreement with appendices
 - Appendix 1 – Terms of Reference
 - Appendix 2 – Contract Price and Services
 - Appendix 3 – CSR Requirements and Labour Clause

4. Object of the Procurement

The procurement is about conducting energy screenings on industrial sites in France - in particular in the food processing industry, and making recommendations for ways of saving energy and resources.

5. Timetable

The following timetable specifies the key milestones of the procurement procedure:

Date	Milestone
03.04.2023	Contract notice sent for publication
10.04.2023	Deadline for the submission of questions, if any (Questions submitted later than this date will as a main rule only be answered if it is possible to answer the questions no later than 4 days before the time limit for receipt of tenders)
24.04.2023 at 14:00	Time limit for receipt of tenders
02.05.2023	Notification of award decision (provisional)
05.05.2023	Conclusion of contract (provisional)

All indications of time are according to local time for the responsible unit.

6. Questions & Answers and Addenda

Questions regarding the documents for submission of tenders may be submitted in English via e-mail to the contact person mentioned in clause 2 above.

Tenderers shall refrain from contacting the responsible unit in any other way.

Tenderers are encouraged to submit all questions as soon as possible. The responsible unit reserves the right to not answer questions submitted later than 7 days before the time limit for receipt of tenders.

The responsible unit will send all questions and answers simultaneously and in anonymous form via e-mail to the tenderers who have been invited to submit tenders.

If an amendment to the documents for submission of tenders is considered necessary, the responsible unit will send an addendum simultaneously via e-mail to the tenderers who have been invited to submit tenders.

7. Submission of Tender

Submission via e-mail

Tenders must be submitted via e-mail to the contact person mentioned in clause 2 above.

Tenders cannot be submitted by any other means.

Language

Tenders must be submitted in English.

Contents of the Tender

The tenderer must only submit one tender. If the tenderer submits more than one tender, the responsible unit will only take the latest submitted tender into consideration.

The tender must comprise the following:

- Completed and signed Appendix 2 – Contract Price and Services

The tenderer should ensure that its tender contains all necessary information and allows for the Consultancy Agreement to be concluded without prior negotiations.

If the tender contains more than one version of the same document, the responsible unit will only take the latest version (according to the properties of the document) into consideration.

While observing the principles of equal treatment, transparency and proportionality, the responsible unit may request tenderers to supplement, specify or complete tenders by submitting relevant information or documentation, where the information or documents submitted in tenders are incomplete or incorrect, or where specific documents are missing.

Time Limit for Receipt of Tenders

Tenders must be received by the contact person no later than:

24.04.2023 at 14:00

The time limit for receipt of tenders is according to local time for the responsible unit.

Tenders received after the time limit for receipt of tenders will be rejected.

Reservations

The responsible unit will reject tenders with reservations.

Tenderers are, therefore, encouraged not to include reservations, prerequisites or standard terms and conditions in their tenders.

If a tenderer identifies provisions in the documents for submission of tender which prevent the tenderer from submitting a tender without reservations, the tenderer is encouraged to submit a question, cf. clause 6.

Variants

The tenderer is not allowed to submit variants (alternative tenders).

8. Award

Most Economically Advantageous Tender

The most economically advantageous tender will be identified based on the criteria and method described in the document Criteria and Method of Evaluation

The contract price is fixed and the contract will be awarded to the tenderer who offers the best quality based on the Qualifications and Competence of Staff.

Notification of Award Decision

The tenderers will be notified simultaneously via e-mail of the decision made by the responsible unit on the award of contract.

Notification of the award decision does not mean that a contract has been entered into or will be entered into. The contract is not final until it is signed.

Irrespective of the notification of the award decision, all tenderers are still bound by their tenders until the expiry of the validity period set out in clause 9.

9. Validity Period

The tenderer must maintain the tender (the tenders shall remain valid and can be accepted by the responsible unit) for a period of 2 months from the time limit for receipt of tenders.

10. Confidentiality

In accordance with section 5 of the Public Procurement Act, the responsible unit may not disclose confidential information provided by a tenderer in connection with the procedure without the prior consent of the tenderer.

The commitment of confidentiality must naturally be disregarded to the extent the responsible unit is required by law or ordered by a competent authority to disclose the information. If the responsible unit is requested to give access to confidential information, the tenderer will be heard to the extent possible before the request is processed.

The responsible unit is also entitled to disclose information in case of a complaint referred to the Danish Complaints Board for Public Procurement or legal proceedings in relation to the procedure.

11. Processing of Personal Data

In connection with this procurement procedure, the responsible unit can receive personal data from the tenderers. This is mainly due to the tenderers having to submit CV's in connection with the submission of tender.

The rules on the processing of personal data are laid down in the EU General Data Protection Regulation (GDPR) and the Danish Supplementary Data Protection Act (Act no. 502 of 23 May 2018).

The EU General Data Protection Regulation is available at:

<https://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:32016R0679&qid=1528371080950&from=EN>

The Danish Supplementary Data Protection Act is available at:

<https://www.datatilsynet.dk/media/6894/danish-data-protection-act.pdf>

In order to ensure that persons who are the subject of the responsible unit's processing of information are notified thereof, the tenderer is obliged to provide all persons whose personal

data are included in the tender with the information stated in the Notification of Processing of Personal Data.

12. Remuneration

The tenderer shall bear its own costs in relation to the procurement procedure.

13. Cancellation of the Procurement Procedure

While observing the principles of equal treatment, transparency, and proportionality, the responsible unit reserves the right to cancel the procurement procedure, without incurring liability towards any tenderer and without the tenderers being entitled to claim any compensation.