

# Sønderborg Forsyning



## EU-tender Geotechnical investigations, Lillebælt Syd Nearshore Wind Farm

Tender information

December 2017

Date : 22. dec. 2017  
Projekt : 2199  
Document nr. : 10

Performed : Behs  
Approved : Ibni  
Version : 1.0

<b>INDHOLDSFORTEGNELSE</b>		<b>SIDE</b>
<b>1</b>	<b>ORIENTATION</b>	<b>2</b>
1.1	Employer	2
1.2	Tender documents	2
1.3	Tender schedule	3
1.4	Tender conditions	3
<b>2</b>	<b>QUESTIONS TO THE TENDER</b>	<b>4</b>
<b>3</b>	<b>OFFERS AND NEGOTIATIONS</b>	<b>5</b>
3.1	Negotiations	5
<b>4</b>	<b>OTHER CONDITIONS</b>	<b>6</b>
4.1	Maintaining the offer	6
4.2	Alternative offers	6
4.3	Sub Contractors	6
4.4	Reservations	6
<b>5</b>	<b>OFFER CONTENTS</b>	<b>7</b>
5.1	ESPD	7
5.2	Description of Company, Organization, employees and equipment	8
5.3	Subcontractors	8
<b>6</b>	<b>EVALUATION OF OFFERS</b>	<b>9</b>
6.1	Negotiations	9
6.2	Award criteria	9
6.3	Assessment of price	9
6.4	Assessment of robustness	9
<b>7</b>	<b>ANNOUNCEMENT AND CONTRACTING</b>	<b>10</b>

## 1 ORIENTATION

Sønderborg Affald A/S is performing an EU-tender with Competitive procedure with negotiation on the geotechnical investigations regarding Lillebælt Syd Nearshore Wind Farm according to procurement directive 2014/24/EU, 26. Feb. 2014, on behalf of Sønderborg Forsyningservice A/S.

The tender documents will be available on [www.sonfor.dk/erhverv](http://www.sonfor.dk/erhverv) .

The award criteria will be: **best combination of price and quality**, according to "Udbudslovens § 161, stk. 3".

### 1.1 Employer Sønderborg Forsyningservice A/S

Ellegårdvej 8  
6400 Sønderborg  
Phone: +45 88 43 53 00  
Contact: Betina Hylleberg Skjøth  
Phone: +45 88 43 53 23  
E-mail: behs@sonfor.dk

### 1.2 Tender documents

The tender consist of the following documents:

- E-notice, TED, 2017/S 247-519654
- 10 - Tender information (this document), 22. Dec. 2017
- 11 - Specification, 21. Dec. 2017
- 12 - Contract conditions, 22. Dec. 2017
- 13 - Information BOQ, 21. Dec. 2017
- 14 - Bill of quantities, 22. Dec. 2017
- 15 - Subcontractors, 22. Dec. 2017
- 16 - ESPD (standard declaration related to exclusion and selection criteria). In both xml- and pdf-format.
- Correction letters or answers to questions during the tender period.

### 1.3 Tender schedule

The tender is completed according the this schedule

Year	Date	Description
2017	22. Dec.	Published
2018	12. Jan.	Indicative timetable for asking questions
	16. Jan.	Last announcement with correction letters and answering questions.
	<b>23. Jan.</b>	<b>Offer deadline</b>
	26. Jan.	Negotiations
	31. Jan.	New deadline for updated offers
	2. Feb.	Preliminary time for Award and standstill announcement
	12-14. Feb.	Preliminary time for contract meeting

### 1.4 Tender conditions

The following legislation, contract conditions and document are the base for the contractors offer.

- All current and public law and legislation in Denmark and the EU, relevant for the tender.
- The tender documents 10-16, incl. appendixes.
- Correction letters or answers to questions during the tender period.

## 2 QUESTIONS TO THE TENDER

Questions must be in English and via e-mail or letter.  
It will not be possible to ask questions via the telephone or by personal attendance.

Send questions to:

**Sønderborg Affald A/S**  
Ellegårdvej 8  
6400 Sønderborg  
Att. Betina Hylleberg Skjøth  
E-mail: behs@sonfor.dk

Indicative timetable for asking questions is Friday the 12. Jan. 2018. Questions asked according to this timetable, will be answered Tuesday 16. Jan. 2018.

Questions asked after the 12. Jan. 2018 will not be answered, unless it is possible to answer the questions within 6 days before the offer deadline.

All questions will be anonymized and the answers will be in an announcement letter on [www.sonfor.dk/erhverv](http://www.sonfor.dk/erhverv) .

The contractor has to check the web site [www.sonfor.dk/erhverv](http://www.sonfor.dk/erhverv) , for additional information, corrections or announcement letters until 6 days before the offer deadline.

### 3 OFFERS AND NEGOTIATIONS

Offers must be written in English.

The offer deadline is Tuesday the 23. Jan. 2018, at 14.00 pm.

The offer must be sent to:

**Sønderborg Affald A/S**  
Ellegårdvej 8  
6400 Sønderborg  
Att. Betina Hylleberg Skjøth

The offer has to be clearly marked "Offer - **Geotechnical investigations**".

The offer must contain the following:

- 1 original and paperbased signed offer.
- 1 electronic version of the offer on USB and offer in pdf- format.

If there should be discrepancy between the original offer and the electronic version of the offer, the original offer will be considered to be the applicable offer.

Offers received after the offer deadline will not be taken into consideration. The contractor is responsible for delivering the offer before the offer deadline and in the right form.

There will not be compensation for giving the offer.

Sønderborg Affald A/S will handle every offer as confidential documents. The tender period is however subject to municipal rules on public access.

The contractor cannot attend the opening of the offers.

#### 3.1 Negotiations

In this competitive procedure with negotiation number of candidates/contractors will be 3.

The three contractors will be invited to negotiations at Ellegårdvej 8, 6400 Sønderborg on the 26. Feb. 2018.

#### **4 OTHER CONDITIONS**

##### **4.1 Maintaining the offer**

The contractor must maintain his offer for 4 months from the offer deadline.

##### **4.2 Alternative offers**

All kinds of alternative offers will not be accepted.

##### **4.3 Sub Contractors**

The contractor can use subcontractors, as long as the subcontractors only perform a smaller part of the tasks. The subcontractors must be included in the ESPD, if the subcontractor is chosen before the offer deadline.

Sub-Contractors must not be covered by the grounds for exclusion in contract law.

##### **4.4 Reservations**

Contractor's use of reservations will not be accepted.

## 5 OFFER CONTENTS

The offer must contain the required document and information, to form the basis for the assessment of the offer.

The offer must contain the following documents:

- 16 - ESPD, in completed and signed form
  - Economic data
  - Insurance
  - Reference list
  - Employees
- 14 - Bill of Quantities - in completed and signed form
- Description of Company, Organization, employees and equipment
- 15 - Subcontractors, in completed and signed form

### 5.1 ESPD

Document 16 - ESPD, in xml- or pdf-format must be used.

Subcontractors do not have to use the ESPD formula, but they must comply with the same demands and conditions as the contractor. When the subcontractor is chosen, the contractor has to give an announcement on the subcontractor's compliance with the demands in the ESPD.

Concerning Part III, it will not be possible to contract with a firm, that is covered by the grounds for exclusion in "Udbudslovens", § 135 or § 137.

Concerning Part IV, the contractor only has to fill the "a", regarding the fulfilling of the selection criteria.

#### **Economic data**

Information about annual turnover, equity and solvency ratio for the last 3 financial years. Approved annual reports and/or other documentation can be attached as Appendix to the offer.

The information will be the basis for the evaluation of the economical robustness.

#### **Insurance**

The contractor must have an applicable occupational liability insurance, covering all employees and equipment.

#### **Reference list**

Reference list for similar tasks (geotechnical investigations) for the last 3 years, 2015, 2016 and 2017. The reference list must contain contact information about client, description of the work/task and when the work was completed.

There must be a minimum of 2 relevant references in the period 2014-2017.

#### **Employees and equipment**

Average number of employees for last 3 years, 2015 - 2017.

Link to list equipment that will be accessible for the project.



**Additional information**

Sønderborg Affald A/S can demand further documentation related to the ESPD, regarding:

- **Part III** documentation in form of a full “Serviceattest” for Danish contractors or other similar documentation from authorities in the country the contractor is resident in.
- **Part IV** documentation for the economic key data, with approved annual reports.

**5.2 Description of Company, Organization, employees and equipment**

The description of the company, organization, the project manager, the employees and key figures and equipment, will be the basis for the evaluation of the practical robustness

There must be a CV for the project manager.

The description will be the basis for the evaluation of the economical robustness.

The description must contain:

- **Company information**
- **Organization diagram**  
with names on project manager and other key figure and employees.
- **CV for project manager and key figures**  
Max. 4 pages for every CV, and max. 4 CV's in total.
- **Description of the equipment**  
Both a description of the equipment that will be used, but also a description about what replacement equipment will be accessible/available with short notice. This will also be in short form in the ESPD:

**5.3 Subcontractors**

The document 15. Subcontractors must contain all information about subcontractors, both the subcontractors that are final and the possible subcontractors.

## 6 EVALUATION OF OFFERS

All offers that are delivered before the offer deadline will be evaluated in order to determine, if the offer fulfills the formal requirement.

### 6.1 Negotiations

The offers are assessed according to the grounds for exclusion and the selection criteria, and there will be awarded 3 contractors for negotiations.

The three contractors will be invited to negotiations on the 26. Feb. 2018, on Ellegårdvej 8, 6400 Sønderborg.

After negotiations the contractors can resend their updated offers.

### 6.2 Award criteria

The updated offers will be the basis for the assessment of the award criteria.

Award criteria is **best combination of price and quality**, according to "Udbudslovens § 161, stk. 3".

The award criteria will be:

Criteria	Point	Value
Price	10	75 %
Robustness	10	25 %

### 6.3 Assessment of price

The total cost excl. VAT is the basis for assessment of price.

Offers with the lowest price will be awarded with 10 points.

The spread on prices is expected to be 20 %, with a max price range as the lowest price + 20 %.

Offers with a price over lowest price + 20 % will be awarded 0 points.

Offers in between the lowest price + 20 % will be awarded point by interpolation.

### 6.4 Assessment of robustness

The information about economic key data, references and description about company, employees, project manager, key figures and equipment will be the basis for assessment of the contractor's robustness

It will be assessed positive, that:

- The company has an experienced project manager with a min. 5 years relevant experience
- That the company is economically robust, with a positive equity
- Has replacement equipment available with short notice

There will be awarded 10 point.

## **7 ANNOUNCEMENT AND CONTRACTING**

After the evaluation all contractors will simultaneously receive an announcement of the result of the evaluation with a standstill announcement and a standstill period of 10 days.

The announcement is expected to be the 2. Feb. 2018

The contract meeting will be after the standstill period.  
The contract meeting is expected to be held the 12-14. Feb. 2018.