

Appendix 2 - Tender List

City of Aalborg, Department on Environment- & Energy

Concerning consultancy agreement CircularPP

The tenderer is asked to complete all of the spaces in this Tender list with the information asked by the City of Aalborg below and as an answer to the criteria described in Request for Tender and Requirements Specification (appendix 1).

The descriptions are asked to be short and precise.

The tenderer is allowed to supplement the Tender list, in other documents and/or appendixes with reference to the relevant number in the schedule. As a minimum we need a CV (education, qualifications and/or experience) for each of the employed in the expert team.

|  |  |  |
| --- | --- | --- |
| 1.
 | General information | Insert response |
|  | **Reservations and why they are made (the tenderer are recommended not to make any reservations, but instead ask questions in accordance with The Request for Tender section 4)** |  |
|  |
| Date |  |
| Company name Tenderer  |  |
| Signature (covers the complete Tender list) |  |
| Contact person (tenderer) |  |

The tenderer must inform The City of Aalborg of the tenderers Price for the fulfilment of the Consultancy Agreement. The prices are in EURO, exclusive VAT, but shall include all other costs, including every kind of disbursements and travel and accommodation costs in respect of fulfilling the Consultancy Agreement.

The Price must not exceed 100.000 EURO.

The tenderer must also inform The City of Aalborg of the category of employees, numbers of hours per category of employees and hourly rate per category of employees, used to calculate the tenderers Price for the fulfilment of the Consultancy Agreement. The prices are in EURO, exclusive VAT.

**Price (20 %)**

|  |  |
| --- | --- |
| **Catagories** | **Tender (EURO, exclusive VAT)**  |
| **Price for the fulfilment of the Consultancy Agreement:**According to the Request for Tender with appendixes.**Price:** **(must not exceed 100.000 EURO)****Specifications regarding category of employees, numbers of hours per category of employees and hourly rate per category of employees, used to calculate the tenderers Price for the fulfilment of the Consultancy Agreement inserted above:****Category of employees and number of employees per category (for instance: Project manager, Administrative employee, Student etc.** **Total numbers of hours per category of employees:****Hourly rate per category of employees:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_EURO****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Staff (35 %)**

The tenderer informs The City of Aalborg of the following regarding Staff used to the fulfilment of the Consultancy Agreement:

**Tender**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category of employees** | **Number of employees and name(s)** | **Education per employee** | **Qualifications and/or experience with the fulfilment of tasks similar to the tasks included in the Consultancy Agreement** |
| \**insert* |  |  |  |
| \**insert* |  |  |  |
| \**insert* |  |  |  |
| \* |  |  |  |
| \* |  |  |  |
| \* |  |  |  |
| \* |  |  |  |

|  |
| --- |
| Further descriptions regarding for instance: how the tenderer will organise the staff in order to ensure that the Consultancy Agreement is performed professionally, competent, with flexibility and without delays. |
| \**insert description here* |

**Quality and collaboration with the City of Aalborg (45 %)**

The tenderer is asked to describe how they plan to fulfil the Consultancy Agreement in order to ensure that the Consultancy Agreement is performed professionally, competent, with flexibility, with structure and without delays. The tenderer is asked to include in their description, how the tenderer plans the collaboration with the City of Aalborg to be performed, including the involvement of the City of Aalborg, if the tenderer uses standard procedures and templates and how a high quality of work is ensured.

|  |  |
| --- | --- |
| How will the tenderer ensure a good cooperation with the Project Management Team in the City of Aalborg? | *\*Insert description here*  |
| How to make the disposition of time in relation to tasks and the economic framework? | *\*Insert description here*  |
| How to engage the transnational partnership in the project to ensure good cooperation and how to ensure sharing of knowledge between the partners? | *\*Insert description here*  |
| How will tenderer support the cross-border cooperation? | *\*Insert description here*  |