

## Tender specifications

For the acquisition of Set pieces for  
“HAMLET, THE PRINCE OF DENMARK”

Reference no.: 111163



January 2020



**TABLE OF CONTENTS:**

1. GENERAL DESCRIPTION .....	3
1.1 CLIENT.....	3
1.2 DESCRIPTION OF THE DELIVERY:.....	3
1.3 DELIVERY / TERM OF AGREEMENT: .....	4
1.4 IMPORTANT DATES .....	4
2. REQUIREMENTS AND TECHNICAL SPECIFICATIONS .....	4
2.1 THE PROJECT DESCRIPTION & SPECIFICATIONS .....	4
2.2 TECHNICAL DRAWINGS .....	5
2.3 SAMPLE REQUIREMENTS.....	5
3. SUBMISSION OF TENDER.....	5
4. THE PROCUREMENT DOCUMENTS .....	6
5. COMMUNICATION AND QUESTIONS .....	6
6. CONTENT OF THE TENDER .....	7
7. QUALIFICATION REQUIREMENTS .....	8
8. AWARD CRITERIA & EVALUATION METHOD.....	9
9. POSSIBILITY OF NEGOTIATION PHASE.....	10
10. FINALIZATION OF THE TENDER PROCEDURE.....	10
11. APPENDICES .....	11



## **1. GENERAL DESCRIPTION**

These tender specifications contain guidelines for submission of tender, communication between the tenderer and the contracting authority, and information about the tender procedure and scope in general.

### **1.1 CLIENT**

The Royal Danish Theatre (hereafter RDT) is the national theatre in Denmark, led by Kasper Holten and a management team. The Royal Danish Theatre consists of three venues in Copenhagen for the performing arts – The Old Stage, The Opera House, and The Royal Playhouse.

The Royal Danish Theatre shall present operas, ballets and dramas of the highest artistic quality, within a broad stylistic range, and make these accessible to the broadest audience possible.

The contact person for this tender is:

Name	Per Uffelmann
Title	Production Manager
Email	<a href="mailto:peru@kglteater.dk">peru@kglteater.dk</a>

### **1.2 DESCRIPTION OF THE DELIVERY:**

Overall description of the supplier's deliveries:

Preparation, manufacturing and delivery of set pieces for the drama:

“Hamlet, The prince of Denmark” to RDT.

The tender will cover:

- Set Pieces – Construction.
- Production of elements and Set assembly.
- Planning and hosting regular supervision meetings.
- Documentation.
- Materials.
- Shipping papers.
- Final delivery.
- Final delivery and assembly assistance at The Royal Playhouse.



### **1.3 DELIVERY / TERM OF AGREEMENT:**

Delivery of the Set pieces for "Hamlet, The prince of Denmark"  
to RDT will take place:

no later than 27<sup>th</sup> of May 2020, 7.30 AM at:

**The Danish Royal Theatre – (The Royal Playhouse)**

**Skuespilhuset, Sankt Annæ Plads 36, 1250 Copenhagen K**

### **1.4 IMPORTANT DATES**

The client has prepared the following tentative deadlines for the process:

<b>Activity</b>	<b>Deadline</b>
Announcement of this proposal/tender	20 <sup>th</sup> of January-2020
Deadline for questions to the tender	10 <sup>th</sup> of February-2020
Deadline for submission of tenders and samples	17 <sup>th</sup> of February-2020
Tender opening	18 <sup>th</sup> of February-2020
Evaluation and selection of supplier	Week 8 2020
Contract signing	Week 9-10/2020
Delivery	27 <sup>th</sup> of May-2020
Assembly of set at "Skuespilhuset"	27-29 of May 2020

## **2. REQUIREMENTS AND TECHNICAL SPECIFICATIONS**

The Set Pieces in this tender are provided with a production-matured description, ready-made for budget calculation and production.

### **2.1 THE PROJECT DESCRIPTION & SPECIFICATIONS**

The Set pieces has a full description and specifications due to the regulations, sizes and technical capacity of the stage. Model/reference photos furthermore present the Set pieces.

The project description and specifications, with photos in Appendix 1.



## **2.2 TECHNICAL DRAWINGS**

Technical drawings are provided by RDT; all specifications on drawings must be followed.

The description of the delivery provided in PDF drawings in Appendix 2.

If the supplier finds that the specifications does not provide sufficient guidance, he may request additional information in writing or if the specifications contain errors, we request RDT to be informed of this in writing

## **2.3 SAMPLE REQUIREMENTS**

A description of the samples that are required presented in Appendix 3.

## **3. SUBMISSION OF TENDER**

The tender must be submitted no later than 17-02-2020  
Samples must be delivered with the submission. See section 6.

Tenders received after this deadline will be rejected.

Tenders must be submitted via e-mail - to: [peru@kglteater.dk](mailto:peru@kglteater.dk)  
Tenders may not be submitted in any other way.

The tenderer may only submit one tender and must keep open its tender for acceptance for 4 months from expiry of the tender deadline.

The tenderer must with the tender submit a solemn declaration that the tenderer is not subject to the grounds for exclusion set out in sections 135 and 136 of the Danish Public Procurement Act.

It is important that the solemn declaration concern the exact legal entity, which is submitting the tender.

A template for submission of the information required is attached (appendix 5) to the tender specifications.

For groups of operators (e.g. a consortium), the solemn declaration must be provided for each participating operator in the group.

If the tenderer relies on the capacities of other entities, the solemn declaration must be provided for these entities as well.

The contracting entity reserves the right to request the winning tenderer to submit documentation for the content of the solemn declaration. The contracting entity also reserves the right to request the submission of a new and updated solemn declaration.

Any tenderer in any of the situations or any entity on which the tenderer relies in any of the situation, set out in sections 135 and 136 of the Danish



Public Procurement Act will be excluded from the tender procedure.  
But the contracting entity reserves the right to use the self-cleaning procedure described in section 138 of the Danish Public Procurement Act.

The tender must not contain reservations to fundamental elements in the tender documents. Reservations to minimum requirements or fundamental elements in the tender documents will cause the tender to be rejected.

Several reservations to non-fundamental elements of the tender documents may cause the reservations, overall, to constitute a reservation to fundamental elements.

If the tenderer is in doubt as to how to fill in or complete appendices or in case of doubt as to whether a reservation will cause rejection of the tender, the tenderer is advised to submit written questions, see section 5 below.

#### **4. THE PROCUREMENT DOCUMENTS**

The procurement documents consist of the following documents:

- Publication notice published at UDBUD.dk. January 20, 2020
- These tender specifications
- The appendices listed in section 11 below
- Draft contract containing the legal provisions governing the relationship between the contractual parties.

If the tenderer finds that there are elements in the contract and/or the appendices of the contract which are unacceptable or clearly undesirable, the tenderer may propose a change of the contract/the appendices of the contract according to the procedure set out in paragraph 5.

The contracting authority will decide on a case-by-case basis whether the proposed changes will be incorporated.

Any changes of the procurement documents will be communicated to all tenderers via email.

#### **5. COMMUNICATION AND QUESTIONS**

All communication in connection with the tender procedure, including questions and answers regarding the procurement documents, must be in English and must be submitted electronic via e-mail to the contact person



stated in section 1.1 above.

The written questions of the tenderers and the contracting authority's answers will be regularly communicated in anonymized form via e-mail.

Questions should be asked not later than 10-02-2020.

## **6. CONTENT OF THE TENDER**

A tender consists of the following documents:

- **Tender submission letter**

Name of the operator or group of operators having submitted the tender.

Contact details (e-mail address and telephone number) for the contracting authority's use in connection with the procedure.

- **Duly Completed appendices:**

- Appendix 3 – Sample Requirements

Samples must be delivered at RDT no later than 17-02-2020

Tagged: "Tendering process ref. 111163 Hamlet.

To this address: The Royal Danish Theatre;

August Bournonvilles Passage 2-8, 1017 Copenhagen K, Denmark

- Appendix 4- Response Form –Offered price for complete delivery
  - Appendix 5- Solemn Declaration
  - Appendix 6- Qualification requirements

There is no need to include the contract and the appendices of the contract that are not to be completed/finalized by the tenderer. The contract and such appendices are deemed to have been accepted by the tenderer when submitting a tender.

## 7. QUALIFICATION REQUIREMENTS

### 7.1 The supplier's technical and professional qualifications

Minimum requirement	Documentation requirement
<p>The supplier must have experience from at least two (2) comparable assignments for performing arts.</p> <p><b>Comparable assignments are considered assignments that:</b></p> <p>Include sets in the same style, quality and construction as the set for "Hamlet, The prince of Denmark" described in Appendix 1.i.e.:</p> <ul style="list-style-type: none"> <li>· large cladded and painted wall constructions made of aluminum- or steel with minimum heights of 6 meters.</li> <li>· painted surfaces</li> <li>· pre-assembly of full-scale sets with sizes more than 4*4*6 meters.</li> </ul>	<p>Description of the supplier's most relevant assignments (at least two) over the last three years.</p> <p>The documentation: It is the supplier's responsibility to document that the minimum requirement is fulfilled through the description of the assignments, however, the description should at least include the following information:</p> <ul style="list-style-type: none"> <li>· Photographic documentation of the assignments</li> <li>· Description of the assignments</li> <li>· The assignment's value and time for production and delivery.</li> <li>· Name of <i>the customer</i> (recipient)</li> </ul>

If the tenderer relies on the professional experience of other entities in order to comply with specific parts of the above minimum requirements, such specific parts of the services under the contract must be performed by the entity on which the tenderer relies.



## 8. AWARD CRITERIA & EVALUATION METHOD

Choice of supplier will be based on the best price- quality ratio.

### **The award criterion**

The award criterion is the best price-quality ratio

In this connection, the contracting authority will apply the following sub-criteria:

Sub-criteria	Documentation requirement
<b>Price</b>	
Under this criterion, the following are assessed:  Offered price for complete delivery	Completed response form, Appendix 4 Price in DKK as a total price excl. VAT
<b>Quality</b>	
Under this criterion, the following are assessed: Samples see descriptions in Appendix 3.	Samples as defined in Appendix 3, delivered with the submission.

The evaluation will be made by using a “price model”, which implies that a fictional amount is added to the “offered price for complete delivery” resulting in the “evaluation price”.

The fictional amount to be added will depend on RDT’s assessment of the samples. If the samples are assessed to be e.g. “extremely satisfactory” (corresponding to 1 point, which is the best possible assessment), no amount will be added to the offered price. If the samples are assessed to be e.g. “not satisfactory” (corresponding to 5 points, which is the lowest possible assessment), the maximum amount of DKK 800,000 will be added to the offered price.

The overall evaluation price is fictional and only for evaluation purposes, and thus does not represent the contract amount.

The contract is awarded to the bidder who has obtained the lowest overall evaluation price.



The calculation of the evaluation price will be based on the following amounts to be added to the offered price:

Grade	Description of RDT's assessment of the samples	Fictional amount to be added (DKK excl. VAT)
1	Extremely satisfactory	0
2	Very satisfactory	200,000
3	Satisfactory	400,000
4	Less than satisfactory	600,000
5	Not satisfactory	800,000

## **9. POSSIBILITY OF NEGOTIATION PHASE**

RDT reserves the right to carry out a negotiation phase with the tenderers and on that basis request the tenderers to submit a revised tender.

Details of the negotiation process will be set out, if RDT decides to carry out negotiations.

RDT may decide to award the contract on the basis of the first tenders without any negotiations.

## **10. FINALIZATION OF THE TENDER PROCEDURE**

When the contracting authority has selected the tender with the best price-quality ratio, see section 8 above, the contracting authority will make its decision regarding award of the contract.

The contracting authority is not obliged to award the contract and reserves the right to cancel the tender procedure.

Even though the contract has been awarded to another tenderer, the tenderer is bound by the tender until the contracting authority has concluded the contract, but no longer than the date specified for the tender to remain open for acceptance.

The notification of the tenderers of the award decision does not mean that the contract has been concluded. The contract is not deemed to have been concluded until the contract is signed.



The contracting authority does not consider the tender procedure completed until the contract has been signed.

## **11. APPENDICES**

Appendix 1. The project description and specifications

Appendix 2. Technical drawings

Appendix 3. Samples requirements

Appendix 4. Response Form; Offered price for complete delivery

Appendix 5. Solemn Declaration

Appendix 6. Response Form; Qualification requirements