

RINGKØBING-SKJERN FORSYNING A/S

**Vaccum Drainage Søndervig**

PROJECT NUMBER 70.1090.01

**INSTRUCTIONS TO TENDERERS**



2020-03-23

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## Table of Content

<b>1</b>	<b>Introduction</b>	<b>1</b>
<b>2</b>	<b>Supply Tendered</b>	<b>1</b>
<b>3</b>	<b>Contracting Entity</b>	<b>1</b>
<b>4</b>	<b>Tender Documents</b>	<b>1</b>
<b>5</b>	<b>Tentative Time Schedule</b>	<b>2</b>
<b>6</b>	<b>Eligibility of Tenderers</b>	<b>2</b>
6.1	Legal status	2
6.2	Economical and financial capacity	2
6.3	Technical and professional ability	2
<b>7</b>	<b>Additional Information and Questions</b>	<b>2</b>
<b>8</b>	<b>Submitting Tenders</b>	<b>3</b>
<b>9</b>	<b>Minimum requirements</b>	<b>3</b>
<b>10</b>	<b>Reservations</b>	<b>3</b>
<b>11</b>	<b>Assessment of Tenders</b>	<b>4</b>
<b>12</b>	<b>Validity</b>	<b>4</b>
<b>13</b>	<b>Award of Contract</b>	<b>4</b>
<b>14</b>	<b>Confidentiality</b>	<b>4</b>
<b>15</b>	<b>Costs</b>	<b>4</b>

2020-03-23

VACCUM DRANINAGE SØNDERVIG

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2020-03-23

VACCUM DRANINAGE SØNDERVIG

## 1 Introduction

This procurement is undertaken using a modified open tendering procedure, in accordance with the Danish Public Procurement Act (Act no. 1564, dated December 15, 2015), chapter IV.

## 2 Supply Tendered

The tender comprises a contract for supply of vacuum valves for a new drainage system, designed for the community of Søndervig. The contract concerns approximately 110 valve units. The goods should be delivered at the premises of the Purchaser at the address mentioned below.

Please refer to enclosed specifications.

## 3 Contracting Entity

The Contracting Entity is the Utility Company Ringkøbing – Skjern Forsyning A/S, Ånumvej 28, 6900 Skjern ([www.rsforstyrning.dk](http://www.rsforstyrning.dk)), in the present tender documents called the Contracting Entity or the Purchaser.

## 4 Tender Documents

The Tender Documents comprehends the following:

- The present Instructions to Tenderers
- Technical Specifications for Vacuum valves
- Tender Form
- Contract Form

The Tender Documents, as well as any additional information, corrections and answers to questions, are available for download from [www.udbud.dk](http://www.udbud.dk)

It is the sole responsibility of the tenderers to make sure that they have reviewed any and all documents published on this site until 6 days prior to the submission deadline.

## 5 Tentative Time Schedule

1.	Issue of Call for Tenders on www.udbud.dk	March 25, 2020
2.	Deadline for questions to Tender Documents	April 6, 2020
3.	Deadline for answers and additional information	April 8, 2020
4.	Deadline for Tender submission	April 15, 2020
5.	Tentative Contract award	April 20, 2020

## 6 Eligibility of Tenderers

The tender procedure is open for participation for natural or legal persons established within any member state of the European Union, who fulfil the below mentioned requirements.

### 6.1 Legal status

The minimum eligibility requirements are in accordance with the Danish Public Procurement Act §§135-137. The successful tenderer might be requested to provide appropriate proof for eligibility according to the said regulation.

### 6.2 Economical and financial capacity

The tenderer should possess economical and financial capacity at the following level:

- Equity at the end of latest annual reporting period > 300,000 DKK
- Equity ratio (equity/balance sum) at the end of latest annual reporting period >15%

### 6.3 Technical and professional ability

The tenderer should possess technical and professional ability at the following level:

- References from at least 2 previously fulfilled contracts with similar scope as the actual tendered contract, with substantial part of delivery performed within the latest three years.

## 7 Additional Information and Questions

Tenderers are encouraged to clarify any matters of dispute and ambiguities by posting or submitting questions to the Contracting Entity.

Any questions concerning the tender procedure or documents shall be sent to [bent.raben@sweco.dk](mailto:bent.raben@sweco.dk).

The questions submitted shall be in the English language.

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2(4)

2020-03-23

VACCUM DRANINAGE SØNDERVIG

Questions received after April 6, 2020, will only be answered provided the nature of the question is such that answering it within six days of the expiry of the tender deadline would not be unreasonably cumbersome.

The questions asked and the answers to the questions will be published on the webpage [www.udbud.dk](http://www.udbud.dk) no later than 6 days before the expiry of the tender deadline.

## 8 Submitting Tenders

The time limit for the Contracting Entity's receipt of the Tender is:

**April 15, 2020, at 12:00 hour (CET)**

The Tender shall be delivered:

*either* physically at the following address:

**Ringkøbing – Skjern Forsyning A/S**

**Ånumvej 28, 6900 Skjern**

or by e-mail transmission (preferably as zipped file) to [bent.raben@sweco.dk](mailto:bent.raben@sweco.dk)

It is the sole responsibility of the Tenderers, that their Tender is received in one of the above-mentioned ways before the mentioned deadline.

Tenders shall be drawn up in English.

The Tender Form contained in the Tender Documents should be used.

Tenders received after the stipulated time limit will not be considered.

The Contracting Entity reserves the right to request supplementary and more detailed information from the Tenderer.

## 9 Minimum requirements

The following minimum requirements shall be met by the Tenderer regarding the submission of the Tender for the tender to be considered:

- The requested information indicated in the Tender Form should be filled in or included.

## 10 Reservations

Tenders containing reservations might be deemed non-compliant and thus rejected. The Contracting Entity is obliged to reject tenders containing reservations concerning

fundamental elements of the Tender Documents and is entitled to reject any tender including any reservation.

Consequently, it is recommended to clarify all doubts and uncertainties concerning the Tender Dossiers by asking questions according to item 7.

The Contracting Entity might at its discretion, compliant with the principles of equal treatment and transparency, accept Tenders which contain reservations, provided such reservations can reasonably be priced by the Contracting Entity.

## **11 Assessment of Tenders**

Tenders will be assessed and, if required, the tenderer will be asked for additional information. Such additional information will be requested in writing.

All tenders will be treated as confidential by the Contracting Entity, to the extent this is not modified by legislation.

The Contracting Entity shall not be obliged to return any tenders submitted.

## **12 Validity**

The Tenders submitted shall be valid for a period of 4 weeks from the submission of the tenders.

## **13 Award of Contract**

The award criterion is price, meaning that the contract will be awarded to the Tenderer having submitted the compliant Tender with the lowest Tender sum.

## **14 Confidentiality**

The Tenderer shall observe unconditional confidentiality in relation to third parties about matters which may come to the Tenderer's attention regarding this procurement procedure.

## **15 Costs**

Any costs incurred by the Tenderer regarding the preparation of the tender etc. are of no concern to the Contracting Entity. No remuneration will be paid in respect of the Tenderer's preparation of their tender or participation in contract negotiations.

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4(4)

2020-03-23

VACCUM DRANINAGE SØNDERVIG