

ADVERTISEMENT OF PROCESSING OF BENTHIC DIATOM SAMPLES FROM STREAMS AND LAKES



1. PURPOSE

The Danish Environmental Protection Agency (Ministry of Environment) (hereinafter referred to as the "contracting authority") requires the performance of a task concerning processing of benthic diatom samples from streams and lakes, the associated analytical quality control (AQC) and a report summarizing the results, and the AQC analysis for the samples.

The contracting authority hereby invites interested eligible companies to submit offers for the solution of this task. The contracting authority's eligibility requirements can be found in the advertisement at www.udbud.dk.

2. SCOPE OF THE TASK

The advertisement includes the procurement of processing of benthic diatom samples from streams and lakes, the associated Analytical Quality Control (AQC), and a report summarizing the results and the AQC analysis for the samples.

Details of work to be undertaken is given in Annex 1a and Annex 1b along with description of optional work in 2022.

3. PERSONAL DATA

The contracting authority processes personal information in connection with receiving offers, typically contact information for one or more employees of the bidder. The General Data Protection Regulation grants rights to the registered, and the contracting authority's processing of personal data are described in the privacy notice at <https://eng.mst.dk/about-us/the-personal-data-policy-of-the-environmental-protection-agency/>.

Together with the offer, the bidder is requested to submit a declaration of notification of processing of personal data in connection with the advertisement process, cf. Annex 3. The declaration is requested completed and signed by the bidder.

4. PROCEDURE FOR THE ADVERTISEMENT

The contracting authority advertises the task in accordance with Title IV of the Danish Public Procurement Act, as the contracting authority has determined that this contract has a clear cross-border interest.

The process for submitting offers is organized as shown below.

4.1 Advertising material

The material that forms the basis for the submission of offers consists of the following:

- a. Advertising conditions (this document)
- b. Annex 1a - The contracting authority's description of the task (English version follows the Danish version in the document): *Benthic Diatoms – processing of samples from lakes and streams*.
- c. Annex 1b – Specific terms and requirements



- d. Annex 2 - The contracting authority's draft contract with Annexes 1a, 1b and 2
- e. Annex 3 – Template for declaration of notification of personal data
- f. Annex 4 – Drafts for deliveries

4.2 Submission of offers

The bidder must prepare a written offer. Only one offer may be made per bidder.

Offers must be received no later than Friday July 30 2021 12 PM. Offers received after this date will not be considered.

Offers must be submitted in writing to Anne Boisen Petersen, annbp@mst.dk.

The offer must include descriptions in relation to the award criteria below, and the offers will subsequently be assessed based on these criteria.

The offer and all related material shall be in English.

The bidder must abide its offer for 3 months after the deadline for submission of offers.

The bidder's costs associated with submitting the offer are irrelevant to the contracting authority, also if the contracting authority decides to cancel the advertisement without awarding a contract.

The contracting authority is not obliged to return the offers to the bidders.

4.3 Contract award

On the basis of the incoming offers the contract will be awarded to one bidder. Evaluation of the incoming offers will be based on the principle of “best proportion between price and quality”, and this evaluation will be based on the following sub-criterion:

a) Price 40 %

- There must be given a fixed price per sample for the total processing of the sample (that is fixation on slides, counting of individuals on slides to species level (minimum 400 individuals), calculation of indices (at least IPS, Rott TI, and Rott SI) using the OMNIDIA software, raw counts of the sample submitted as an Excel sheet). This price is valid for the optional samples as well.
- There must be given a fixed price per AQC sample including the AQC comparison. This price should be valid for the optional AQC samples and comparison of these as well.
- There must be given a fixed price per report for the two reports summarizing respectively the results and AQC analysis of the Stream samples and the results and AQC analysis of the Lake samples. These prices should be valid for the two reports for the optional samples as well.



Evaluation of offers will be based on the total fixed price for the task including the potential options. The total fixed price includes all of the three points stated above.

The bidder is responsible for the OMNIDIA license, and the costs associated with the license. Therefore, all expenses associated with this license are irrelevant to the contracting authority.

b) The professional competences of the performing team 30 %

- Description of relevant professional qualifications and experience of the participants in the team, which will be responsible for the performance of the task.

The documentation of relevant professional qualifications and experience should be given as CVs for the members of the team responsible for the performance of the task. The CVs must contain information about education, relevant experience, employments, field of activity, and relevant courses as well as participation in External Quality Assessment Trials.

The offer should include CVs for all members of the team responsible for the performance of the task except members used for the more practical part of the task (e.g. transport of samples, typing of data). In case of doubt if a CV is wanted, please contact Anne Boisen Petersen, annbp@mst.dk.

It will be weighted positively that the team responsible for the performance of the task (and potential sub-suppliers) have experience with solving similar tasks.

c) Quality assessment 20 %

- Specific description of how the quality of the specific task is ensured and documented in accordance with the specific demands given in the task description.

It will be weighted positively in the assessment of this criterion that the description as far as possible meets the contracting authority's needs as described in the task description.

d) Security of delivery 10 %

- Description on how the bidder will approach the task and describe an overall plan for the performance of the project. The plan shall include a description of the data basis and a proposal regarding which information will be reported at mid-term delivery, cf. the task description.
- Description of how the bidder will manage to ensure adequate and timely delivery. This description should include initiatives, which can be activated to compensate dependence on single key employees, illness, delays etc.

The bidder must provide an overall time schedule for the performance of the task.



5. EVALUATION OF OFFERS

After the deadline for submission of offers, the contracting authority will evaluate the received offers on the basis of the above mentioned award criteria and decide, to which bidder to award the contract.

The contracting authority will conduct an overall assessment of the above criteria based on the principle of “best proportion between price and quality”.

The assessment is based on the total fixed price of the offer, which is calculated as follows

Total fixed price of offer X

$$\begin{aligned} &= \text{number of samples} \cdot \text{price of processing one sample given in offer X} \\ &+ \text{number of AQC samples} \cdot \text{price of processing one AQC sample given in offer X} \\ &+ \text{number of reports} \cdot \text{price of one report given in offer X} \end{aligned}$$

The total fixed price stated in the offer is converted to points through a non-linear model where the offer with the lowest total fixed price gets 10 point (maximum point score).

$$\text{Point of offer X} = 10 \cdot \frac{\text{Lowest total fixed price offer}}{\text{Total fixed price of offer X}}$$

The contracting authority are obliged to contact a bidder if the price and costs stated in their offer are unusually low, see the Danish Public Procurement Act § 169.

The rest of the sub-criterion are evaluated based on the point scale below.

Point	Verbal basis	Clarifying basis
10	Exceptionally good fulfilment	The answer constitutes the best thinkable fulfilment of what the contracting authority inquires. All information required is given in the answer. The description of the bidder's understanding of the task and the professional qualifications are exceptionally good.
9	Excellent fulfilment	The answer constitutes an excellent fulfilment of what the contracting authority inquires. Nearly all information required is given in the answer. The description of the bidder's understanding of the task and the professional qualifications are excellent.
8	Extremely satisfying fulfilment	The answer constitutes an extremely satisfying fulfilment of what the contracting authority inquires. Only very little of the required information is missing given in the answer. The description of the bidder's understanding of the task and the professional qualifications are extremely satisfying.
7	Very satisfying fulfilment	The answer constitutes a good fulfilment of what the contracting authority inquires. The majority of the required information is given in the answer. The description of the bidder's understanding of the task and the professional qualifications are very satisfying.



6	Satisfying fulfilment	The answer constitutes a satisfying fulfilment of what the contracting authority inquires. Some information required is not given in the answer but none of this is central information. The description of the bidder's understanding of the task and the professional qualifications are satisfying.
5	Moderately satisfying fulfilment	The answer constitutes a moderately satisfying fulfilment of what the contracting authority inquires. Some of the required information is not given in the answer. The description of the bidder's understanding of the task and the professional qualifications moderately satisfying.
4	Minor satisfying fulfilment	The answer constitutes a minor satisfying fulfilment of what the contracting authority inquires. Central parts of the information required is missing in the answer, and /or the description of the bidder's understanding of the task and the professional qualifications are minor satisfying.
3	Not satisfying fulfilment	The answer constitutes poor fulfilment of what the contracting authority inquires. Very central parts of the required information is missing in the answer, and/or the description of the bidder's understanding of the task and the professional qualifications are not satisfying.
2	Insufficient fulfilment	The answer does not contain the information required by the contracting authority and/or the description of the bidder's understanding of the task and the professional qualifications are insufficient.
1	Completely insufficient fulfilment	Completely insufficient fulfilment of what the contracting authority requires/The answer does not contain any of the required information and/or the bidder's understanding of the task and the professional qualifications are completely insufficient.
0	No fulfilment	The answer does not fulfil what the contracting authority inquires/there is no description of the bidder's understanding of the task nor the professional qualifications.

To obtain the final sum of points, the point of each sub-criteria is multiplied with the weight of the sub-criteria (stated in sec. 4.3). The offer with the highest sum of points is evaluated as the best offer.

All the bidders will be notified simultaneously, and as soon as possible, of the decision regarding the contract award. The contracting authority intends to conclude the contract following the award decision.

5.1 Contract conclusion

The contract will be concluded on the basis of the draft contract in Annex 2.



The contract sets out the obligations and rights that will apply between the parties in connection with the performance of the task covered by this advertisement. It should be noted that the substantial terms of the draft contract cannot be changed.

The bidder's standard terms and conditions will not form part of the contract basis.

6. QUESTIONS

Any questions about the material or process may be addressed in writing to Anne Boisen Petersen, annbp@mst.dk no later than Tuesday July 20 2021 12 PM. Questions received after this date will not be answered.

Questions will be answered in writing and as soon as possible after they are received.

Both questions and answers will be uploaded in anonymized form to www.udbud.dk.

7. CONTACT INFORMATION

The contracting authority is:

Ministry of Environment, Danish Environmental Protection Agency, South Jutland

Skovridervej 3, DK-6510 Gram

Contact person: Anne Boisen Petersen, annbp@mst.dk.

8. TIMETABLE

The advertisement is expected to be completed according to the timetable below. It should be noted that the contracting authority reserves the right to make changes. Bidders will be notified of such changes.

Friday July 9 2021	Advertisement on www.udbud.dk
Tuesday July 20 2021 12 PM	Deadline for asking questions
Friday July 30 2021 12 PM	Deadline for submission of offers
Friday August 20 2021	Expected provision of notifications regarding the award decision to bidders
At latest Friday October 29 2021	Contract signing and eventual kick-off meeting

