

## **ANNEX 1B - SPECIFIC TERMS AND REQUIREMENTS**

## **1. Specific terms**

Suppliers give one and only one offer. The offer should include the following

- a total price per sample including 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 (submitted as both Excel spreadsheet and .txt file), and raw counts of the sample (submitted as Excel spreadsheet). This price should go for the optional samples as well.
- a fixed price per AQC sample including the AQC comparison. This price should go for the optional samples as well.
- a fixed price for the two reports summarizing the results and AQC analysis of the Stream samples and the results and AQC analysis of the Lake samples. This price should go for the optional reports as well.

## **2. Requirements of the task**

The task contains approximately 172 stream samples and 30 lake samples, which should be processed during 2021. In addition, an option regarding about 133 stream samples and 32 lake samples, which are to be processed in 2022, is part of this tender.

The total number of samples are not fixed – neither for the 2021 samples nor for the 2022 option. Expectation is that the total number of samples will not exceed 222 samples nor go under 182 samples for 2021, which equals +/- 10 % difference from the original number of samples. Regarding the optional 2022 samples, expectation is that the total number of samples will not exceed 182 samples nor go under 149 samples, which once again equals +/- 10 % difference from the original number of samples. The final number of samples is stated to the winning supplier when the samples are collected the year in question.

The stream samples are sampled in May the year in question, whereas the lake samples are sampled in July and August the year in question. All samples are conserved in Lugol's iodine after sampling for preservation. The contracting authority is responsible (also financial) for the transport of samples from the contracting authority to the supplier prior processing, and the supplier is responsible for all following transport. The costs of this transport should be included in the price offer.

2021			
	Samples	Minimum number of AQC samples	Summarizing report
Stream	172	4	1
Lake	30	2	1
Total	202	6	2

2022 – optional			
	Samples	Minimum number of AQC samples	Summarizing report
Stream	133	4	1
Lake	32	2	1
Total	165	6	2

Table 1: Outline of the expected number of samples, required AQC samples, and summarizing reports for both the stream samples and lake samples as well as in total for both 2021 and the optional 2022.

The contraction authority reserves the right to prolong the contract – both fully or partially – regarding the optional 2022 samples.

### 3. Method

The method used for processing the samples are given in Annex 1a: *Benthic Diatoms – processing of samples from lakes and streams*.

It is expected that the supplier is up to date and uses modern taxonomy.

The supplier is responsible for the instruction of all staff members – including the members of the staff, which is used for the more practical part of the task. The supplier is also responsible that the performance of the task is according the specific terms and requirements stated in this tender.

### 4. Analytical Quality Control (AQC)

As a part of the general AQC for The Danish Environmental Protection Agency it is demanded that a minimum number of samples (both stream and lake samples) undergo AQC. Preferably, the AQC is performed externally, and the procedure for the AQC should be described thoroughly in the offer.

The fixed slides used for counting (both AQC and processing of samples) should be saved in house during the processing of samples. After ended processing the slides should be sent to The Danish Environmental Protection Agency – see further description in section 8.

### 5. Deliveries and deadlines

Data shall be submitted as raw counts in Excel spreadsheets – one spreadsheet containing data on stream samples, and one spreadsheet containing data on lake samples. These spreadsheets are to be sent by e-mail (see instruction below). Details for the format of the delivery can be seen in Annex 4.

Furthermore, indices (IPS, Rott SI, and Rott TI) shall be calculated using OMNIDIA. The supplier is responsible (also financial) for the license to OMNIDIA. The indices should be delivered as Excel

spreadsheets as well as .txt files – once again one spreadsheet and one .txt file containing stream data and one spreadsheet and one .txt file containing lake data. Details for the format of the delivery can be seen in Annex 4.

The two reports summarizing respectively stream data including matching AQC work and lake data including matching AQC work are to be sent by e-mail (see instruction below). Details for the format of the delivery can be seen in Annex 4.

The supplier will have the role of project manager. This role includes ensuring progress in the processing, and at least the supplier should update the contracting authority by the last weekday of each month. The update should contain information about how many stream samples and lake samples are processed so far respectively. This information should be sent by e-mail (see instruction below).

The spreadsheets and .txt file, summarizing report, and monthly update regarding the lake data is sent by e-mail to Mads Ulrik Kousgaard, [mauko@mst.dk](mailto:mauko@mst.dk).

The spreadsheets and .txt file, summarizing report, and monthly update regarding the stream data is sent by e-mail to Anne Boisen Petersen, [annbp@mst.dk](mailto:annbp@mst.dk).

Report deadline is **December 1 2021** for the 2021 samples and December 1 2022 for the optional 2022 samples. As a part of the task it is expected that the supplier is available for questioning regarding the delivery after report deadline, and that the supplier corrects any errors or missing parts if requested.

## 6. Contact person and meetings

The contracting authority encourages the supplier to contact the contracting authority if any questions occur during the task regarding the procedure, the reporting or any other relevant subjects.

Questions regarding the work on the lake samples can be sent to Mads Ulrik Kousgaard, [mauko@mst.dk](mailto:mauko@mst.dk).

Questions regarding the work on the stream samples can be sent to Anne Boisen Petersen, [annbp@mst.dk](mailto:annbp@mst.dk). She is also the contact person when it comes to questions that are more general.

After signing the contract, a start-up meeting is performed online, where the task is introduced. It is not expected that further meetings will be necessary in addition to that.

## 7. Invoicing

Payment shall be made when the project is reported as described in section 5. Payment is one total payment for the 2021 work, and one total payment for the optional 2022 work.

Invoicing deadline is **December 5 2021** for the 2021 samples and December 5 2022 for the optional 2022 samples. The supplier ought to provide an electronic invoice for the work on the stream samples and for the work on the lake samples respectively.

The electronic invoice regarding the lake samples shall include details of the EAN-no. 5798009883131, attn. Mads Ulrik Kousgaard, [mauko@mst.dk](mailto:mauko@mst.dk) "Processing of Benthic Diatom Samples From Streams And Lakes".

The electronic invoice regarding the stream samples shall include details of the EAN-no. 5798009883131, attn. Anne Boisen Petersen, [annbp@mst.dk](mailto:annbp@mst.dk) "Processing of Benthic Diatom Samples From Streams And Lakes".

## 8. Other terms

The fixed slides used for counting should be sent to The Danish Environmental Protection Agency (see address below) at latest **February 1 2022** for the 2021 samples, and at latest February 1 2023 for the optional 2022 samples.

Address:

The Danish Environmental Protection Agency  
attn. Anne Boisen Petersen  
Skovridervej 3, DK-6510 Gram

## 9. Offer

The offer is given in accordance with what is stated in the tender. Please include a filled out version of the table below in the offer.

Name on tendering firm: *[fill in name on tendering firm]*

	<b>Offer price (excl. VAT) Price is given in DKK</b>
<b>Price per sample</b>	<i>[fill in fixed price]</i>
<b>Price per AQC sample and the following AQC comparison</b>	<i>[fill in fixed price]</i>
<b>Price per summarizing report</b>	<i>[fill in fixed price]</i>