

ADVERTISEMENT OF EPR GUIDELINE DOCUMENT PREPARATION

1. PURPOSE

The Danish Environmental Protection Agency (hereinafter referred to as the "contracting authority") requires the performance of a task concerning the development of an EPR Guideline Document to support the implementation of a future Kenyan regulation on extended producer responsibility.

The contracting authority will select, on the basis of the selection criteria stated in the advertisement at www.udbud.dk, 3 companies to submit offers for the performance of this task.

2. SCOPE OF THE TASK

The advertisement includes the procurement of a draft EPR guideline document with two supporting documents. The task is described in more detail in Annex 1.

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 organised, 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 1 - The contracting authority's description of the task (Terms of Reference).



- c. Annex 2 - The contracting authority's draft contract with Annexes/standard terms and conditions.
- d. Annex 3 – Template for declaration of notification of personal data.

4.2 Selection

Applicant shall submit information on areas of main expertise, years of experience for consultants to be involved, quality control procedure to be applied, outline of timetable of main deliverables and estimation of costs.

Submission of applications for selection must be received no later than Sunday 4 September 2022, 23:55.

Submissions of applications for selection must be submitted in writing to Anne Trab Munk Christiansen (antmc@mst.dk) with a copy to Martin Schneekloth (mschn@mst.dk).

The contracting authority selects 3 bidders to submit offers based on the following selection criteria.

The following will be weighted positively in the selection process:

- Years of experience in the environment field – especially in Kenya and Africa.
- Documented experience with developing guidelines and strategies in the area of environmental/waste management in Kenya/East Africa and Europe.
- Documented experience with facilitating workshops and stakeholder involvement.
- Documented experience cooperating with other consultants.
- Documented experience with project management, and, public-private partnerships, quality control.
- If the consultant team covers a wide field of expertise in relation to Kenyan/Danish/international EPR, waste, project management and stakeholder inclusion.

4.3 Submission of offers

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

The offer must contain a total price for the assignment. We imagine an offer not exceeding 15 pages, excluding CVs.

Offers must be received no later than Sunday 2 October 2022, 23:55. Offers received after this date will not be considered.

Offers must be submitted in writing to Anne Trab Munk Christiansen (antmc@mst.dk) with a copy to Martin Schneekloth (mschn@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.

4.4 Negotiation

The contracting authority reserves the right to negotiate on the basis of the offers received.

4.5 Contract award

To award the contract, the contracting authority will evaluate the received offers on the following criterias:

○ Price 15 %

The offer must contain a financial overview, which clearly shows how funds are allocated. This includes hourly rates for employees, administration, field workers ect. The overall economy of the offer must not exceed the financial limit of 600.000 DKK (excluding VAT).

○ Performance of the task/approach/method 40 %

The bidder must describe how they will approach the task and describe an overall plan for the performance of the project, including proposed solutions, procedure and method that will be used to carry out concrete parts of the task. The plan shall include a description of the data basis and shall also contain a proposal regarding which information will be reported at mid-term delivery, cf. 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. The following are weighted particularly positively:

- demonstrated an understanding of the task;
- description of quality control.
- description of stakeholder inclusion

○ The professional competences of the performing team 30 %

The bidder must submit CVs containing the relevant professional qualifications and experience of the participants in the team, which will be responsible for the performance of the task. The bidder should submit between four and six CVs. Each CV can maximum consist of two A4 pages. In addition, the bidder must send an overview of how many hours each employee will spend on the project as well which tasks each employee will work on. It will be weighted positively that the team responsible for the performance of the task has experience with solving similar tasks.



○ Timetable 15 %

The tenderer must describe a detailed, robust and realistic work and timetable, which includes activities, deliveries and start-up meeting, status meetings and a handover meeting, the latter being shortly after the final report is delivered, where deliveries are reviewed. The work and timetable must be based on the fact that a Draft Final SSC EPR Guideline Document must be delivered to the Danish Environmental Protection Agency and the National Environmental Management Authority of Kenya by Wednesday 31 May 2023. (See annex 1 for more details).

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.

In order to assess the most advantageous offer, the criteria will be assigned a score from 0-5, where 5 is the best, cf. the point scale below:

- 5: Best possible fulfillment
- 4: Good/very satisfactory fulfillment
- 3: Average/satisfactory fulfillment
- 2: Less satisfactory fulfillment
- 1: Insufficient fulfillment
- 0: No response

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. The contracting authority can decide not to give the contract to any of the offers.

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 submission of applications may be addressed in writing to Anne Trab Munk Christiansen no later than Friday 2 September 2022 12:00. Questions received after this date will not be answered.

Any questions about the submission of offers may be addressed in writing to Anne Trab Munk Christiansen no later than Friday 23 September 2022 12:00. Questions received after this date will not be answered.

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



Prior to selection, both questions and answers will be uploaded in anonymised form to www.udbud.dk. After selection, questions and answers will be sent in anonymized form to all bidders selected to submit offers.

7. CONTACT INFORMATION

The contracting authority is:

The Environmental Protection Agency
Tolderlundsvej 5, 5000 Odense C, Denmark

Contact person: Anne Trab Munk Christiansen (antmc@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.

Tuesday 23 August 2022	Advertisement on www.udbud.dk
Friday 2 September 2022 12:00	Deadline for asking questions regarding applications for selection
Sunday 4 September 2022 23:55	Deadline for submission of applications for selection
Friday 9 September 2022	Expected notification regarding selection and request for offers
Friday 23 September 2022 12:00	Deadline for asking questions regarding offers
Sunday 2 October 2022 23:55	Deadline for submission of offers
Friday 14 October 2022	Expected provision of notifications regarding the award decision to bidders
Monday 24 October 2022	Contract signing and eventual kick-off meeting

