

# **“MAPPING OF GLOBAL FINANCIAL SUPPORT OPPORTUNITIES FOR ZERO-EMISSION SHIPS AND ENERGY EFFICIENCY”**



# 1. Purpose

The Danish Maritime Authority (hereinafter the contracting authority) is looking for a consultant to carry out a task that involves writing a report and creating a PowerPoint presentation on 'Mapping of Global Financial Support opportunities for Zero-Emission Ships and Energy Efficiency'.

The contracting authority hereby invites interested suitable undertakings to submit tenders for the fulfilment of this task. The eligibility requirements of the contracting entity can be found in the advertisement at [www.udbud.dk](http://www.udbud.dk).

## 2. Scope of the task

The announcement includes the purchase of a report on 'Mapping of Global Financial Support opportunities for Zero-Emission Ships and Energy Efficiency'. The task is described in more detail in Annex 1 – Terms of Reference

## 3. Personal data

The contracting entity processes personal data in connection with the collection of tenders, typically the contact details of one or more employees of the tenderer. The General Data Protection Regulation provides rights to data subjects, and the processing of personal data by the contracting entity is described in the privacy policy at <https://dma.dk/about-us/personal-data-and-privacy-policy>

## 4. Procedure for advertising

The contracting entity advertises the task in accordance with Title IV of the Public Procurement Act, as the contracting entity has assessed that it is a contract with a clear cross-border interest.

The following tender submission process is organised.

### 4.1 Advertising material

The material on the basis of which tenders are submitted consists of the following:

- 1) Advertising conditions (this document)
- 2) Annex 1 – Terms of Reference (ToR)
- 3) Annex 2 – Draft contract

### 4.2 Submission of tenders

The tenderer must prepare a written tender. Only one tender may be submitted per tenderer.

Tenders must be received at the latest by the time described in point 8. Schedule. Offers received after this time will not be considered.

Tenders must be sent in writing to [trgh@dma.dk](mailto:trgh@dma.dk) and [jha@dma.dk](mailto:jha@dma.dk)

The tender must contain descriptions in relation to the following award criteria and these are the points against which the tenders will be assessed.

The promotional material must be in English.



The tenderer must stand by his tender for a period of one month from the closing date for the tender.

The costs incurred by the tenderer in submitting the tender are extraneous to the contracting entity, including where the contracting entity decides to cancel the advertisement without awarding the contract.

The contracting entity shall not be obliged to return the tender to the tenderer.

## 4.3 Allocation

When awarding the contract, the contracting entity will use the following award criteria:

- Method:  
The proposed method for performing the task is weighted by 50 %.
- CV:  
Professional competencies for the executing team are weighted at 30 %: The tenderer must send CVs containing relevant professional qualifications and experience for the participants in the team responsible for the task's solution. A maximum of four CVs may be submitted. Each CV must have a maximum of one A4 page. It is important that the team that will solve the task has experience in solving similar tasks.
- Price:  
The cheapest price is weighted by 20 %.

The criteria must be considered as listed in order of priority.

## 5. Bid evaluation

After the closing date for tenders, an evaluation of the content of the tenders received will be carried out and, on the basis of the criteria set out above, it will be decided which tenderer will have awarded the contract.

This will be an overall assessment of the criteria set out above.

All tenderers will be informed at the same time and as soon as possible of the decision taken on the award of the contract. The contracting entity plans to conclude the contract following the award decision.

### 5.1 Contracting

The contract shall be concluded on the basis of the draft set out 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 basic terms of the draft contract cannot be changed.

The tenderer's standard terms will not be part of the contractual basis.

## 6. Questions

Any questions regarding the material or process can be asked in writing to Jakob Hugaard ([jha@dma.dk](mailto:jha@dma.dk)) and Trine Berg Hansen ([trgh@dma.dk](mailto:trgh@dma.dk)) at the latest at the time described in section 8. Schedule. Questions received after this date will be answered to the extent that answers can be submitted in due time before the deadline for tenders.

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 at [www.udbud.dk](http://www.udbud.dk).



## 7. Contact details

The contracting entity shall be:

Danish Maritime Authority  
Caspar Brands Plads 9, DK-4220 Korsør

Contact person: Jakob Haugaard ([jha@dma.dk](mailto:jha@dma.dk)).

## 8. Schedule

The announcement is expected to be carried out according to the schedule below. Please note that the Customer reserves the right to make changes. Changes will be notified to all tenderers.

- 28 October 2024: Material and ToR tenders are sent to [udbud.dk](http://udbud.dk)
- 17 November 2024: Deadline for submitting tenders
- 22 November 2024: DMA selects consultant
- 25 November 2024: Contract is signed by both parties
- 26 November 2024: Start up meeting between consultants and DMA at 13.00 (CET)
- 18 December 2024: Consultant sends the first draft of the report to DMA (deliverable 1)
- First week of January 2025: Payment of 1. rate
- 17 January 2025: DMA sends comments on the first draft incl. a meeting if deemed necessary
- 17 February 2025: Consultant sends final draft of the report and draft of PowerPoint to DMA (deliverable 2)
- 24 February 2025: DMA sends comments to final report and PowerPoint
- 3 March 2025: Consultant sends final report and final PowerPoint to DMA
- 10 March 2025: Payment of 2. rate

