

Instructions for Tenderers

Regarding

Match Danish company solutions to the Indonesian poultry sector to build up resource efficient production.

Reference file no. 2023-8057

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# Introduction

These instructions for tenderers relate to the contract notice published in the Official Journal of the European Union with the title “Match Danish company solutions to the Indonesian poultry sector to build up resource efficient production”.

The procurement procedure is subject to Danish law and the rules applicable hereunder.

The responsible unit has assessed that the contract has a certain cross-border interest. As a result, the procedure is carried out in accordance with Title IV of the Danish Public Procurement Act (Act no. 1564 of 15 December 2015).

The official Danish version is available at:  
<https://www.retsinformation.dk/Forms/R0710.aspx?id=175507>

An unofficial English translation from the Danish Competition and Consumer Authority is available at:  
<https://www.kfst.dk/media/54435/the-public-procurement-act.pdf>

The procurement procedure is carried out as a open procedure. Thus, all economic operators may request participation in response to the contract notice published in the Official Journal of the EU, but only selected tenderers invited by the responsible unit may submit tenders.

# Responsible Unit

The responsible unit for this procurement procedure is:

Official name: The Royal Danish Embassy

Country: Indonesia

Town: Jakarta

Postal code: 12950

Postal address: Menara Rajawali, 25th Floor, Jl. DR Ide Anak Agung Gde Agung Kawasan Mega Kuningan, Jakarta P.O. 4459

Internet address: Indonesien.um.dk

Contact person: Hanne Larsen

E-mail: hanlar@um.dk

# Documents for Submission of Tender

The documents for submission of tender consist of the following:

* Instructions for Tenderers (this document)
* Notification of Processing of Personal Data
* Criteria and Method of Evaluation
* Draft Consultancy Agreement with appendices
  + Appendix 1 – Terms of Reference
  + Appendix 2 – Contract Price and Services
  + Appendix 3 – CSR Requirements and Labour Clause

# Object of the Procurement

Denmark has strongholds in the agricultural sector that can help modernize Indonesia’s poultry sector in a sustainable manner. Accessing Indonesia’s market is a long-term process where cooperation, knowledge gathering, and relation building is key. TC Jakarta seeks to build a stronger relation to private stakeholders in the poultry sector to help increase export for Danish companies.

In cooperation with the Danish Embassy in Jakarta the consultant should identify a number of Indonesian companies and state owned enterprises relevant for Danish cooperation within the poultry sector through the value chain from feed production to retail sales.

# Timetable

The following timetable specifies the key milestones of the procurement procedure:

|  |  |
| --- | --- |
| **Date** | **Milestone** |
| 03.03.2023 | Contract notice sent for publication |
| 20.03.2023 | Deadline for the submission of questions, if any  (Questions submitted later than this date will as a main rule only be answered if it is possible to answer the questions no later than 4 days before the time limit for receipt of tenders) |
| 27.03.2023 at 14:00 | Time limit for receipt of tenders |
| 11.03.2023 | Notification of award decision (provisional) |
| 18.04.2023 | Conclusion of contract (provisional) |
|  |  |

All indications of time are according to local time for the responsible unit.

# Questions & Answers and Addenda

Questions regarding the documents for submission of tenders may be submitted in English or Danish via e-mail to the contact person mentioned in clause 2 above.

Tenderers shall refrain from contacting the responsible unit in any other way.

Tenderers are encouraged to submit all questions as soon as possible. The responsible unit reserves the right to not answer questions submitted later than 7 days before the time limit for receipt of tenders.

The responsible unit will send all questions and answers simultaneously and in anonymous form via e-mail to the tenderers who have been invited to submit tenders.

If an amendment to the documents for submission of tenders is considered necessary, the responsible unit will send an addendum simultaneously via e-mail to the tenderers who have been invited to submit tenders.

# Submission of Tender

## Submission via e-mail

Tenders must be submitted via e-mail to the contact person mentioned in clause 2 above.

Tenders cannot be submitted by any other means.

## Language

Requests to participate must be submitted in English.

## Contents of the Tender

The tenderer must only submit one tender. If the tenderer submits more than one tender, the responsible unit will only take the latest submitted tender into consideration.

The tender must comprise the following:

* Completed and signed Appendix 2 – Contract Price and Services

The tenderer should ensure that its tender contains all necessary information and allows for the Consultancy Agreement to be concluded without prior negotiations.

If the tender contains more than one version of the same document, the responsible unit will only take the latest version (according to the properties of the document) into consideration.

While observing the principles of equal treatment, transparency and proportionality, the responsible unit may request tenderers to supplement, specify or complete tenders by submitting relevant information or documentation, where the information or documents submitted in tenders are incomplete or incorrect, or where specific documents are missing.

## Time Limit for Receipt of Tenders

Tenders must be received by the contact person no later than:

27.03.2023 at 14:00

The time limit for receipt of tenders is according to local time for the responsible unit.

Tenders received after the time limit for receipt of tenders will be rejected.

## Reservations

The responsible unit will reject tenders with reservations.

Tenderers are, therefore, encouraged not to include reservations, prerequisites or standard terms and conditions in their tenders.

If a tenderer identifies provisions in the documents for submission of tender which prevent the tenderer from submitting a tender without reservations, the tenderer is encouraged to submit a question, cf. clause 6.

## Variants

The tenderer is not allowed to submit variants (alternative tenders).

# Award

## Most Economically Advantageous Tender

The most economically advantageous tender will be identified based on the criteria and method described in the document Criteria and Method of Evaluation

The contract price is fixed, and the contract will be awarded to the tenderer who offers the best quality based on the Qualifications and Competence of Staff.

## Notification of Award Decision

The tenderers will be notified simultaneously via e-mail of the decision made by the responsible unit on the award of contract.

Notification of the award decision does not mean that a contract has been entered into or will be entered. The contract is not final until it is signed.

Irrespective of the notification of the award decision, all tenderers are still bound by their tenders until the expiry of the validity period set out in clause 11.

# Validity Period

The tenderer must maintain the tender (the tenders shall remain valid and can be accepted by the responsible unit) for a period of 2 months from the time limit for receipt of tenders.

# Confidentiality

In accordance with section 5 of the Public Procurement Act, the responsible unit may not disclose confidential information provided by a tenderer in connection with the procedure without the prior consent of the tenderer.

The commitment of confidentiality must naturally be disregarded to the extent the responsible unit is required by law or ordered by a competent authority to disclose the information. If the responsible unit is requested to give access to confidential information, the tenderer will be heard to the extent possible before the request is processed.

The responsible unit is also entitled to disclose information in case of a complaint referred to the Danish Complaints Board for Public Procurement or legal proceedings in relation to the procedure.

# Processing of Personal Data

In connection with this procurement procedure, the responsible unit can receive personal data from the tenderers. This is mainly due to the tenderers having to submit CV’s in connection with the submission of tender.

The rules on the processing of personal data are laid down in the EU General Data Protection Regulation (GDPR) and the Danish Supplementary Data Protection Act (Act no. 502 of 23 May 2018).

The EU General Data Protection Regulation is available at:

<https://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:32016R0679&qid=1528371080950&from=EN>

The Danish Supplementary Data Protection Act is available at:

<https://www.datatilsynet.dk/media/6894/danish-data-protection-act.pdf>

In order to ensure that that persons who are the subject of the responsible unit’s processing of information are notified thereof, the tenderer is obliged to provide all persons whose personal data are included in the tender with the information stated in the Notification of Processing of Personal Data.

# Remuneration

The tenderer shall bear its own costs in relation to the procurement procedure.

# Cancellation of the Procurement Procedure

While observing the principles of equal treatment, transparency, and proportionality, the responsible unit reserves the right to cancel the procurement procedure, without incurring liability towards any tenderer and without the tenderers being entitled to claim any compensation.