

Annex A

Tender Evaluation Document

Restricted Procedure

Framework Agreement for provision of Technical
Assistance services to the Danish Energy Agency
Energy Country Programs and Projects

Indhold

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1. AWARD CRITERIA

The award criteria used are the Economic Most Advantageous Tender by The Best Price-Quality Ratio, based on the following criteria and sub-criteria:

1) Quality 80 %

The evaluation of the criterion Quality is based on the following sub-criteria:

- a) Key Personnel 50 %
- b) Resource Base 30 %
- c) Energy Modelling and Analysis 20 %

2) Price 20 %

The evaluation of price is based on the daily rates listed in Appendix 5 – Price Schedule

The percentages mentioned above and below indicate the weight given to the individual criteria and sub-criteria in the evaluation.

2. METHOD OF EVALUATION

The submitted Tenders will be evaluated relatively, i.e. assessed against each other on the price criterion as well as the quality criterion.

For each of the two criteria set out above, the Contracting Authority will use a point model (0-7) as set out below to compile the scores.

Based on the evaluation of the individual criteria, a calculation of the evaluation score is made for "Price" and "Quality" respectively. The weighting of the criteria and the corresponding sub-criteria is given in Section 1 above.

The model is described in detail below.

2.1 PRICE

The criterion "Price" will be evaluated based on the daily rates listed for senior consultant / project coordinator and junior consultant in Appendix 5, Price Schedule.

The prices listed apply to all international consultants whether they come from the Supplier's Key Personnel (Appendix 2a) or from the Supplier's Resource Base members listed in Appendix 3b.

Senior consultants must have relevant professional experience of at least 10 years. Junior consultants must have relevant professional experience of at least 5 (five) years.

In order to reflect the expected use of senior and junior consultants, the evaluation price will be calculated like this:

evaluation price = 2 x daily rate for senior consultants + 1 x daily rate for junior consultants.

In assessing the criterion "Price", the Contracting Authority will apply a linear point model as set out below:

Linear Point Model:

The Tenders will be awarded points for "Price" after a linear model, where 7 points (maximum score) is given for the lowest evaluation price offered and 0 points (minimum score) is given for an evaluation price equal to the lowest evaluation price offered + 20 %.

If the difference between the lowest and the highest evaluation price offered *exceeds* 20 % of the lowest price, then 0 points will be given for an evaluation price equal to the lowest evaluation price offered + X %, where X % is the lowest multiple of 5 % bigger than or equal to the actual, relative difference between the lowest and the highest evaluation price.

The score for each Tender will be calculated like this:

$$\text{Score} = 7 - (7 / X \%) * (\text{Tender Price} - \text{Lowest Price}) / \text{Lowest Price}$$

where:

- "X" is 20 *or* a higher multiple of 5 when the situation requires it as described above
- "Tender Price" is the evaluation price offered by the Tender being evaluated
- "Lowest Price" is the lowest evaluation price offered across all submitted Tenders

Points are scored by 2 decimals. The above indicates that "Price" is evaluated relatively, so that the Tenders are assessed against each other.

2.2 QUALITY

The evaluation of "Key Personnel" and "Resource Base" will be based on the Tenderer's replies to the relevant Appendices (Appendix 2a, 2b, 3a, 3b and 3c).

Each sub-criterion will be evaluated and rated as per the following scale:

Excellent response that demonstrates the highest level of understanding and fulfillment of the criterion in relation to the other Tenders submitted	7
Excellent response that demonstrates a high level of fulfillment of the criterion with minor deficiencies in relation to the other Tenders submitted	6
Satisfactory response that demonstrates a good level of fulfillment of the criterion with minor shortcomings in relation to the other Tenders submitted	5
Satisfactory response that demonstrates a medium fulfillment of the criterion, however, with several shortcomings in relation to the other Tenders submitted	4
Less satisfactory response that demonstrates lesser degree of fulfillment of the criterion with several shortcomings in relation to the other Tenders submitted	3
Adequate response that demonstrates the minimum acceptable level of fulfillment of the criterion with significant deficiencies in relation to the other Tenders submitted	2
Inadequate response that does not demonstrate any level of fulfillment of the criterion in relation to the other Tenders submitted	1
Unacceptable response in relation to the other Tenders submitted	0

2.2.1 Key Personnel

The sub-criterion “Key Personnel” weighs 50 % of the criterion “Quality”

The evaluation of this sub-criterion will be based on the Tenderer’s completion of Appendix 2a and 2b. The evaluation will be based on the CV’s provided for eight Key Technical Consultants and the CV provided for the Project Coordinator as well as the Tenderer’s answers to other questions in Appendix 2a and Appendix 2b, which will be evaluated as a supporting document, together with the CV’s etc. It is the entirety of these documents that will form the basis for the overall evaluation of the sub-criterion “Key Personnel”.

It is a minimum requirement that the Key Technical Consultants and the Project Coordinator are fluent in English.

Based on the above, an overall assessment will be made of the adequacy for the assignments of the Key Personnel.

More specifically, the following areas of expertise and experience will weigh positively in the evaluation of the proposed Key Technical Consultants:

- Proven track record and, in particular, results (e.g. successful implementation and proven effect) from project areas as outlined in Annex B, Terms of Reference, and in particular Section 10.2 of these.
- Solid experience with Danish and international experience in the areas in section 10.2 of Annex B (Terms of Reference), in particular the most important aspects of Denmark’s experience with the green energy transition away from a fossil fuel economy to be based on renewable energy and an energy efficient society
- Work experience from one or more partner country/countries

In the evaluation of the proposed Project Coordinator, the following will weigh positively:

- Proven track record from similar position(s)
- Skills, education and experience matching the job requirements, including
 - good understanding of the overall nature of the project and the types of environment in which the consultants must operate
 - familiarity with Danish and international experience in the areas in section 10.2 of Annex B (Terms of Reference), in particular the most important aspects of Denmark’s experience with the green energy transition away from a fossil fuel economy to be based on renewable energy and an energy efficient society
 - ability to communicate with and stay on good terms with a wide range of stakeholders.
 - solid experience with projects covering several of the areas mentioned in Section 10.2 of the Annex B (Terms of Reference)

- experience with assigning such tasks to selected consultants in a way that allows for satisfactory or even excellent results
- solid experience as a project manager

As a minimum, the Project Coordinator and Key Technical Consultants must have qualifications as outlined in Annex B, Terms of Reference Section 7.

In general, recent qualifications and experience will weigh more positively than older ones.

2.2.2 Resource Base

The sub-criterion “Resource Base” weighs 30 % of the criterion “Quality”

The evaluation of the sub-criterion will be based on the Tenderer's response to Appendix 3a, 3b and 3c. However, Appendix 3c is just a reference document to Appendix 3b.

The following will weigh positively:

- Resource Base members with
 - proven track record (description) and, in particular, results (e.g. successful implementation and proven effect) from projects similar in nature to those outlined in the Terms of Reference (provide information/description in 1.1 (i) and (ii) in Appendix 3a).
 - work experience from one or more partner country/ countries (provide information in Appendix 3b).
 - proven fluency in the national language in one or more partner country/ countries (provide information in Appendix 3b).
- A resource base wide and deep enough to cover the project’s foreseeable requirements. This evaluation will be based on up to 10 persons as indicated in Appendix 3b.
- A convincing set-up for rapid deployment of relevant expert(s) when a need has been identified by the client, provide information/description in 1.1 (iii) in Appendix 3a
- Demonstrable ability to
 - engage relevant Danish and local partner country institutions in tasks as outlined in the Terms of Reference
 - provide non-salaried, short term internship positions for representative(s) from partner countries, e.g. in institutions as mentioned above, provide information/description in 1.1 (v) in Appendix 3a
 - provide relevant content to study tours in Denmark for partner country representatives, in particular visits to Renewable Energy and Energy Efficiency sites, where visitors can experience elements of a green transition in practice, provide information/description in 1.1 (iv) in Appendix 3a

2.2.3 Energy Modelling and Analysis

The sub-criterion “Energy Modelling and Analysis” weighs 20 % of the criterion “Quality”

The evaluation of the sub-criterion will be based on the Tenderer's response to Appendix 4.

The description in Appendix 4 must contain a description of the energy models that will be used to provide data and analyses:

- a. The type of model
- b. Main inputs and assumptions
- c. Examples of output/results of the model
- d. Data sources
- e. Time horizon for projections
- f. Countries/regions included
- g. Sectors included
- h. Greenhouse gases included
- i. Mitigation options/technologies included: specify scope and level of detail for EE and RE measures sector by sector
- j. Examples on how the output/results can be presented and illustrated

2.3 OVERALL EVALUATION

After compilation of the individual scores for the criteria "Price" and "Quality", the Contracting Authority will multiply the score obtained for each criterion with the weighting of the criterion in question, and then add the results for the two criteria to arrive at the total, overall score.

Based on the above evaluation method, the Tender that has achieved the highest total score, is considered to be the Tender with the best price-quality ratio.