
INSTRUCTIONS TO TENDERERS**March 2015**

Open procedure

for

Purchase of a 4K CMOS Camera for Tecnai Spirit electron microscope'

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1. Introduction

These instructions to tenderers apply to Aarhus University's (the "Contracting Authority") invitation to the open procedure for Purchase of an 4K CMOS Camera for Tecnai Spirit electron microscope'as published the 16th of March 2015 at www.udbud.dk and www.au.dk/udbud.

The purchase is published in accordance with Act No. 1410 of 7 December 2007 as revised by Act No. 618 of 14 June 2011 (Tilbudsloven).

Directive 2004/18/EC of the European Parliament and the Council of 31 March 2004 on the coordination of procedures for the award of public works contracts, public supply contracts and public service contracts **does not** apply in relation to this tender.

2. Contracting Authority

The Contracting Authority for this tender procedure is Aarhus University.

The Contracting Authority's procurement office is responsible for the preparation and completion of the tender procedure, and will award and be a party to any agreement.

All inquiries to the Contracting Authority prior to the submission of the tender must be forwarded by email to:

Aarhus University
AU Finance and Planning
Procurement Office

Attn.: Lasse Krongaard
Email: udbud@au.dk

3. The specific purchase

3.1. Background to the tender

Aarhus University (The Contracting Authority) will be investing in a 4K CMOS Camera for Tecnai Spirit electron microscope' for Dept. of Molecular Biology and Genetics based at Aarhus University.

3.2. Extent of the tender

The Contracting Authority puts out to tender the purchase of the said 4K CMOS Camera for Tecnai Spirit electron microscope and includes issues concerning delivery, installation and guarantee as a part of the contract.

4. General requirements as to form and procedure

In the following all information concerning the procurement process will be outlined.

4.1. Tenderer's contact person

The Contracting Authority will direct any communication during the tender procedure to the person indicated by the Tenderer in Appendix 1 - Bid schedule.

4.2. Deadline for submission

Tenders must be submitted by **Monday the 30th of March 2015 at 12.00 AM.**

4.3. Address for submission

Tenders must be delivered to the following e-mailaddress:

E-mail: udbud@au.dk

The participants must enter "Lasse Krongaard, Purchase of a 4K CMOS Camera for Tecnai Spirit electron microscope" in the subject field

A receipt stating the date and time of delivery can be issued upon request.

The tender must be supplied in the following form:

- 1 signed and scanned electronically original in pdf-format.
- Any additional documentation in electronically form in pdf-format.

4.4. Language

The language of the tender must be in English.

The tender documents as well as the contract will be in English.

4.5. Fees

Tenderers will not be entitled to any fees for participation in this tender procedure, including any fees for the preparation of the tender.

4.6. Ownership of tenders received

All documents submitted will be deemed the property of the Contracting Authority.

4.7. Validity period

Tenders must be binding for three (3) months after expiry of the deadline for the submission of a tender.

If the tenderer is informed that its tender is accepted, the Contracting Authority is entitled, until expiry of the validity period, to extend the validity period by up to three (3) months upon written notice to the tenderer's contact person.

4.8. One tender

Any tenderer (legal person) may not submit more than one (1) tender.

In such events the Contracting Authority will disregard all other tenders than the one with the lowest price.

This selection will take place without taking other criteria into account.

Where two different legal entities of which one controls the other, or where they are both controlled by the same parent company, submit an offer each, these Tenderers must state how the independence of the tenders has been ensured.

5. Specifications for the layout of the tender

5.1. Compulsory tender documents

Tenders are made by filling out both Appendix 1 - Bid Schedule and Appendix 2 – Specifications of requirements, as well as enclosing other relevant additional information.

Please note that the Appendices must be completed by ticking the boxes and subsequently signed. A lacking or incorrect Appendix will mean that the tender run the risk of being deemed non-conforming and rejected.

The tenderer must make a solemn declaration on the form of Template A, Solemn declaration.

Please note that the solemn declaration must be completed by ticking the boxes and subsequently signed.

A lacking or incorrect solemn declaration will mean that the tender run the risk of being deemed non-conforming and rejected.

Please do not tick more than one of the mutually exclusive boxes as this entail the rejection of the tender in full.

5.2. Additional documentation

Tenders may be accompanied by documentation other than that listed under clause 5.1. Such documentation must be included in a separate file or folder and must be clearly marked as additional material.

6. Contents of the tender

6.1. Provisos

Any provisos (reservations) must be clearly and precisely specified in Appendix 1 - Bid schedule.

The Contracting Authority is entitled to reject tenders containing provisos, but reserves the right to negotiate on the basis thereof. However, tenders containing provisos for basic features may result in a rejection of the tender.

Where the tenderer identifies matters in the tender documents which have the effect that the tenderer is unable to submit a tender without provisos, the tenderer is advised to contact the Contracting Authority by submitting queries cf. the procedure covering this matter. Hereafter, the Contracting Authority will reconsider the listed matters or inefficient features.

Where the tenderer submits its own sales and delivery terms without making any reference thereto in Appendix 1 - Bid schedule, these terms will not be regarded as a proviso and will not apply to the contract. Before the award of the contract, the tenderer is asked to verify that the tenderer's sales and delivery terms do not apply to the contract.

6.2. Variants

Variants are not allowed.

7. Tender evaluation

7.1. Evaluation of conformity

The Contracting Authority will check that the tender is in conformity with contract conditions, i.e., that it complies with the following requirements:

- The tender is submitted within the deadline, cf. clause 4.2.
- The tender is forwarded to the right address, cf. clause 4.3.
- The tender complies with all requirements as to form and procedure, cf. clause 4.
- The tender does not contain provisos for the contract or basic features in the tender documents cf. clause 6.
- Appendix 1 - Bid schedule is completed correctly.
- Appendix 2 – Specification of requirements is completed correctly.
- Template A – Solemn declaration is completed correctly.

8. Award criterion

Tenders will be evaluated according to the award criterion "The most economically advantageous tender".

Tenders received will be evaluated against a number of sub-criteria. All tenders will be awarded a number of points according to the degree of fulfilment of each sub-criterion.

9. Sub criteria

The most economically advantageous tender will be identified on the basis of the sub- criteria below.

Sub criteria	Weighting
Price	30 %
Quality	60 %
Service	10 %

9.1. 100-point scale

All tenders will be awarded a number of points for all of the above sub-criteria on a scale from 0-100, where 0 is the lowest possible score and 100 is the maximum.

9.2. Description of sub-criteria

The Contracting Authority will make its evaluation on the basis of the stated sub- criteria.

9.2.1. Price

Tenderers must state the total price for the 4K CMOS Camera for Tecnai Spirit electron microscope in Appendix 1.

The tender with the lowest price will receive the maximum score of 100 points.

The other tenders will be evaluated relatively to the lowest tender.

The price is evaluated in DKK as set out in Appendix 1.

9.2.2. Quality

An evaluation of the sub-criterion “Quality” includes an evaluation of the wishes (W) set out in Appendix 2 – Specification of requirements.

Given the complexity of the purchase it is, however, obvious that two tenders that both comply with all requirements are not necessarily equally good in relation to their technical merit (the quality of the technical aspects of the tender).

Tenderers are therefore invited to in detail explain, and document, the quality in Appendix 2 - Specification of requirements.

The Contracting Authority will beforehand fully determine what the Contracting Authority understands by an optimal Tender.

Such Tender will be awarded 100 points on this sub-criterion.

Tenders which may prove to be better than this hypothetical optimal Tender, e.g. because they contain user-friendliness which goes significantly beyond the Contracting Authority’s needs will also be awarded 100 points.

As stated in Appendix 2 – Specification of requirements, the Contracting Authority has made a list of requests – Minimum requirements (MR) and Wishes (W).

A Tender with the worst imaginable functionality, but which meets the listed minimum requirements will be awarded 0 points on this sub-criterion.

Tenders between these two extremes are awarded a proportional score based on an estimate made by the Contracting Authority.

The description requested must be given in Appendix 2 – Specification of requirements.

It is only the description placed in Appendix 2, which will be included in the evaluation of the tender.

If any further documentation is needed and relevant the Tenderer must make a clear statement in Appendix 2, including a reference to the additional documentation in which the description is placed.

9.2.3. Service

An evaluation of the sub-criterion “Service” includes an evaluation of the “wishes” set out in section 2 of Appendix 2 – Specification of requirements.

Tenderers are therefore invited to in detail explain, and document, the service offered in Appendix 2 – Specification of requirements.

A tender will not receive points for complying with the minimum requirements (MR) as non-compliance with such will be considered equal to a proviso.

Points will be awarded for the Service offered based on the fulfilment and the description of the Wishes (W).

The description of the service offered must be given in Appendix 2 – Specification of requirements.

It is only the text placed in Appendix 2, which will be included in the evaluation of the tender. If any further documentation is needed and relevant the Tenderer must make a clear statement in Appendix 2, including a reference to the additional documentation in which the description is placed.

10. Minimum requirements

The minimum requirements for the 4K CMOS Camera for Tecnai Spirit electron microscope are set out in Appendix 2.

Please note that tenders where not all minimum requirements are met may be deemed non-conforming and rejected.

However, The Contracting Authority reserves the right to negotiate on the basis thereof if all Tenderers are deemed non-conforming.

11. Negotiations

The Contracting Authority reserves the right to negotiate with Tenderers concerning the tenders submitted.

If the Contracting Authority exercises this right negotiations will be carried out with all Tenderers who submitted a conforming tender.

The Contracting Authority will then inform all Tenderers about such further process.

Tenderers must expect a time constraint negotiation process. In that case it will be decided whether the negotiations shall be written or oral.

The Contracting Authority reserves the right to use a negotiation process in which tenderers are separated gradually.

The Contracting Authority does not intend to negotiate.

The tenderers are therefore urged to submit their best possible tender within the deadline for submission of tenders.

12. Enquiries regarding the tender documents

12.1. Questions and replies

Questions to the tender material including the Contract must be submitted no later than on 24th of March 2015 at 12.00.

Questions must be sent by e-mail in English to:

Aarhus University
Procurement Office
Attn.: Lasse Krongaard
Email: udbud@au.dk

All questions must start with a clear reference to the section of the tender documentation referred to.

All questions and replies will be available to all tenderers in anonymous form no later than the 24rd of March 2015 and will be accessible at www.udbud.dk og www.au.dk/udbud

The tenderers must keep themselves up to date with any supplementary information published as answers to any questions.

12.2. Additional information to the tender documentation

If relevant, additional information to the tender documentation will be published up to six (6) days before the deadline for submission of the tender.

The tenderers should check the above mentioned websites regularly during the tender procedure.

12.3. Changes to the tender documentation

In the event of changes to the original tender documentation, the changed documents will be made available at the following website: www.udbud.dk and www.au.dk/udbud.

13. Practicalities

13.1. Opening of tenders

Tenders will not be opened until after expiry of the deadline for submission.

Tenderers are not entitled to attend the opening of the tenders or otherwise to receive information about the contents.

13.2. Notification of the result

All tenderers will be advised concurrently and in writing of the result of the tender procedure.

Notification to the winning tenderer that the tender has been successful will not necessarily mean awarding of the contract. No contract or promise on this matter will apply until the contract has been

signed by all parties.

13.3. Confidentiality

The Contracting Authority undertakes to observe confidentiality with respect to any information supplied by tenderers involving business secrets.

This confidentiality undertaking will not apply where the Contracting Authority is required by law or ordered by a competent authority to disclose information to a third party.

Any information submitted which the tenderer deems to be particularly sensitive should be clearly marked to this effect in the tender opposite the relevant information. The Contracting Authority will then seek to prevent the disclosure of such information.

13.4. Strict confidentiality for the tenderer

The tenderer as well as the tenderer's staff, sub-suppliers and advisors must observe strict confidentiality with respect to any information about the Contracting Authority which they may receive in connection with the submission of a tender.

13.5. Timetable for the tender procedure

The following timetable shows the most important milestones in the tender procedure.

Timetable for the procurement procedure	
Date	Milestones
16 th march 2015	Publication of Instructions to tenders at www.udbud.dk and www.au.dk/udbud
24 th March 2015	Final deadline for submission of written questions to tender documents
24 th March 2015	Replies to written questions published at www.udbud.dk and www.au.dk/udbud
30 th March 2015	Final deadline for submission of tender
Week 14-15 2015	Expected award of contract. <i>Stated date is indicative only.</i>

14. List of tender documentation

The following table includes a list of all tender documents.

The following documents must be completed and enclosed with the tender:

- Appendix 1 - Bid schedule
- Appendix 2 – Specification of requirements
- Template A - Solemn declaration
- Template B - Consortium/common secretariat – *only if relevant*

The following documents are provided for information purposes and should not be included in the tender:

- Contract