

 Tirana

**PROCUREMENT DOCUMENT**

**Procurement:** Monitoring and advisory support to the Agency for Water Supply and Wastewater and the Ministry of Infrastructure in Albania in regards to the implementation of the Water NIPS project.

**Procedure:** *Simplified Procurement*

**Reference number:** *UM2019/06150-16*

**Important information**

Tenders must be delivered to the Embassy of Sweden, ambassaden.tirana@gov.se no later than 2020-05-12 at 12.00hrs.

The Embassy of Sweden in Tirana recommends that the tenderer, as soon as possible after receipt of this invitation, take note of the requirements in this dossier. Some of the requested documentation may have to be obtained from designated authorities, which can result in long lead times. Note that requirements defined as “must” or “shall” are mandatory and must be fulfilled in order to qualify for evaluation.

Requests for clarification or additions to the procurement document shall be submitted in writing via ambassaden.tirana@gov.se and marked with UM2019/06150-16.

The deadline for submitting questions is: 2020-05-04.

Response (QA) to questions will be posted at the Embassy’s website at [here](https://www.swedenabroad.se/en/embassies/albania-tirana/).

# **1. General orientation**

## **1.1 Information on the contracting authority**

The Embassy of Sweden in Tirana

Rruga Pjetër Budi nr 56, 1000 Tirana , Albania

Sweden has engaged in development cooperation with Albania since 2001, and opened our embassy in Tirana in 2010. Sweden's relations with Albania have been strengthened ever since, and in 2016 the Swedish government appointed its first resident ambassador to Albania, Mr Johan Ndisi.

The Embassy's work is focused on supporting Albania in its EU-integration process and related reforms. Sweden's development cooperation programme with Albania amounts to approximately 10 million Euro 2018. It focuses on priority areas such as economic development, democracy and human rights, and environment and climate change issues. Throughout these activities, Sweden emphasizes the strengthening of women’s rights, resources and representation.

## **1.2 Purpose and background of the procurement**

The objective of the assignment is to support the increased competence, involvement and ownership of the water and wastewater agency, AKUM, and the Ministry of Infrastructure and Eenergy during the implementation of a Swedish supported project for water sector investment planning (Water NIPS). The assignment should also contribute to the strengthened dialogue between AMUM/MIE and the Swedish embassy.

## **1.3 Description of the service to be procured**

Embassy of Sweden in Tirana is looking for a Company (1-3 experts) which will assist with support, monitoring and advice during the 3-year project implementation as follows:

- Support for capacity building within AKUM and MIE;

- Provide advice and mentoring support to AKUM and MIE as needed during implementation;

- Participate and assist in project meetings (procured main consultant) as requested.

- Make an assessment of the work carried out by consultants and engagement and leadership of AKUM and MIE approximately every 6 months.

- Facilitate good understanding and engagement of senior management within AKUM and MIE by leading formal and informal meetings with senior management.

- To a limited extent the consultant will provide advice to the embassy and facilitate dialogue and stakeholder engagement.

## **1.4 Contract period**

The contract period runs for 36 calendar months. The Embassy is entitled to extend the contract with unaltered terms and conditions.

The contract start date is estimated at: 10/06/2020

## **1.5 Volumes**

The estimated maximum contract value is 1 400 000 SEK.

## **1.6 Attachments**

The procurement document relating to the procurement of monitoring and advisory services in connection with the implementation of the Water NIPS includes the following attachments:

Attachment I – Terms of Reference

Attachment II – The Embassy’s language level definition

Attachment III – Draft of the contract

Attachment IV – Sida's General Conditions for Framework Agreements and Contracts, 2019.

Attachment V – Declaration of honour

# **2. Administrative terms and conditions**

## **2.1 Procurement procedure**

The procurement is carried out through a simplified procedure, in accordance with the Swedish Public Procurement Act (2016:1145), also known as LOU. The procedure allows the Embassy to initiate negotiations with one or more of the tenderers. However, tenders may be accepted without prior negotiation. Therefore, it is of great importance that the best possible terms and conditions are submitted in the tender.

## **2.2 Prerequisites for tender submission**

## **2.2.1 Submission of the tender**

The tender should be delivered electronically to the address ambassaden.tirana@gov.se. The tender email shall include the reference number UM2019/06150-16.

The tenderer is not entitled to claim compensation for work or other costs associated with participating in the procurement.

**2.2.2 The form of the tender**All electronic documents in the tender shall be saved in a commonly used format, such as .doc, .docx, .xls, .xlsx, .ppt, .pptx, .pdf, .txt, .jpg and .tif. Use the file format .zip if it is necessary to send the documents in a compressed form.

References to information in the form of links to web pages and unsolicited attachments will not be considered to constitute part of the tender, and will not be taken into account in the review and evaluation of the tender.

In order to facilitate examination and evaluation of the tender, it is the Embassy’s strong desire that the submitted tender be formatted in accordance with the procurement document’s headings/disposition, that any templates belonging to the procurement document be used and filled in, and that references to any attachments be presented in a clear manner.

**2.2.3 The language of the tender**The tender shall be written in English. However, the following may be drafted in Abanian:

* Testimonials, certifications, or certificates issued by a party other than the tenderer
* Documents issued by parties other than the tenderer, such as technical specifications, product information, or similar information and documents

If the above mentioned documents exist only in languages other than the above mentioned languages English and Albanian , then in addition to the document in the original language, a translation into English shall also be attached.

**2.2.4 Tender submission deadline**The deadline to submit a tender is 2020-05-12 at 12.00hrs.

**2.2.5 Period of validity of the tender**The tender shall be valid until 120 days from the last date to tender.

**2.2.6 Variant tenders or alternative tenders**Variant tenders or alternative tenders are not permitted. If the tenderer submits provisions or reservations pertaining to the conditions in the procurement document, the tender may be rejected. The tenderer is therefore asked to avoid providing information and attachments that have not been requested.

## **2.3 Clarification, additions, or questions on the procurement document**

If the procurement document is considered to be unclear, or if some of the requirements set forth are unreasonable, abnormally costly or restrictive of competition in any respect, it is important that the Embassy is contacted as soon as possible so that misunderstandings can be avoided.

The Embassy is under no obligation to request additions or clarifications by the tenderers, and the opportunities for correcting shortcomings in submitted tenders are limited and depend on the nature of the deficiency. It is therefore important that the tenderer ensure that all requested information and documents are provided in the tender.

Requests for clarification or additions to the procurement document shall be submitted in writing via ambassaden.tirana@gov.se and marked with UM2019/06150-16.

The deadline for submitting questions is: 2020-05-04. The Embassy cannot guarantee that questions received later than this day will be answered. Answers to questions will be published no later than six (6) days before the closing date (tender submission deadline).

Responses to questions will be posted on the Embassy’s website at [here](https://www.swedenabroad.se/en/embassies/albania-tirana/).

Published questions and answers, as well as any clarifications and additions submitted during the tender period, over rules the text of the procurement document and constitute part of the procurement document.

## **2.4 Notification of award decision**

Notification of award decisions will be sent out to the Tenderers contact person’s address stated its tender.

The reception of a notification regarding the award decision does not mean that a binding contract has been signed between the Embassy and the winning tenderer. A contract only becomes legally binding when it has been signed by both parties.

Contract will be signed no sooner than ten (10) days after the date on which the notification of the award decision is sent to the tenderers.

## **2.5 Confidentiality**

As soon as the award decision has been sent to all tenderers, all documents relating to the procurement, including tenders, become subject to the principle of public access to official documents. If a tenderer considers that it may suffer damages if information provided in the tender should become public, the tenderer shall submit a written request for confidentiality containing **a)** the information to which the request for confidentiality pertains and **b)** what economic damages the tenderer would be suffered if the information should be disclosed.

Upon request for disclosure of tender documents, the Embassy will in each case review any request for confidentiality submitted by a tenderer. The Embassy’s assessment regarding confidentiality may be appealed to the administrative court. The Embassy can therefore not guarantee that the information in the tender will not be revealed to the public.

## **2.6 Examination and evaluation**

The contract will be awarded to the most economically advantageous tender, as determined according to the following basis:

**Best price-quality ratio**The examination and evaluation of submitted tenders will be carried out in steps (described below), on the basis of the information provided by the tenderer in its tender, together with the supplementary documents.

**Step 1 – Examination of tenders**In the first step, the Embassy will examine whether the submitted tender is complete and whether the requirements outlined in the section “Administrative terms and conditions” and in the section “Requirements for tenderers” have been met. The tenders that meet these requirements advance to Step 2; all other tenders will be rejected.

**Step 2 – Qualification of tenderers**Prior to offering to sign contract, the Embassy will verify whether the requirements set forth in the section “Requirements of tenderers” is fulfilled by requesting information or evidence according to section “Qualification of tenderers”.

**Step 3 – Examination of the object of the procurement**In Step 3, the Embassy will examine whether the tender meets the requirements associated with the object of the procurement, which are outlined in the section “Requirements for services.”

The tenders that meet these requirements advance to Step 4; all other tenders will be rejected.

**Step 4 – Evaluation**In Step 4, the tender is evaluated in accordance with the evaluation methodology, as set forth in the section “Evaluation of tenders.”

## **2.7 Contract**

In this procurement, a contract will be drawn up with a supplier in which all terms and conditions are laid out.

## **2.8 Contract terms and conditions**

The tenderer shall accept the attached contract draft, including appendices (including the standard conditions and the terms of reference).

## **3. Requirements for tenderers**

This section lists the mandatory requirements that must be met by the tenderer in order to be accepted as a supplier. For each requirement the required proof is described. Proof must be attached to the tender.

[**3.1. Subcontractors on which the tenderer relies**](https://www.kommersupphandling.se/elite/Journal/Procurement/ProcurementMaterial/MainCriteria/EditCriterion.aspx?JournalId=9204&CriterionId=360949)

A tenderer can rely on other companies’ capacity in order to meet the requirements relating to economic and financial standing or technical and professional capacity. “Other companies” include natural or legal persons who (for example) are business partners, subsidiaries or sister companies within a group.

Tenderers who invoke the capacity of other companies shall, for each and one of the companies whose capacity is invoked, attach requested proof for each of the requirements in section “Exclusion grounds” in this procurement document.

At the request of the Embassy, tenderers who wish to exercise this right shall specify the function that the company will fulfil, and shall submit a declaration of contractual obligation by the company in question or otherwise demonstrate that the tenderer will have the necessary resources at its disposal at such time as the contract is executed. Such proof may consist of a parent company guarantee, a cooperation agreement, or similar legally binding documentation.

## **3.2. Consortia**

Joint tenders refer to the situation in which the tenderer is not a single legal or natural person who relies on other companies’ capacity, but rather is comprised of a consortium of numerous legal or natural persons. Consortia are permitted to submit a tender in this procurement.

Tenderers who intend to submit a tender as a consortium shall, for each and one of the companies in consortium, attach requested proof for each of the requirements in section “Exclusion grounds” in this procurement document.

The qualification requirements shall be fully met by the consortium.

At the request of the Embassy, any tenderer that submits a tender as a consortium shall submit a copy of each of the consortium parties’ signed consortium agreement.

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## **3.3 Exclusion grounds**

**3.3.1 Criminal convictions**

The tenderer, or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein, shall not, through a judgment that has entered into legal force, been found guilty of one of the crimes that are ground for exclusion in the Swedish Public Procurement Act (LOU) chapter 13 Section 1:

a) Participation in a criminal organisation

b) Corruption

c) Fraud

d) Money laundering or terrorist financing

e) Terrorist offences or offences linked to terrorist activities

f) Child labour and other forms of trafficking

The requirement also applies on any subcontractors on which the tenderer relies or consortium parties.

**Proof:**

Tenderer must sign Appendix V - Declaration of honour and attach this to the tender.

Any subcontractors on which the tenderer relies or consortium parties must also sign a copy of Appendix V - Declaration of honour and attach this to the tender.

**3.3.2 Payment of taxes**

The tenderer must have fulfilled its obligations relating to the payment of taxes and social security contributions (as stated in the the Swedish Public Procurement Act (LOU) chapter 13 Section 2).

The requirement also applies on any subcontractors on which the tenderer relies or consortium parties.

**Proof:**

Regarding Swedish tenderers, the Embassy will obtain information from relevant authorities.

NonSwedish tenderers, subcontractors on which the tenderer relies or consortium parties, must in the tender provide documentation issued by a competent government authority attesting to compliance with respect to the payment of taxes and social security contributions in the home country. The documentation may not be more than three (3) months old, as calculated from the closing date for tenders.

## **3.4. Qualification requirements**

**3.4.1 Registration for VAT, tax and as employer**

Tenderers must be registered for VAT (if not exempt from the payment of value added tax).

Swedish tenderers must be approved for Ftax. NonSwedish tenderers must possess a Tax Identification Number (TIN).

If the tenderer has employees, the company must be registered as an employer.

**Proof:**

Regarding Swedish tenderers, subcontractors on which the tenderer relies and consortium parties, the Embassy will obtain information from relevant authorities.

NonSwedish tenderers, subcontractors on which the tenderer relies and consortium parties, must in the tender provide documentation issued by a competent government authority attesting to compliance with respect to the requirements above. The documentation may not be more than three months old, as calculated from the closing date for tenders.

## **3.4.2. Economic and financial standing - financial ratios**

The tenderer shall have such an economic position that it can maintain a long term agreement.

Extracts from the Upplysningscentralen (UC) information database will serve as the basis for evaluation of the tenderers’ financial standing and financial stability. The tenderer shall have a rating of at least 3 (“Normal”) in UC's register.

If the tenderer does not have a rating in UC's register, it shall submit an adopted annual report that discloses key ratios in which liquidity amounts to at least 1 and an equity/assets ratio of at least 15 %.

The key ratios that were recorded at the end of the last completed fiscal year constitute the basis for these calculations. At the request of the Embassy, the tenderer shall submit its last completed and adopted annual report in order to prove that the requirement is met.

The calculation of key ratios is carried out as follows:

Liquidity = Shortterm solvency (Current assets / Current liabilities)

Financial strength = longterm solvency (Equity + 0.7 x Untaxed reserves) / Total assets

If according to UC’s register, a lower risk classification than “normal” is demonstrated, or if lower key ratios than at least 1 and an equity/assets ratio of at least 15 % are detected, then the tenderer shall be deemed to satisfy the requirement, provided that a) or b) below are fulfilled.

**a)** At the request of the Embassy, the tenderer submits an explanation that is considered to make clear that the tenderer possesses equivalent financial stability.

**b)** At the request of the Embassy, the tenderer submits (a) guarantee(s) by the parent company or other guarantor regarding the tenderer’s financial stability. Such certificates shall be signed by the parent company or guarantor, or by the guarantor’s authorised signatory. In such cases, the demanded risk classification, as well as the requirements above shall be similarly reported and fulfilled by the parent company or the guarantor. The parent company or guarantor shall possess a minimum score of “normal” according to UC's register, or shall report key ratios where liquidity amounts to at least 1 and an equity/assets ratio of at least 15 % by providing a copy of its last adopted annual report.

At the request of the Embassy, any company that is not obliged to prepare annual reports shall demonstrate that the company has a stable financial foundation by providing income or balance sheets for the previous two years, or by submitting the Swedish Tax Agency's form “Inkomst av näringsverksamhet” (“Business Income”) for the previous two years.

At the request of the Embassy, any new company shall demonstrate that the company has a stable financial foundation by reporting its share capital or the equivalent, any income or balance sheets, its customer base, and references for its bank or financier.

The tenderer shall, on request and without delay, provide alternative proof of economic and financial position. Such documentation must support the claim that the above mentioned requirements are fulfilled.

## **3.4.3 Technical and professional ability**

The tenderer must have the capacity, competence and experience to perform the requested services in a qualityassured and professional manner.

**Proof:**

The tender must contain:

1. A brief (should not exceed 500 words) description of their operations, capacity and ability to meet the Embassy's needs and the requirements of this procurement document.

2. A description of two (2) previously performed assignments, corresponding to the nature and scope of this procurement, ie. Monitoring and capacity building in water sector planning, performed within the last five years.

The description of the previously performed assignments must include the following:

* Brief description of the assignment (type of services, scope).
* Implementation date, if the assignment is ongoing or has been completed (including any indication of the time when completed the assignment)
* Contact information for reference (company/organization, contact person, telephone number and email address).

The Embassy reserves the right to contact the reference person to verify the submitted information.

## **3.5. Consultant conflicts of interest**

If the Embassy is using an external consultant for the formulation of this procurement document (or for other preparatory work prior to this procurement) and the consultant also plans to submit a tender in the procurement, improper competitive advantages may arise. A consultant who has been engaged for the formulation of this procurement document or other preparatory work may therefore be excluded from submitting a tender in this part of the procurement. It is irrelevant if the consultant was hired by the Embassy or if the consultant participated as a subconsultant.

# **4. Requirements for services**

## **4.1 Terms of reference**

The terms of reference define the conditions for the implementation of the assignment. See attachment Attachment I – Terms of reference.

The tenderer shall accept the prerequisites for the implementation of the assignment, which are presented in Attachment I – Terms of reference.

[**4.2 Subcontractors**](https://www.kommersupphandling.se/elite/Journal/Procurement/ProcurementMaterial/MainCriteria/EditCriterion.aspx?JournalId=9204&CriterionId=360955) **for the implementation of the assignment**

The term “subcontractor” refers to any contractor that acts in the contract supplier’s stead to provide parts of the contract. The subcontractor provides goods or services that are directly related to the object of the procurement, and the delivery of which are absolutely necessary in order for the contract supplier to uphold its end of the contract. Such contractors which supply various goods and services to the contract supplier are not to be considered as subcontractors.

If subcontractors are to be hired by the tenderer, then the complete name and company registration number of the subcontractor(s) must be provided. Furthermore, it should be clear which duties the subcontractor will perform, as well as how the tenderer will make use of the resources of the subcontractor that are necessary to the accomplishment of the contract.

Subcontractors must not have a direct contractual relationship with the Embassy, nor with parties that are eligible to issue call-offs. The contract supplier has the same responsibility for the work of the subcontractor as it does for its own work. The contract supplier is also responsible for ensuring that the subcontractor adheres to the requirements, criteria, and conditions set forth in contract.

At the request of the Embassy, a tenderer that hires a subcontractor must (by providing a certificate or a copy of the signed cooperation agreement) demonstrate a cooperative working relationship with the subcontractor that applies throughout the contract period, including any extensions. If the tenderer is not able to demonstrate a cooperative working relationship with the subcontractor, the subcontractor may be excluded from the tender, which may have consequences for the tender in its entirety.

**4.3 Method for implementing the assignment**

The tenderer shall, on the basis of the terms of reference, provide a description of the methodology (maximum 10 pages) that the tenderer intends to use in implementing the assignment. The description must include the following:

* An appropriate and workable strategy for performing the project and satisfying the goals.
* The tenderer's role and duties while carrying out the assignment.
* Number of dedicated staff to this project.

**4.4. Project organisation**

The tenderer shall, on the basis of the terms of reference, provide a description of the project organisation that will apply to the implementation of the assignment. The description must include the following:

* The organisational structure for implementing the assignment, i.e., the persons who will be assigned the tasks necessary to carry out the assignment.
* The contact person for the tenderer that is responsible for the contract (first and last name, phone number and email address).

**4.5. Work plan and timeline**

The tenderer shall, on the basis of the terms of reference, provide the work plan and timeline that will apply to the implementation of the assignment. The description must include the following:

* Who does what and time allocation within the team.

**4.6. Qualifications and competence**

The tender shall provide information regarding the qualifications and competence of the persons proposed (see terms of reference). This information will be evaluated based on the following preferences:

* Education: An academic degree in an area relevant to the area.
* Experience of sector and EU accession related work: as specified in terms of reference, § 7.
* Experience of capacity building and contract management, § 7.
* Language skills. Good level of English and Albanian, § 7.
* Experience from working with the government administration in the Western Balkans: as specified in terms of reference, § 7.

The tenderer shall include the CVs (maximum 3 pages each) of each of the proposed team members (including the team leader). Each CV must include the following:

* + The person’s first name and surname,
	+ education,
	+ professional experience, and
	+ language skills.

Fulfilment of the above-mentioned requirements shall be evidenced by the attached CV of each of the proposed team member.

**4.7. Personal references**

The tenderer shall submit in its tender at least 2 reference assignments relevant to the assignment for each of the proposed team members. The person must have completed the reference assignment within no more than 5 years calculated from the closing date. The reference assignments shall include the following:

* + a short description of the reference assignment,
	+ the implementation time, and
	+ contact information for the reference (the company/organisation, contact person’s first name and surname, telephone number, e-mail address).

The Embassy will assess whether the reference assignment is relevant to the assignment. The Embassy also reserves the right to contact the reference persons to verify the submitted information.

# **5. Evaluation criteria**

**5.1 Method for implementing the assignment [ 30 points]**

The assessment and scoring of the submitted description of the method shall be carried out in accordance with the section “Evaluation of tenders.”

In the assessment, the following will be reviewed:

* Whether the tenderer demonstrates an understanding of the assignment and the tenderer's role and task in the implementation. [30 points]

**5.2 Project organisation [20 points]**

The assessment and scoring of the submitted description of the project organisation shall be carried out in accordance with the section “Evaluation of tenders.”

In the assessment, the following will be reviewed:

* Whether the tasks necessary to implement the assignment have been assigned to persons with adequate training, experience and knowledge. [10 points]
* If the organisation is clear i.e. for example contains a list of roles or a schedule of staff. [10 points]

**5.3 Work plan and timeline [ 10 points]**

The assessment and scoring of the description of the method submitted in the tender shall be carried out in accordance with the section “Evaluation of tenders.”

In the assessment, the following will be reviewed:

* Clarity of work plan. [5 points]
* Availability to start assignment in early June 2020. [5 points]

**5.4 Qualifications and competence [40 points]**

The assessment and scoring of the description of the method submitted in the tender shall be carried out in accordance with the section “Evaluation of tenders.”

In the assessment of the senior specialist’s qualifications and competencies, the following will be reviewed: [30 points]

* Experience of working with water sector strategic planning, the EU accession process and contract management. At least 10 year’s work in the area of expertise.
* Undertaken activities relevant to the assignment during the last five years. Experience of working on internationally funded projects.
* Competence in public administration and experience of working with capacity building of the government administration and having experience in facilitation of stakeholder engagement.

In the assessment of other staff’s (Specialist/Junior expert) qualifications and competencies, the following will be reviewed: [10 points]

* Undertaken activities relevant to the assignment during the last five years.
* Competence in water sector strategic planning and the EU accession process and having experience of working with the government administration.

# **6. Tender prices**

Prices, fees and costs shall be expressed in SEK excluding VAT, but including any other taxes and fees.

**6.1. Fees and costs**

The total cost of the assignment shall be specified in the tender (fees and reimbursable expenses).

Fees specified with: fee/hour for each personnel role

Recoverable expenses shall be specified separately. Other expenses shall be included in the fee.

Travel expenses are to be reimbursed in accordance with Clause 14 of Sida's General Conditions for Framework Agreements and Contracts, 2019.

**6.2. Abnormally low tenders**

If a tender appears to be abnormally low, The Embassy is obligated to request that the tenderer explain the low price or cost. If the tenderer has failed to explain the low price or cost in a satisfactory manner, the Embassy will reject the tender.

# **7. Evaluation of tenders**

The evaluation of tenders will be carried out on the following basis:

Best price-quality ratio

**7.1. Evaluation method**

 **Best value for money**

The evaluation will be conducted on the basis of the below award criteria:

|  |  |  |  |
| --- | --- | --- | --- |
|

|  |  |
| --- | --- |
| Award criteria |  |

 | Maximum score |
|

|  |
| --- |
| Method for implementing the assignmentProject organisationWork plan and timelineQualifications and competence |

 | 30201040 |
|

|  |  |
| --- | --- |
| Total: |  |

 | 100 |

The assessment and scoring of the award criteria will be carried out according to the following scoring scale:

|  |  |  |
| --- | --- | --- |
| The score for each criterion generates a weighted score. For example, a criterion score of 5 points that is deemed to be “Good” is assigned 0.8 x 5 = 4 points.  | RejectedInadequate AcceptableGoodVery good | 0 %40 %60 %80 %100 % |

The qualitative part of the tender must receive at least 65 points to be eligible for further evaluation.

Definition of the scoring scale:

Rejected = The description or equivalent element is missing or has major shortcomings.

Inadequate = The description or equivalent element is included but has certain shortcomings.

Acceptable = The description or equivalent element is sufficiently good, but lacks substantial benefits or is of uneven quality.

Good = The description or equivalent element is adequate and well suited for the purpose.

Very good = The description or equivalent element provides value and is of high quality overall.

The quality score is used to reward provided quality by awarding tenders a percentage mark-up on the price, wherein the mark-up is a function of how much lower the quality of the tender is judged to be in relation to the maximum quality. This method makes it possible to determine a comparative value for each tender. The winning tender is the one with the lowest comparative figure.

**The following formula is used:**

Comparison value = Tendered price x (1 + Percentage surcharge).

Percentage surcharge = [(maximum quality score – quality score assigned)/maximum quality score] x upward adjustment factor;

The upward adjustment factor reflects the effect the quality offered should have when added to the price in an evaluation. The higher the upward adjustment factor is, the greater the importance accorded to qualitative criteria in relation to the price. For this procurement, the weighting factor is set at 2,5.

**Evaluation example:**

The upward adjustment factor is set at 2,5.

Tender A: Price of 480,000 SEK; the total quality score obtained is 90 out of 100 points.

Tender B: Price of 400,000 SEK; the total quality score obtained is 75 out of 100 points.

Evaluation, Tender A

Percentage surcharge =(100 – 90) / 100 x 2,5; Percentage increase = 0.25;

Comparative figure = 480,000 x (1 + 0.25); Comparative figure = 600,000.

Evaluation, Tender B

Percentage surcharge = (100 – 75) / 100 x 2,5; Percentage increase = 0.625;

Comparative figure = 400,000 x (1 + 0.625); Comparative figure = 650,000.

The winning tender is A, since it has the lowest comparison value.