

**Tirana**

# PROCUREMENT DOCUMENT

**Procurement:** Source separation of household waste in Berat Municipality **Procedure:** Open procedure

**Reference number:** UM 2020/39340

# Important information

Tenders must be submitted to the Embassy of Sweden, [ambassaden.tirana@gov.se](mailto:ambassaden.tirana@gov.se) no later than 2021-01-25 at 17.00hrs.

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](mailto:ambassaden.tirana@gov.se) and marked with UM 2020-39340. The deadline for submitting questions is: 2020-12-22.

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

# 1. General orientation

## 1.1. Overall description of the procurement

The overall objective of the project is to provide the Albanian authorities responsible for waste management with direct experience of introducing household waste separation schemes as the basis for national planning and implementation.

The project has a planned implementation period of 30 months and a maximum budget of 10.7 MSEK (approximately 1.050.000€), including VAT.

The decision on financing of the above project has been made. However, the grant agreement between Sweden and Albania on the cooperation is in the Albanian approval process and has not yet been entered into. This procurement can’t be finalized until the grant agreement has been signed.

**1.2. 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.

In 2014, the Swedish Government adopted a Result’s Strategy for Sweden’s Reform Cooperation with Western Europe, the Western Balkans and Turkey 2014 – 2020. One of the three result areas subject to Swedish support is a better environment, reduced climate impact and enhanced resilience to environment impact and climate change.

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 12 million Euro 2019. 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.

## 1.3. Purpose and background of the procurement

## The overall objective of this proposal is to provide the Albanian authorities responsible for waste management with direct experience of introducing household waste separation schemes as the basis for national planning and achieving national recycling targets.

## 1.4. Description of the service to be procured

Embassy of Sweden in Tirana is looking for a Company (2 key experts) which will enable the introduction of waste separation at source in Berat Municipality. The chosen methodology for waste separation will be defined after a thorough analysis of options.

The consultant will be responsible for the procurement of goods/equipment (refuse vehicles, bins etc) to support the new waste separation system.

The development of human capacity is very important in the project and the principal partner institutions are the Ministry of Tourism and Environment, Ministry of Infrastructure and Energy and the waste unit within Berat Municipality. The Contractor will support the staff of MTE, MIE and municipal staff through on-job coaching, on-site visits at local level (municipality of Berat) etc.

A public communications campaign to support the introduction of the new household waste separation system is needed.

## 1.5. Contract period

The contract period runs for 30 calendar months. The Embassy is entitled (though not obligated) to extend the contract with unaltered terms and conditions. The total contract period shall not exceed 42 calendar months.

The contract start date is estimated at: 2021-05-01

## 1.6. Volumes

During the contract period the estimated volume is 10.7 MSEK (approximately 1.050.000€), including VAT.

## 1.7. Options

N/A.

## [1.8 The opportunity to submit a tender on all or part of the procurement](https://www.kommersupphandling.se/elite/Journal/Procurement/ProcurementMaterial/MainCriteria/EditCriterion.aspx?JournalId=9204&CriterionId=362895)

Tenders shall cover the entire procurement.

## 1.9. Reasons relating to the decision not to divide contract

The procurement includes an area that cannot be divided in different lots, as the winning supplier must have a clear understanding in order to carry out the assignment in a qualitative way*.*

## 1.10. Appendices

The procurement document relating to this procurement includes the following appendices:

Appendix 1 - Terms of Reference

Appendix 2 - Draft of the contract

Appendix 3 - Standard contitions

Appendix 4 - Self declaration

Appendix 5 - Declaration of honour

Appendix 6 - Language level definition

# 2. Administrative terms and conditions

## 2.1. Procurement procedure

The procurement is carried out through an open procedure, in accordance with the Swedish Public Procurement Act (2016:1145), also known as LOU. The procedure does not allow 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](mailto:ambassaden.tirana@gov.se). The tender email shall include the reference number UM2020/39340.

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.

### **2.2.4. Tender submission deadline**

The deadline to submit a tender is 2021-01-25 at 17.00hrs.

### **2.2.5. Period of validity of the tender**

The tender shall be valid until 2021-11-30.

### **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 be 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](mailto:ambassaden.tirana@gov.se) and marked with UM2020/039340. The deadline for submitting questions is: 2020-12-22. 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: [www.swedenabroad.se/en/embassies/albania-tirana/](http://www.swedenabroad.se/en/embassies/albania-tirana/)

Published questions and answers, as well as any clarifications and additions submitted during the tender period, 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 – Examination of the object of the procurement

In Step 2, 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/goods”. The tenders that meet these requirements advance to Step 3; all other tenders will be rejected.

#### Step 3 – Evaluation

In Step 3, the tender is evaluated in accordance with the evaluation methodology, as set forth in the section “Evaluation of tenders.”

#### Step 4 – Qualification of tenderers

Prior to offering to sign the 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”.

## 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**

## [3.1. Self](https://www.kommersupphandling.se/elite/Journal/Procurement/ProcurementMaterial/MainCriteria/EditCriterion.aspx?JournalId=9204&CriterionId=360958)-declaration by tenderers

The tenderer shall respond to all requirements in Appendix 4, “Self-Declaration by tenderers”.

Please note that should the tenderer choose to reuse the ESPD document, the tenderer is obliged to ensure that all requirements in Appendix 4 – Self declaration by tenderers are verified in the ESPD document. The tenderer is advised to have all requested documentation at hand, as it shall be able to provide the information mentioned in section 3.3 “Qualification of tenderers” without delay.

## 3.2. Self-declaration of subcontractors on which the tenderer relies and consortium parties

Tenderers who relies on the capacity of other suppliers (in accordance with the section “Subcontractors on which the tenderer relies” in this procurement document) and/or tenderers who intend to submit a tender as a consortium shall provide a declaration in their tender regarding all of the requirements in the section “Exclusion grounds” in this procurement document for each subcontractor on which the tenderer relies or consortium party. The tenderer is obliged to ensure that all requirements in the section “Exclusion grounds” have been addressed in the enclosed declaration. Please use Appendix 4 “Self-Declaration by tenderers”.

## 3.3. Qualification of tenderers

Whenever it is deemed necessary for the further processing of the tender, the Embassy may request information or evidence to verify fulfilment of the requirements set forth in the section “Requirements for tenderers” and the information submitted in Appemdix 4, “Self-Declaration by tenderers”.

The Embassy will request the information or evidence listed below of those tenderers to whom the Embassy intends to award a contract.

* Evidence that the tenderer and any subcontractors on which the tenderer relies or consortium parties are not to be excluded according to Chapter 13, Section 1 of the LOU (i.e. section “A: Grounds relating to criminal convictions” in this procurement document) shall primarily consist of an “extract from a criminal records database,” or else an “equivalent document issued by a competent government authority”. If neither of these forms of evidence can be provided, the tenderer may submit a declaration of honour “before an authorised body, or a similar declaration”. Examples of such declarations are available in Appendix 5,“Declarations of honour”.
* 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 of the tenderer and of any subcontractors on which the tenderer relies or consortium parties. If these forms of evidence can not be provided, the tenderer may submit a declaration of honour “before an authorised body, or a similar declaration”. Examples of such declarations are available in Appendix 5,“Declarations of honour”.
* Documentation issued by a competent government authority in the country in question supporting the claim that the tenderer and any subcontractors on which the tenderer relies, or consortium parties are not bankrupt and are not in arrangement with creditors, and that their assets are not being administered by a liquidator or by a court. If these forms of evidence can not be provided, the tenderer may submit a declaration of honour “before an authorised body, or a similar declaration”. Examples of such declarations are available in Appendix 5,“Declarations of honour”.
* A declaration of honour as proof that the tenderer and any subcontractors on which the tenderer relies, or consortium parties have not entered into a voluntary arrangement with creditors, that their assets are not being administered by a liquidator or a court, or that they have not suspended their business activities. Examples of such declarations are available in Appendix 5, “Declarations of honour”.
* Documentation attesting to compliance with respect to registration in a register that is equivalent to the Swedish Register of Companies or trade register, or a similar register.
* Alternative proof of economic and financial position, in accordance with the section “Financial ratio”.
* Commitment in the form of a parent company guarantee, cooperation agreements, or equivalent from all subcontractors on which the tenderer relies.
* A copy of a consortium agreement, signed by all consortium parties.

The supplementary documents (information/evidence) verifying fulfilment of the requirements set forth in the section “Exclusion grounds”, i.e. p. 1–4 above, may not be more than **three months old**, as calculated from the closing date for tenders.

**The following applies to all the above-mentioned documents:**

The tenderer is recommended to have the documentation at hand since this information is to be submitted without delay.

If the tenderer submits information/evidence in a language other than Swedish or English, the tenderer must submit on request a translation of the original document in Swedish or English.

If the tenderer cannot submit information/evidence in accordance with the above, an explanation must be attached to this. If the explanation is considered insufficient by The Embassy, this could mean that the tenderer will be excluded from the procurement, which may have consequences for the tender as a whole.

A tenderer is under no obligation to submit supplementary documents if the Embassy has access to the information or is able to obtain access free of charge to the information by electronic means.

## 3.4. 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/goods

## [**4.1. 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 the 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.

## 4.2. Terms of reference

The terms of reference define the conditions for the implementation of the assignment. See Appendix 1 – Terms of reference.

The tenderer **shall** accept the prerequisites for the implementation of the assignment, which are presented in Appendix 1 – Terms of reference.

## 4.3. Method for implementing the assignment

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

* Method for implementing the assignment.
* The tenderer's understanding of the assignment.
* Explanation of the risks and assumptions.
* Distribution of work between home offices and workplaces in partner countries, as well as the distribution between international and local consultants.

## 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:

* Whether the tasks necessary to implement the assignment have been assigned to persons with adequate training, experience and knowledge.
* The organisational structure for implementing the assignment, i.e., the persons who will be assigned the tasks necessary to carry out the assignment.
* Back-up function; list of expertise in the region, available quality system.

## 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:

* The timing, sequence and duration of the proposed tasks.
* Work plan indicating the envisaged resources to be mobilized.

## 4.6. Qualifications and competence

The tenderer **shall** provide a project manager, a senior waste expert as well as other staff/non-key experts necessary for the implementation of the assignment. The tenderer shall submit CVs and Statements of Exclusivity and Availability for the two key experts below.

*The expert team*, between them, **shall** possess:

* Experience of development of technical specifications, tender dossiers, evaluation of offers and management of delivery of solid waste equipment (like refuse vehicles and bins) according to EU rules or Sida Procurement Guidelines, and shall have carried out at least 1 such procurement during the last 7 years.

*The Project manager* **shall** possess*:*

* at least 5 years of experience as a project leader for the provision of services within the environmental sector;
* minimum of 10 years of general professional experience in the environmental sector;
* University bachelor degree in environmental sciences, engineering, management or equivalent and;
* good skills in English, equivalent to at least level 3 (according to the Embassy’s language level definition; see appendix 6.

*The senior waste expert* **shall** possess*:*

* at least 5 years of professional experience within solid waste management;
* minimum of 10 years of general professional experience in the environmental sector;
* University bachelor degree in environmental sciences, engineering, management or in equivalent field and;
* good skills in English, equivalent to at least level 3 (according to the Embassy’s language level definition; see appendix 6.

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. Non-key experts

CVs for non-key experts should not be submitted in the tender but the tenderer shall demonstrate in their tender that they have access to experts with the required profiles (see ToR section 7.1. for required profiles).

## 4.8. Personal references

The tenderer **shall** submit in its tender at least one reference assignments within solid waste management, which include household source separation activities, for each of the proposed team members. The person must have carried out the reference assignment during the past 7 years. The reference assignments shall include the following:

* + a short description of the reference assignment,
  + the implementation time,
  + results our output of the assignment 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 within the above stated area of expertise. The Embassy also reserves the right to contact the reference persons to verify the submitted information.

## 4.9. Reporting and documentation

Inception Report: No later than 3 months after the start of implementation. In writing.

Interim, 6 month progress reports: No later than 1 month after the end of each 6-month implementation period.

Annual audit report: No later than 3 months after the end of the calendar year.

Final report: Within 1 month of receiving comments on the draft final report from the project manager identified in the contract.

# 5. Evaluation criteria

## 5.1. Method for implementing the assignment [30 points maximum]

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:

* If a suitable and feasible method to carry out the assignment and fulfil the objectives is proposed. 10 p.
* Whether the tenderer demonstrates an understanding of the assignment and the tenderer's role and task in the implementation. 10 p.
* Explanation of the risks and assumptions. 5 p.
* That the distribution of work between home office and workplaces in Albania, as well as the distribution between international and local consultants, is adequate. 5 p.

## 5.2. Project organisation [20 points maximum]

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. 8 points.
* If the organisation is clear i.e. for example contains a list of roles or a schedule of staff. 7 points.
* Back-up function; experience of responsible head office manager, list of expertise in the region, available quality system. 5 points.

# 5.3. Work plan and timeline [10 points maximum]

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:

* The timing, sequence and duration of the proposed tasks. 5 p.
* Work plan indicating the envisaged resources to be mobilized. 5 p.

## 5.4. Merits [40 points maximum]

“Qualifications and competence” in section 4 specifies the minimum requirements for proposed persons’. Whatever exceeds the minimum requirements shall be demonstrated below and will be assessed and scored in accordance with the section “Evaluation of tenders.”

It is **preferable** if the *project manager* hasthe following:

* More than 3 years of experience of assisting national and local autorities with EU Ch.27 Accession issues, environmental policy and practical infrastructure planning and implementation. Maximum 10 points.
* Substantial working experience in the field of household waste source separation during the past 10 years. Maximum 5 points.
* Experience of more than 1 procurement of solid waste equipment (like refuse vehicles and bins) according to EU rules or Sida Procurement Guidelines during the last 10 years. Maximum 5 points.

It is **preferable** if the *senior waste expert* has the following:

* Experience of a similar size capacity building project, assisting national and local authorities, on household source separation, completed in the past 5 years. Maximum 10 points.
* More than 5 years of working experience, including using the EU accession planning instruments, in the field of solid waste management in Western Balkan. Maximum 5 points
* Experience of more than 1 procurement of solid waste equipment (like refuse vehicles and bins) according to EU rules or Sida Procurement Guidelines during the last 10 years. Maximum 5 points.

# 6. Tender prices

Prices, fees and costs shall be expressed in SEK, including VAT, other taxes and charges.

## 6.1. Fees and costs

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

Fees specified that:

Fee/day for each personnel category/role.

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

Out of the maximum budget of 10.7 MSEK a maximum 5.46 MSEK is set a side for purchase of equipment (vehicles, bins etc). The budget for equipment, 5,46 MSEK, can not be used for any other part of project.

Travel expenses are to be reimbursed in accordance with EU per diem rates.

## 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

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

|  |  |  |  |
| --- | --- | --- | --- |
| |  |  | | --- | --- | | Award criteria |  | | Maximum score |
| |  | | --- | | Method for implementing the assignment  Project organisation  Work plan and timeline  Merits | | 30 p.  20 p.  10 p.  40 p. |
| Total points | 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 20 points that is deemed to be “Good” is assigned 0.8 x 20 = 16 points.  (In the evaluation, the levels (in %) will be fixed. This means that no intermediate levels will be used.) | Rejected  Inadequate  Acceptable  Good  Very good | 0 %  40 %  60 %  80 %  100 % |

The tender must receive at least 70 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 added 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 3.

#### 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.