



SWEDISH
ENVIRONMENTAL
PROTECTION
AGENCY

Invitation to tender
2023-08-15

Case number:
NV-01142-23

Call for tender – a knowledge broker to produce overarching policy briefs

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1. General orientation

The procurement is carried out as a direct award procurement, in accordance with the Swedish Public Procurement Act (2016:1145 – LOU). Applications may be accepted without negotiation. It is therefore important that the optimal conditions are set out in the tender.

1.1. The Swedish Environmental Protection Agency

The Swedish EPA, corporate identity no. 202100-1975, is the public agency in Sweden that is responsible for environmental issues. The Agency carries out assignments on behalf of the Swedish Government relating to the environment in Sweden, the EU and internationally.

More information about the Swedish EPA is available on the website: <https://www.naturvardsverket.se/en>.

1.2. Background and context for the procurement

1.2.1. The European Biodiversity Partnership – Biodiversa+

Context of the call for tender:

The Swedish EPA is as partner in the European Biodiversity partnership – Biodiversa+ leader of work package 4 on *Better connecting R&I programmes and projects to policy*. In this context, the Biodiversa+ subtask 4.3.1 “*Development of policy products*” led by the Swedish EPA (SEPA) is subcontracting a service provider to undertake the development of overarching policy briefs based on the key results of ten projects within one call.

Further description of the assignment is specified under § 4 and in Appendix 2.

1.3. Budget

The maximum budget amount available for the assignment (including fees and reimbursables) is € 38 000 excl. VAT.

2. Administrative terms and conditions

2.1. Appendices

Appendix 1 – The Swedish EPA General Terms and Conditions

Appendix 2 – Detailed assignment description

2.2. Submission of applications and closing date

Applications shall be tagged with the case number (see above) and sent to Hannah Östergård Roswall by email before the closing of the receipt with Cécile Mandon (cecile.mandon@fondationbiodiversite.fr) in cc.

Closing date is 2023-09-25.

Applications that are not received in time will not be considered.

2.3. Contact person at the Swedish EPA

Name: Hannah Östergård Roswall

E-mail: hannah.ostergard.roswall@naturvardsverket.se

Questions regarding this procurement shall be sent by e-mail to the above contact person.

Important, if the contact person is not available, questions could be sent to Henrik Lange: Henrik.Lange@Naturvardsverket.se and Cécile Mandon: cecile.mandon@fondationbiodiversite.fr in cc. preferably in English.

The deadline to submit questions is 2023-09-11.

2.4. Content of the tender

The Swedish EPA prefers that applicants use this document as a template for their tender. In this document, it is possible to submit confirmations and certificates using checkboxes and also text boxes for other requested information.

If applicants choose not to use this document, it is important that all requested information is included in the tender.

2.5. Contract terms and conditions

The terms of the agreement are valid in combination with the Swedish EPA's General terms, appendix 1.

The applicant accepts the General Terms:	Yes <input type="checkbox"/>
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2.6. Information about the Applicant

The tender shall include the following information:

Company name: [Company name]

Registration number: [Reg. no.]

Contact person, name: [name]

Contact person, e-mail: [e-mail]

Contact person, phone: [phone]

2.7. Reimbursement for the preparation of applications

Costs and/or losses that may occur for Applicants because of and in connection with the preparation and submission of applications or other activities in connection with this procurement contract are not reimbursed.

2.8. Notification of award decisions

As soon as a contract award decision is made, this will be notified in writing to all Applicants.

The reception of a notification regarding the award decision does not mean that a binding contract has been signed between the Swedish EPA and the winning Applicant. 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 Applicants.

2.9. Termination of the procurement

The Swedish EPA is entitled to cancel this procurement if a decision is made or organizational changes occur, which may affect or alter the conditions of the procurement.

3. Requirements for applicants

3.1. Confirmation in the tender

For all requirements in section 3 of this Request for applicants, the tender should contain:

- a confirmation that the applicant is aware of the requirements and
- a confirmation that there are no grounds for exclusion.

The Swedish EPA reserves the right to obtain additional evidence to verify these requirements.

3.2. Grounds for exclusion – Criminal convictions

By answering Yes, the Applicant certifies that s/he or her/his representative and partner have not been convicted of any of the following offences:

1. such a crime referred to in Article 2 of the Council Framework Decision 2008/841/JHA of 24 October 2008 on the fight against organised crime,
2. bribery as defined in Article 3 of the Council Act of 26 May 1997 drawn up based on Article K 3.2 c of the Treaty on European Union, the Convention on the fight against corruption that officials of the European Communities or the EU Member States are involved in, or Article 3.1 of the Council's joint action 98/742/JHA of 22 December 1998 adopted by the Council based on Article K.3 of the Treaty on European Union, on corruption in the private sector,
3. fraud within the meaning of Article 1 of the Convention drawn up based on Article K.3 of the Treaty on European Union, on the protection of the Communities' financial interests, or
4. money laundering, as defined in Article 1 of Council Directive 91/308/EEC of 10 June 1991 on measures to prevent the financial system being used for money laundering, as amended by European Parliament and Council Directive 2001/97/EC.

By answering Yes, the Applicant certifies further that s/he or her/his representatives and partners are not:

- a. by a final judgment convicted of an offence concerning professional conduct,
- b. guilty of grave professional misconduct and the contracting authority can demonstrate this,

If the Applicant, her/his representatives or partners, proves to be convicted of, or in the case of b above, have been guilty of any of the offences listed above, the Applicant will be excluded.

The applicant understands and solemnly declare fulfilling above requirements:
Yes

3.3. Grounds for exclusion – Payment of taxes and social security contributions

The Applicant and all potential subcontractors shall meet the legally set requirements regarding the payment of taxes and the payment social security contributions in the home country of the applicant.

The applicant understands and accepts the above requirements:
Yes

3.4. Acceptance of the assignment's conditions and certification in cause to EU sanctions against Russia and Belarus

EU economic sanctions against Russia and Belarus

The EU has decided on sanctions against Russia and Belarus as a result of Russia's aggression against Ukraine. These sanctions affect procurement organizations and public procurement in several different ways:

- Firstly, there is a prohibition on making payments, etc. to certain listed persons and organizations (freezing of assets).
- Secondly, there is a prohibition on importing, buying and transporting certain listed goods (import prohibition).
- Thirdly, there is a prohibition on awarding and fulfilling public contracts with Russian actors.

The sanctions contain some limited possibilities for exceptions. The Swedish Chamber of Commerce has a special task with regard to the handling of these exceptions.

The procurement organization is prohibited from making direct or indirect payments to actors covered by these sanctions (listed in the sanctions lists). No claims related to this, such as damages, may also be granted. The procurement organization may also not import goods and services that are subject to current sanctions.

The procurement organization may also not award contracts to or in relation to a supplier belonging to any of the following categories:

1. Russian citizens or physical or legal persons established in Russia
2. legal persons, entities or organs whose ownership of more than 50% is directly or indirectly owned by a person referred to in (a);
3. physical or legal persons, entities or organs acting on behalf of, or on behalf of, an entity referred to in (a) or (b).

This also applies if any such actor constitutes a subcontractor, supplier or entity whose capacity is utilized in the procurement and accounts for more than 10% of the value of the contract in question.

Certification in cause to EU sanctions against Russia and Belarus

The applicant shall certify that it:

- not directly or indirectly covered by the sanctions.

- will not use subcontractors etc. covered by the sanctions or invoke the capacity of such actors in the procurement.
- within the framework of the contractual relationship will not participate in the purchase, import or transport of such products and services that are subject to EU import restrictions.
- immediately inform the contracting organization of the applicant's legal status, ownership or representation implies, or changes in such a way, that it is subject to the sanctions.
- immediately inform the contracting organization if there is a reason to suspect that the circumstances are such that a subcontractor or an invoked company is covered by the sanctions.
- will cooperate fully in matters relating to compliance with the sanctions and provide the information necessary in this regard.

The applicant understands and solemnly declare fulfilling above requirements.
Yes

4. Requirements for the Service

4.1. Confirmation in the tender

For all requirements in section 4 of this Invitation to Tender, the tender should contain:

- confirmation that the applicant understands and accepts the requirements and
- references to requested information.

4.2. Scope of the assignment

The assignment will encompass the production of four to six overarching policy briefs. The content of the policy briefs to be based on the results of ten research projects funded by Biodiversa through the BiodivHealth call “Biodiversity and its influence on animal, human and plant health”. See more information on the research call [here](#).

The assignment **does not** include layout, design and printing of the briefs, which will be done by the Biodiversa+ communication team. The assignment is further specified in Appendix 2.

The applicant understands and accepts above requirement: Yes

4.3. Time and work plan

The assignment is to start in October 2023, and be completed in September 2024. The contract period runs for 12 calendar months and is estimated to encompass 250 hours (maximum 300 hours).

The applicant understands and accepts above requirement: Yes

4.4. Option and renewal of contract

No option for renewal of contract occur. Swedish EPA may allow for an extension with a maximum of three (3) months if requested in writing. Any

request for an extension should be Swedish EPA at hand at least six weeks before the end of the contract period.

4.5. Requirements for personnel

The service provider **shall** have sufficient personnel resources and experience for the engagement. Further requirements are specified in Appendix 2.

Each service provider **will have to** provide:

- A presentation of the applicant, number of employees, presence of a dedicated project manager directly in contact with the project's sponsor
- The offer expressed in euros
- At least two relevant references to similar projects performed in the last three years, with indication of the budget, date, and public or private authorities to which they relate
- A max two pages concept document presenting the approach envisaged to develop the Biodiversa+ policy briefs in concordance with the BiodivERsA Stakeholder Engagement Handbook, the coherence with Biodiversa+ and a schedule for the undertaking of the production of the policy briefs.

The provider **needs to be:**

- excellent writers experienced in synthesis of research findings as well as the science-policy interface,
- experienced in targeted communication towards decision- and policymakers at the European level.

The provider **needs to be:**

- updated on the relevant policy areas and processes, and when important decisions are to be made,
- well experienced on the topic of biodiversity and health, see further Appendix 2.

The tender must include a CV (Curriculum Vitae) per consultant, including a description of the consultant's educational qualifications and other professional work experience of relevance for this project.

The CV should show fulfilment of the requirements above. It's preferable if the applicant structures the CV with a description of each point above, so that it is clear and easy to confirm each requirement.

<p>The applicant understands and accepts above requirement: Yes <input type="checkbox"/></p> <p>Refer to appendix with requested information/CV: [Refer to appendix].</p>
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5. Price and evaluation

5.1. Price

Price shall be specified as one hourly fee for all consultants involved in the assignment. The fee shall be given in €, excluding VAT but including any other taxes and fees.

Price: [Price].

If requested, refer to preliminary budget for the assignment (based on an estimate of the assignment indicated in section 4.X), where fees and reimbursable are specified: [Refer to appendix].

5.2. Evaluation

In this procurement, the Swedish EPA applies the value-added model as an evaluation model. The value-added model means that the qualitative properties (evaluation criteria) are attributed a value in €, i.e. a fictitious price deduction (an added value). The value of respective deduction is stated next to the evaluation criterion.

Offered price minus received price deduction equals the Evaluation price. Please note, it is possible for the evaluation price to be a negative value.

The Applicant with the lowest Evaluation price will be awarded the contract.

Evaluation criteria

Criteria no.	Criteria	Price deduction per added value qualitative property in €
1	Compliance with specifications, understanding of our needs and objectives of the policy briefs	6500
2	Content awareness, the applicant is up to date on the need of scientific evidence in the relevant policy-arenas in Europe. This includes, EU Council's, Parliament's and Commission's political agenda and to have key contacts in the political administrations.	2000
3	Experience & quality: the tender has proof or relevant high-quality work from previous engagements on informing policymaking in Europe with scientific evidence. The interpreters must demonstrate good writing and communication experience	4000
4	Price	6000

Fulfilment of each evaluation criterion will be graded using the following scale:

Grade	Percentage	Motivation
Rejected	0 %	The description or equivalent element is missing or has major shortcomings.
Acceptable	50 %	The description or equivalent element is sufficiently good but lacks substantial benefits or is of uneven quality.
Good	75 %	The description or equivalent element is adequate and well suited for the purpose.

Very good	100 %	The description or equivalent element provides added value and is of high quality overall.
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The percentage for each step in the scale is multiplied by the maximum value for each deduction and thereafter summed. The sum constitutes the tender's total added value.

If more than one Tender remains after the qualification phase, the contract will be awarded to the Applicant that, fulfilling all of the mandatory requirements, has the tender with the best ratio between price and quality.

The Swedish EPA will evaluate the applicant's proposal based on the weighting of the evaluation criteria as stated in Appendix 2 § 4.2.