

**Denmark-Copenhagen: Financial management consultancy services**

OJ S 20/2021 29/01/2021

Contract notice

Services

**Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

---

**I.1. Name and addresses**

Official name: Ministry of Foreign Affairs of Denmark

Postal address: Asiatisk Plads 2

Town: Copenhagen

NUTS code: DK011 Byen København

Postal code: 1448

Country: Denmark

Contact person: Mille Døllner Fjeldsted

E-mail: [mildol@um.dk](mailto:mildol@um.dk)**Internet address(es):**Main address: <http://um.dk/en/danida-en/>**I.3. Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://www.ethics.dk/ethics/eo#/838985df-3e57-44d1-95b5-b20730f2aa2f/publicMaterial>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://www.ethics.dk/ethics/eo#/838985df-3e57-44d1-95b5-b20730f2aa2f/homepage>

Tenders or requests to participate must be submitted to the abovementioned address

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at: <https://www.ethics.dk/ethics/eo#/838985df-3e57-44d1-95b5-b20730f2aa2f/homepage>

**I.4. Type of the contracting authority**

Ministry or any other national or federal authority, including their regional or local subdivisions

**I.5. Main activity**

Other activity: Development assistance

**Section II: Object**

---

**II.1. Scope of the procurement****II.1.1. Title**

Management of Danish Emergency Relief Fund

Reference number: 2020-18620

**II.1.2.**

**Main CPV code**

79412000 Financial management consultancy services

**II.1.3. Type of contract**

Services

**II.1.4. Short description**

The Danish Emergency Relief Fund (DERF) is a humanitarian funding mechanism launched in May 2017. The DERF provides flexible and rapid funding to save lives and prevent further escalation of suffering in humanitarian crisis situations. It supports acute humanitarian interventions by Danish civil society organisations (CSOs), who have existing presence and capacity in crisis areas, primarily through local partners. The Department of Humanitarian Action, Migration and Engagement (HCE) of the Ministry of Foreign Affairs of Denmark (MFA) now intends to contract a DERF-manager for the period 2021-2024 with a possibility for extending the contract beyond 2024.

**II.1.5. Estimated total value**

Value excluding VAT: 24 000 000,00 DKK

**II.1.6. Information about lots**

This contract is divided into lots: no

**II.2. Description****II.2.2. Additional CPV code(s)**

75211200 Foreign economic-aid-related services, 79211100 Bookkeeping services, 79212200 Internal audit services, 79313000 Performance review services, 79419000 Evaluation consultancy services, 79421100 Project-supervision services other than for construction work

**II.2.3. Place of performance**

NUTS code: DK0 Danmark

**II.2.4. Description of the procurement**

The services requested for the next phase of DERF (2021-2024) include, but are not necessarily limited to the following:

- 1) Manage the DERF to ensure that it responds rapidly, effectively and relevant with integrity and flexibility to acute humanitarian crisis situations with a focus on providing emergency relief to affected populations to meet urgent needs and prevent further loss of life or escalation of suffering.
- 2) Fulfil the objective of the DERF through supporting the humanitarian interventions of Danish CSOs (without strategic humanitarian partnership with the MFA) who have relevant access, capacities and expertise, either through local or national partner CSOs and/or within their own organisation enabling them to respond to the humanitarian needs of people affected by crisis. The DERF can only provide funds to address humanitarian crisis situations in countries included in OECD/DAC-list of countries eligible to receive support.
- 3) Ensure that DERF supports life-saving interventions through localised humanitarian response and assists particularly vulnerable groups of people, hereunder refugees, IDPs and host communities.
- 4) Manage the MEAL-function of the DERF to see if interventions financed by DERF are implemented in a flexible, rapid and efficient manner in accordance with DERF Guidelines, common humanitarian standards and principles and contracts between Danish CSOs and local partners. Field level verification and analysis of selected humanitarian interventions supported by the DERF will be part of the MEAL-function.

- 5) Manage DERF's reporting, results management and external communication delivering products of high quality, including a DERF webpage which is continuously updated, ongoing grant disbursement reports, annual results- and progress report as well as financial reports to the MFA.
- 6) Ensure that the DERF is managed in accordance with the humanitarian principles, the Danish strategic for development cooperation and humanitarian assistance (new strategy is expected to be published in 2021), the principle of 'Leaving No one Behind' and realisation of the Grand Bargain commitments including localisation of humanitarian action.
- 7) Manage the funds made available to the DERF in accordance with sound financial management principles in a way that promotes transparency and a high level of integrity.
- 8) Monitor financial risks and provide financial control of reports received from grantees.
- 9) Manage a demand-responsive online support function that provides targeted and limited technical backstopping to CSOs that have been granted funds from the DERF.

#### **II.2.5. Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6. Estimated value**

#### **II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Start: 20/04/2021 End: 31/12/2024

This contract is subject to renewal: yes

Description of renewals:

The contract may be renewed with one year at the time until 31 December 2028.

#### **II.2.9. Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 5 Objective criteria for choosing the limited number of candidates:

Candidates will be selected on the basis of the information concerning technical and professional ability, cf. section III.1.3), in relation to the object of this contract, cf. sections II.1.4) and II.2.4).

In the selection, the contracting authority will specifically emphasise:

- the number of relevant contracts, as defined in section III.1.3);
- the extent to which the relevant contracts concern fund management for emergency relief in humanitarian crisis situations;
- the extent to which the relevant contracts concern cooperating with civil society organisations that are comparable to the partnerships with Ministry of Foreign Affairs of Denmark;
- the extent to which the relevant contracts compare to the description of this procurement;
- the extent to which the relevant contracts are performed for clients comparable to the Ministry of Foreign Affairs of Denmark (e.g. a European institution/agency or international organisation, a Ministry or any other national or federal authority, including their regional or local subdivisions or a national or federal agency/office).

#### **II.2.10. Information about variants**

Variants will be accepted: no

#### **II.2.11. Information about options**

Options: yes

Description of options:

The contract includes an option for additional services similar to the services and deliveries specified in the scope of services. The total budget for payment of such additional services and deliveries cannot exceed DKK 500 000 net of VAT annually.

#### **II.2.13. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:  
no

#### **II.2.14. Additional information**

Of the amount that the consultant has actually allocated to projects on an annual basis (within a calendar year), the client has fixed the consultant's maximum compensation at maximum 7 % to cover general administration and maximum 3 % to cover programme support. Tenders will be rejected if the quoted percentages exceed either 7 % for general administration or 3 % for programme support.

### **Section III: Legal, economic, financial and technical information**

---

#### **III.1. Conditions for participation**

##### **III.1.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions:

In Part III.A-C of the ESPD, economic operators must answer whether they are subject to exclusion grounds.

An economic operator is excluded from the procurement procedure if the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein has been convicted by final judgement or fined within the last 4 years for any of the exclusion grounds relating to the criminal convictions listed in section 135(1) of the Danish Public Procurement Act.

An economic operator is excluded from the procurement procedure if it has unpaid overdue debt of DKK 100 000 or more to public authorities in relation to payment of taxes and payment of social security, cf. section 135(3) of the Danish Public Procurement Act. An economic operator is, however, not excluded where the economic operator has agreed on a repayment scheme with the collection authority and that scheme is observed, cf. section 135(4), or where the economic operator provides guarantee of payment of the part of the debt which constitutes DKK 100 000.00 or more, cf. section 135(5).

An economic operator is excluded from the procurement procedure if it is subject to any of the exclusion grounds listed in sections 136(1)(1) and 136(1)(2) of the Danish Public Procurement Act.

An economic operator is excluded from the procurement procedure if it within the last 2 years has been subject to any of the exclusion grounds listed in sections 136(1)(3) and 137(1)(2-3) of the Danish Public Procurement Act.

The contracting authority can accept the following documentation in relation to the exclusion grounds in sections 135(1), 135(3) and 137(1)(2) of the Danish Public Procurement Act (in order of priority):

- 1) extracts from the relevant register or similar documents issued by a competent judicial or administrative authority or certificates issued by the competent authority in the country referred to as documentation that the tenderer is not subject to the grounds for exclusion stipulated in sections 135(1), 135(3) and 137(1)(2);
- 2) a declaration on oath (only if such extracts, certificates or similar documents are not issued in the country where the economic operator is established, or where the documentation does

not cover all the grounds for exclusion stipulated in sections 135(1), 135(3) and 137(1)(2) entirely);

3) a solemn declaration made by the person concerned before a competent judicial or administrative authority, a notary or a competent professional or trade body, in the country of origin or in the country where the economic operator is established (only if there is no provision for declarations on oath in the country where the economic operator is established). Thus, the contracting authority cannot accept e.g. a solemn declaration made before a notary if there can be issued a certificate by the competent authority in the country where the economic operator is established. Moreover, the contracting authority cannot accept self-declarations or similar declarations issued by the economic operator or the person concerned as documentation in relation to the exclusion grounds.

Economic operators can identify the relevant documentation using the online platform e-Certis: <https://ec.europa.eu/tools/ecertis>

Economic operators are encouraged to submit all necessary documentation as early as possible.

### **III.1.2. Economic and financial standing**

List and brief description of selection criteria:

In Part IV.B of the ESPD, the economic operator must fill in its average yearly turnover for the last 2 financial years available (where the economic operator can present annual reports).

If the economic operator consists of a group of economic operators (e.g. a consortia or joint venture) or if the economic operator relies on the capacity of other entities, each involved economic operator or entity must submit a completed ESPD.

When an economic operator is participating in the procurement procedure together with others (e.g. a consortia or joint venture) or if the economic operator relies on the economic and financial standing of other entities, the participating economic operators or the entities referred to are subject to joint and severable liability for the performance of the contract.

The contracting authority can accept annual reports or excerpts hereof or relevant statements from a bank or certified accountant as documentation in relation to the economic and financial standing.

When an economic operator is participating in the procurement procedure together with others or when an economic operator relies on the economic and financial standing of other entities, the economic operator must also provide statements of support or other documentation proving that the economic operator has access to the necessary economic and financial standing. The statements of support must establish a legal obligation for the party concerned and state that the involved economic operators or entities are subject to joint and severable liability for the performance of the contract.

Economic operators are encouraged to submit all necessary documentation as early as possible.

Minimum level(s) of standards possibly required:

The economic operator is required to have an average yearly turnover of minimum DKK 16 000 000 for the last 2 financial years available.

When the economic operator is participating in the procurement procedure together with others (e.g. a consortia or joint venture) or if the economic operator relies on the capacity of other entities, it is required that the participating economic operators or the economic operator and the entities referred to altogether meet the selection criteria.

### **III.1.3. Technical and professional ability**

List and brief description of selection criteria:

In Part IV.C of the ESPD, the economic operator must fill in a list of maximum five contracts entered into, ongoing or finalised within the last 3 years stating a description of the contract (nature and quantity of services from the economic operator and how they compare to the description of this procurement), amount (contract fee received by the economic operator), start date, end date and recipient (name and contact information).

The number of performed contracts is determined based on all submitted ESPDs (i.e. from all involved economic operators in a group of economic operators and/or other supporting entities).

If an economic operator has listed more than five contracts, the contracting authority will only read and assess the five most recent contracts listed (first based on end date, and then based on start date).

If the economic operator consists of a group of economic operators (e.g. a consortia or joint venture) or if the economic operator relies on the capacity of other entities, each involved economic operator or entity must submit a completed ESPD.

When an economic operator is participating in the procurement procedure together with others (e.g. a consortia or joint venture) or if the economic operator relies on the technical and professional abilities of other entities, the specific parts of the contract must be performed by the economic operators or entities with the required technical and professional abilities.

The contracting authority reserves the right to contact the recipients of services or require statements from the recipients, confirming that the economic operator has performed the listed contracts, as documentation in relation to the technical and professional ability.

When an economic operator is formed by a group of economic operators or relies on the technical and professional abilities of other entities, the economic operator must also provide statements of support or other documentation proving that the economic operator has access to the necessary technical and professional abilities. The statements of support must establish a legal obligation for the party concerned and state the parts of the contract to be performed by the party concerned.

Economic operators are encouraged to submit all necessary documentation as early as possible.

Minimum level(s) of standards possibly required:

Within the last 3 years, the economic operator is required to have performed (entered into, ongoing or finalised) minimum the following:

- one (1) contract regarding management of a fund of more than DKK 10 000 000;
- one (1) contract regarding humanitarian assistance; and
- one (1) contract regarding cooperation with civil society organisations.

A single contract may include one, more or all of the above-mentioned topics (e.g. the requirement is fulfilled if a single contract concerns management of a fund of more than DKK 10 000 000 to support humanitarian assistance in cooperation with civil society organisations).

When the economic operator is participating in the procurement procedure together with others (e.g. a consortia or joint venture) or if the economic operator relies on the capacity of other entities, it is required that the participating economic operators or the economic operator and the entities referred to altogether meet the selection criteria.

## **III.2. Conditions related to the contract**

### **III.2.2. Contract performance conditions**

Prior to the signing of the contract, the economic operator must present statements of availability from all non-permanent staff (e.g. project specific consultants or freelance consultants).

When an economic operator is participating in the procurement procedure together with others, the economic operator must present a joint statement from all the participating economic operators which identifies the member of the group who can act as an agent on behalf of the group with mandate to establish a legal obligation on behalf of the group in relation to the contracting authority.

The winning tenderer is to perform the contract in compliance with the Danida Anti-Corruption Policy and the principles of the UN Global Compact.

Economic operators can find more information on: <http://um.dk/en/danida-en/about-danida/Danida-transparency/anti-corruption/>  
<https://www.unglobalcompact.org/what-is-gc/mission/principles>

## Section IV: Procedure

---

### IV.1. Description

#### IV.1.1. Type of procedure

Restricted procedure

#### IV.1.3. Information about a framework agreement or a dynamic purchasing system

#### IV.1.8. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: yes

### IV.2. Administrative information

#### IV.2.2. Time limit for receipt of tenders or requests to participate

Date: 25/02/2021 Local time: 14:00

#### IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates

Date: 03/03/2021

#### IV.2.4. Languages in which tenders or requests to participate may be submitted

English

#### IV.2.6. Minimum time frame during which the tenderer must maintain the tender

Duration in months: 6 (from the date stated for receipt of tender)

## Section VI: Complementary information

---

### VI.1. Information about recurrence

This is a recurrent procurement: no

### VI.2. Information about electronic workflows

Electronic invoicing will be accepted

Electronic payment will be used

### VI.3. Additional information

The tender procedure is governed by Danish law and the rules applicable hereunder.

An English translation of the Danish Public Procurement Act is available on: <https://www.kfst.dk/media/54435/the-public-procurement-act.pdf>

Access to the procurement procedure requires online registration.

Guidance (in Danish and English) on the use of the tendering system can be found at:

<https://www.udbudssystemet.dk/public/instructions/ETHICS.EO.vejledning.pdf>

Local time in section IV) is according to Central European Time (CET) in Denmark.

Economic operators may only submit one application or tender.

Economic operators must submit a European Single Procurement Document (ESPD) as preliminary evidence that the economic operator is not subject to exclusion grounds and that the economic operator fulfils the requirements for economic and financial standing and technical and professional ability.

When the economic operator is participating together with others or if the economic operator relies on the capacity of other entities, each participating economic operator must provide a separate ESPD.

Before the time limit for receipt of tenders, the candidates, which the contracting authority has invited to tender, must present documentation of the information provided in the ESPD.

This contract has not been divided into lots, cf. section II.1.6), due to market and economic considerations.

Economic operators will not receive remuneration for their participation in the procedure.

#### **VI.4. Procedures for review**

##### **VI.4.1. Review body**

Official name: Klagenævnet for Udbud

Postal address: Toldboden 2

Town: Viborg

Postal code: 8800

Country: Denmark

E-mail: [klfu@naevneneshus.dk](mailto:klfu@naevneneshus.dk)

Telephone: +45 72405600

Internet address: <https://naevneneshus.dk/start-din-klage/klagenaevnet-for-udbud/>

##### **VI.4.3. Review procedure**

Precise information on deadline(s) for review procedures:

Actions regarding requests to participate and selection must be submitted within 20 calendar days from the day after the contracting authority has notified the economic operators of the decisions regarding selection.

Other actions regarding the procedure (e.g. decisions regarding award of contract) must be submitted within 45 calendar days from the day after the publication of a contract award notice in the Official Journal of the EU.

Complaint guidelines (in English) can be found at: <https://naevneneshus.dk/media/9802/complaint-guidelines.pdf>

##### **VI.4.4. Service from which information about the review procedure may be obtained**

Official name: Konkurrence- og Forbrugerstyrelsen

Postal address: Carl Jacobsens Vej 35

Town: Valby

Postal code: 2500

Country: Denmark

E-mail: [kfst@kfst.dk](mailto:kfst@kfst.dk)

Telephone: +45 41715000

Internet address: [www.kfst.dk](http://www.kfst.dk)

#### **VI.5. Date of dispatch of this notice**

25/01/2021

