

Appendix 4, Form for tender				
Procurement of framework agreement of consultancy assignment regarding the hybrid model for the fixed network				
Instructions for filling out Form for tender (this document)				
The purpose of this document is to clearly indicate the tenderers compliance to the Enquiry document and Requirement document.				
The Tenderer is requested to fill out the compliance fields located under the tabs in this Excel document.				
Each tab corresponds to a chapter in the Enquiry document or Requirement document.				
If the consultancy firm are not concerned by the requirement, either do not respond or indicate that you are not concerned.				
In the far right field is it stated if something must be attached to the tender.				
If the text in this document differs from text in the Enquire Document or the Requirement Specification shall the text in the Enquire Document or the Requirement Specification apply.				
			Fulfills/Accepts the requirement	
Nr in Enquiry			Yes	NO
Document	Requirements			Documents to attach
2.	Requirements regarding the tenderer			
2.1	The tender must include a description of the firm, its operations, resources and capacity for the assignments. The description may include development plan, a report on the quality assurance routines and information of how long the company has conducted the service in question			Description of the firm
	Relevant working methods, models and processes for the assignment must be reported.			Report relevant working methods
	If the supplier intends to use subcontractors or if a tender is submitted by two or more suppliers in alliance, a report must also be provided regarding these.			If tenderer intends to use subcontractors attach report regarding these
2.2.1	The consulting firm must offer at least two consultants. Since the accomplishment of the assignments is facilitated by good knowledge of PTS organisation and work methods, the consulting firm should name one of the consultants as primary consultant.			
	The tenderer must enclose CVs showing the knowledge and experience required regarding the consultants who are offered and would be used for assignments.			CVs

	<p>The experience and competence of the offered personnel must be confirmed by a CV for each offered consultant. The tender must also include information in writing how the consultants fulfil the three paragraphs below.</p> <p>Each one of the offered consultants must have:</p> <ol style="list-style-type: none"> 1. Performed at least one (1) assignment of producing cost calculations for LLU and interconnection in LRIC BU models/hybrid models. 2. Performed at least one (1) assignment of producing cost calculations for bitstream access as well as dark fibre access, which is integrated with LLU and interconnection, in LRIC BU models/hybrid models. 3. Good knowledge of EU Directives and Recommendations within the field for cost calculation and price regulation. 			CVs, Information about previous assignments and knowledge of EU directives etc.	
2.3	If the tenderer intends to use subcontractors must the tender include name of these parties.				
	The tenderer must also, by presenting an undertaking by the subcontractor/-s or similar, show that the tenderer will have necessary resources to fulfil the contract.			If tenderer intends to use subcontractors attach undertaking	
	The same requirements, regarding social insurance contributions and taxes as described under Section 2.5.2 "Tax verification", must also be fulfilled by subcontractors.			If tenderer intends to use subcontractors attach tax form	
	Tenderers are responsible for subcontractors as for their own staff.				
2.4	If two or more consultancy firms submits a tender in alliance must all firms in the alliance fulfil the "must requirements" under the following paragraphs in this document: 2.1, 2.5.1, 2.5.2, 2.5.3, 2.6.1, 2.6.2,			If tender is submitted in alliance, attach documents according to text	
2.5.1	For Swedish tenderers, a current registration certificate from the Swedish Companies Registration Office (Bolagsverket) for the company must be attached to the tender.			Registration certificate	
	For foreign tenderers a similar registration certificate from the corresponding authority in the tenderer's home country must be submitted. If the certificate does not show who is authorised to sign for the company, additional documentation showing this information must be included in the tender.			Foreign tenderers attach registration certificate	
2.5.2	Tenderers must have fulfilled their obligations regarding social insurance contributions and taxes in Sweden. To ensure this PTS will collect the Tax Form 4820 "Request for Procurement" from the Swedish Tax Agency for all Swedish tenderers and their subcontractors. This will be done after the opening of tenders in connection with the evaluation.				

	Foreign tenderers must satisfy the corresponding conditions in their home country, which must be verified by a certificate from the relevant authority in the tenderer's home country. The certificate must not be older than three months calculated from the last day for submitting tenders.			Foreign tenderers attach certificate	
	Collected data must show that tenderer is free of debts for tax and social insurance contributions.				
2.5.3	The tenderer must enclose a signed affirmation of truth, see Appendix 5, in original, signed by an signed by an authorised representative of the consultancy firm.			Affirmation of truth	
2.6.1	An extract from a credit information undertaking (e.g. from Upplysningscentralen [Swedish Business and Credit Information Agency; UC], Dun & Bradstreet [D&B], or corresponding in the tenderer's home country), indicating the tenderer's financial and economic stability, must be attached to the tender.			Credit information	
	The credit rating must be at least two (2) according to the UC scale, A in according to the D&B scale or corresponding (which must be shown by the tenderer).				
	If the rating is lower the tenderer must present an explanation that is acceptable to PTS.			If applicable attach explanation	
	The credit information certificate must not be older than three months calculated from the last day for submitting tender.				
2.6.2	The tenderer must have liability insurance for its operation during the entire term of the contract. Documentation regarding valid liability insurance, with details of the insurance company and policy must be presented no later than by the signing of the contract.				
3.	Requirements regarding the assignment (4. Requirements, in the Requirement Spec.)				
	The assignment must be performed in accordance with the enclosed Requirement Specification, see Appendix 1.				
4.1.1 (in the Requirement Specification)	A description must be provided of how the tenderer intends to implement a typical review and how to carry out the management and application of the model as described under section 3.1. The tender must , as a minimum, include the following parts:			Description according to text	
	1. A description that makes clear that the tenderer fully has understood the assignment described above under 3.1.				
	2. A description of how, when producing a revised BU model, the tenderer would ensure transparency and the preparation of relevant matters with operators.				
	3. Which consultants the tenderer intends to use for the assignment, the skills of these and how their time intends to be allocated to the various parts of the assignment.				
	4. A description of how the tenderer intends to proceed to ensure the quality and the result of the work (quality assurance).				

4.1.2 (in the Requirement Specification)	The consultants must be present at PTS' premises to the extent that PTS considers appropriate. PTS' preliminary assessment is that attendance in-house as regards the assignment for the review, management of the model, supervision, model updating, work related to court proceedings etc. will be required for approximately 40% of the total amount of the work load.				
4.1.3 (in the Requirement Specification)	It should be emphasised that activities and responsibility referred to above constitute such matters that it have been identified in advance. The tenderer must assist and guide PTS in the process on an ongoing basis. The tenderer must also work in close collaboration with PTS regarding relevant sub-activities.				
4.	Commercial conditions				
4.1	The price in Swedish kronor (SEK) must be stated in the tender as price per hour. Different price categories will not be accepted. Value added tax will be added to the above-mentioned price.			Price	
	The price must include all costs related to the assignments, except travel and living expenses subject to § 9 of the Contract, Appendix 2.				
	The price must be fixed through the entire term of the contract including any extensions. However, a price adjustment is possible in accordance with § 10 in the Contract, Appendix 2.				
4.2	The attached Contract including General Terms of Contract for Consultancy Assignments must apply (Appendix 2 and Appendix 3).				
6.	General preconditions for the tender				
6.1	A written tender must be provided to PTS no later than 9th January 2012 and must be binding up to and including XXth april 2012. If the procurement/contract is requested to review the tender must be binding another six (6) month.				
6.3	The tender must satisfy the requirements and instructions imposed in this Enquiry Document (including appendices). Tenders including reservations may be excluded. If information is omitted, this may be interpreted to mean that the requirements cannot be satisfied.				
	Tenders and information material must be submitted in one original.				
6.4	Tenders must be submitted in Swedish or English. All documentation and correspondence in the matter must be in Swedish or English.				
6.5	The tenderer must in the tender confirm that the conditions contained in this Enquiry Document (including appendices) are accepted, for example by completing the enclosed Form for tender, Appendix 4.			This document	
6.7	Questions concerning this Enquiry Document and other documents included must be presented via e-mail to e-mail: amelic.julin@pts.se. The final date for presenting questions is 1st January 2012. All questions will be answered through publication on PTS' website http://www.pts.se/upphandling/ as soon as possible after this date, but no later than the 3rd January 2012.				

6.8	The Financial Instrument Trading Act (2005:377) contains provisions on prohibitions against trade with financial instruments in the securities market. The Holding of Certain Financial Instruments Act (2000:1087) contains provisions on the obligation to provide information about holdings of financial instruments. A consultant must provide information to PTS or the supervisory authority in accordance with this Act and decisions that have been made under this Act, and to otherwise comply with the obligations prescribed by law.				
6.10	If PTS finds in necessary the tenderer must sign a pledge of confidentiality.				
6.11	The tender must be signed by an authorised representative of the consultancy firm.			Sign tender	
	In the event that the documentation enclosed in the tender (see 2.5.1) does not show that the current signatory is an authorised representative of the consultancy firm, this must be shown by another appropriate document, for example a power of attorney.			If applicable attach power of attorney	