



Tender procedure

The task description for the tender procedure before choosing a supplier should include the following points and text:

General information

Title of the tender:

Name:

Address:

CVR no.:

Date:

Deadline for offers:

Questions and offers should be directed to:

Phone number and e-mail:

Presentation of the company

Here, the company is described briefly. Refer to the website if needed.

Description of the task under tender procedure

Here, a detailed and precise description of the task that the company is requesting offers for.

The objectives and success criteria of the task

Here it is described what the goal of the task's solution is and how it is measured/ensured that the task can be solved.

Budget and offer specification

We expect the written offer to contain at least:

- A brief presentation of the offering companies, including the CVR number and contact information. Possibly also with references and history.
- Offers' proposal for solving the task.
- Indication of the price for solving the task.
- Expected time schedule. The task must be completed no later than 30/6-2026.
- If any discounts
- If any prerequisites for the offer.

Background for the tender

The company must show good and sound financial management, including documentation for that the agreed price for external purchases reflects the actual market price. Therefore, a tender procedure is being conducted.

We emphasize that facilities (suppliers) may only submit an offer for the requested services and activities.

The final choice of facility (supplier) is done by the company applying for or receiving the voucher based on an assessment of fit, price and quality.