



# Imagine Helsingborg

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the future of central southern Helsingborg

**Administrative Provisions  
Project competition H+,  
2008 onwards**

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# 1.0 Introduction

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## 1.1 Tender enquiry documentation

These Administrative provisions constitute the tender enquiry documentation for the H+ project competition together with the announcement and the document entitled 'Invitation to Project Competition, H+ 2008 onwards'. The tender enquiry documentation forms the basis of the invitation to tender from the procuring entity. The intention of the documentation is to provide objective and comprehensive information regarding the prerequisites for the procurement and the assignment. The tender enquiry documentation stipulates the requirements that the procuring entity imposes on the tenderer.

## 1.2 About the project competition

The project competition will be held in two phases. In an initial pre-qualification phase, five tenderers will be selected to continue in the competition. A panel of judges will then select one or more competition winners who, through a negotiated procedure without prior publication, may be given the opportunity to conclude an agreement with the client concerning the architectural assignment. The project competition will be held in consultation with the Swedish Association of Architects.

# 2.0 Procurement instructions

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## 2.1 Applicable law

The Public Procurement Act (LOU) (2007:1091) shall apply.

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## 2.2 Type of procurement

This procurement shall be conducted as a project competition under Chapter 14 of LOU.

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## 2.3 Client

The client is the City Planning Administration, Helsingborg City. The project competition will be held in consultation with the Swedish Association of Architects.

The Client's representative in connection with the project competition is:

Håkan Asmoarp, H+ Project Manager:  
Town planning and building committee  
Helsingborg City  
Järnvägsgatan 22  
SE-251 89 Helsingborg

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## 2.4 Project manager for the competition

The Client's project manager for this project competition is:

Kristoffer Nilsson  
Town planning and building committee  
Helsingborg City  
Järnvägsgatan 22  
SE-251 89 Helsingborg

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## 2.5 Questions during the tendering period

Questions during the tendering period may be submitted electronically to:

soraya.kabelele-senya@helsingborg.se

Questions can also be sent by mail in a sealed envelope marked 'Questions about the H+ project competition'.

Questions can be sent or submitted to:

Town planning and building committee  
Attn: Soraya Kabelele-Senya  
Helsingborg City  
Järnvägsgatan 22  
SE-251 89 Helsingborg

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## 2.6 tenders

Two (2) copies of the tender in A4 format shall be submitted/sent and shall have been received by the City no later than 1 September 2008.

NB Postmark does not apply. Tenders submitted by fax or by some other electronic means will not be accepted.

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## 2.7 Marking and addressing of the tender

Tenders shall be enclosed in a well-sealed, neutral envelope marked 'H+ project competition' and should be sent/submitted to:

Town planning and building committee  
Helsingborg City  
Järnvägsgatan 22  
SE-251 89 Helsingborg

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## 2.8 Content of the tender

*A tender shall include the following:*

### 2.08.1 Company information

Information about the company: name, address and corporate ID number; resources (e.g. number of employees, annual turnover, etc.), ownership structure; education/training and professional qualifications; resources and capacity to perform the assignment in addition to any other information that is relevant to the performance of the assignment. If the tender is submitted by several collaborating offices, the tender should state who is responsible for managing the project.

### 2.8.2 Certificate of registration

A copy of the current certificate of registration from the Swedish Companies Registration Office no more than 6 months old. Foreign tenderers must attach a similar certificate of registration from a corresponding authority in the tenderer's own country.

### 2.8.3 Form SKV 4820

Form SKV 4820 – 'Request for information in connection with Public Procurement' (ordered from the Swedish Tax Agency), no more than 2 months old, must be completed and signed by the Swedish Tax Agency. Foreign tenderers must attach a corresponding certificate concerning lack of debts relating to taxes and other compulsory charges from a relevant authority in the tenderer's own country.

### 2.8.4 Insurance certificate

Copy of an insurance certificate proving that the tenderer has valid consultant insurance. This certificate should show the insurance limit per claim and the applicable deductible.

### 2.8.5 Contact information

Contact details for the person responsible at the tenderer.

### 2.8.6 Composition of the project competition team

A description of the persons who will work on the project, including a brief description of each person's skills, and also how the project is intended to be organised.

### 2.8.7 Reference projects

A brief description of a maximum of six relevant reference projects.

### 2.8.8 Hourly fees

Information about the hourly fees requested for various skills in the team in the event that the client chooses to conclude an agreement with the tenderer following the conclusion of the design competition.

### 2.8.9 Description of methods

A brief description of the intended approach to the assignment.

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## 2.9 Opening tenders

The tenders shall be opened and registered as soon as possible after the expiry of the tendering period. At least two appointed officials shall participate in the opening of tenders.

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## 2.10 Notification

When a selection has been made, the tenderers chosen to continue in the competition shall be notified in writing.

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## 2.11 The continuing project competition

The five tenderers chosen to continue in the competition will be sent competition programmes. A panel of judges appointed by the client and the Swedish Association of Architects will choose the winning proposals.

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## 2.12 Language

Tenders must be submitted in Swedish or English. Competition programmes and reports from the panel of judges shall be produced in Swedish and English. However, previous studies that will constitute part of the competition programme will only be published in Swedish. The panel of judges' assessment of the competition entries will be released to the general public. In this connection, it is a requirement that the text of the proposal is in Swedish. The client will provide the participants in the competition with translation expertise.

# 3.0 Criteria for accepting tenders

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## 3.1 General information about criteria

After tenders have been opened, the tenders that have arrived on time will be compiled, reviewed and examined. Tenderers may be contacted to ensure that the tenderer's tender is understood correctly. Tenders may need to be clarified and supplemented if this can take place without any risk of special treatment or restricting competition (what is known as 'zeroing'), which means that the tenders must be treated in a comparable way. Obvious typing errors, miscalculations or other obvious errors in tenders may be corrected.

When evaluating tenders, all of the requirements stipulated in this tender enquiry documentation shall be examined.

Tenders shall consequently be examined in the following phases:

- Phase 1 – Assessment of tax-related, social and professional requirements, in addition to financial and technical capacity.
- Phase 2 – Assessment regarding requirements and achieving the objectives of the assignment in accordance with the selection criteria.

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## 3.2 Selection criteria

The following criteria will be taken into consideration in the assessment:

- Experience and innovative capacity based on the reference projects presented. Reference projects may include projects that have been carried out and proposals that were not realised;
- Relevant skills for the team as a whole. Particular emphasis will be placed on the team's competence within urban planning as well as the ability of the team to perform the assignment;
- Project organisation. The right skills in the team and that the project is run in a manner that is efficient and fit for purpose;
- Intended approach to the assignment; and
- Reasonable costs in relation to the information provided on hourly fees.

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## 3.3 Discontinued procurement

The procuring entity may need to discontinue the procurement if the prerequisites (in terms of requirements or for political reasons) are fundamentally changed during the tendering period.

One reason may be that the tenders submitted do not meet the requirements imposed.

# 4.0 Commercial terms and conditions

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## 4.1 Copyright and right of use

The parties submitting proposals have the copyright to their proposals. The client is entitled to utilise the competition entries as a basis for its investigative activities and programme work.

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## 4.2 Right of publication

The client and the Swedish Association of Architects are entitled to publish all of the competition entries. After the competition has come to an end, all competition entries that are published will state the name of the party submitting the entry.

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## 4.3 Compensation

The five tenderers selected to continue in the competition will each be compensated by the amount of EUR 50 000, excluding VAT. This compensation is intended to cover all of the costs of performing the assignment, unless otherwise stated. This compensation will be paid out after entries have been submitted.

