



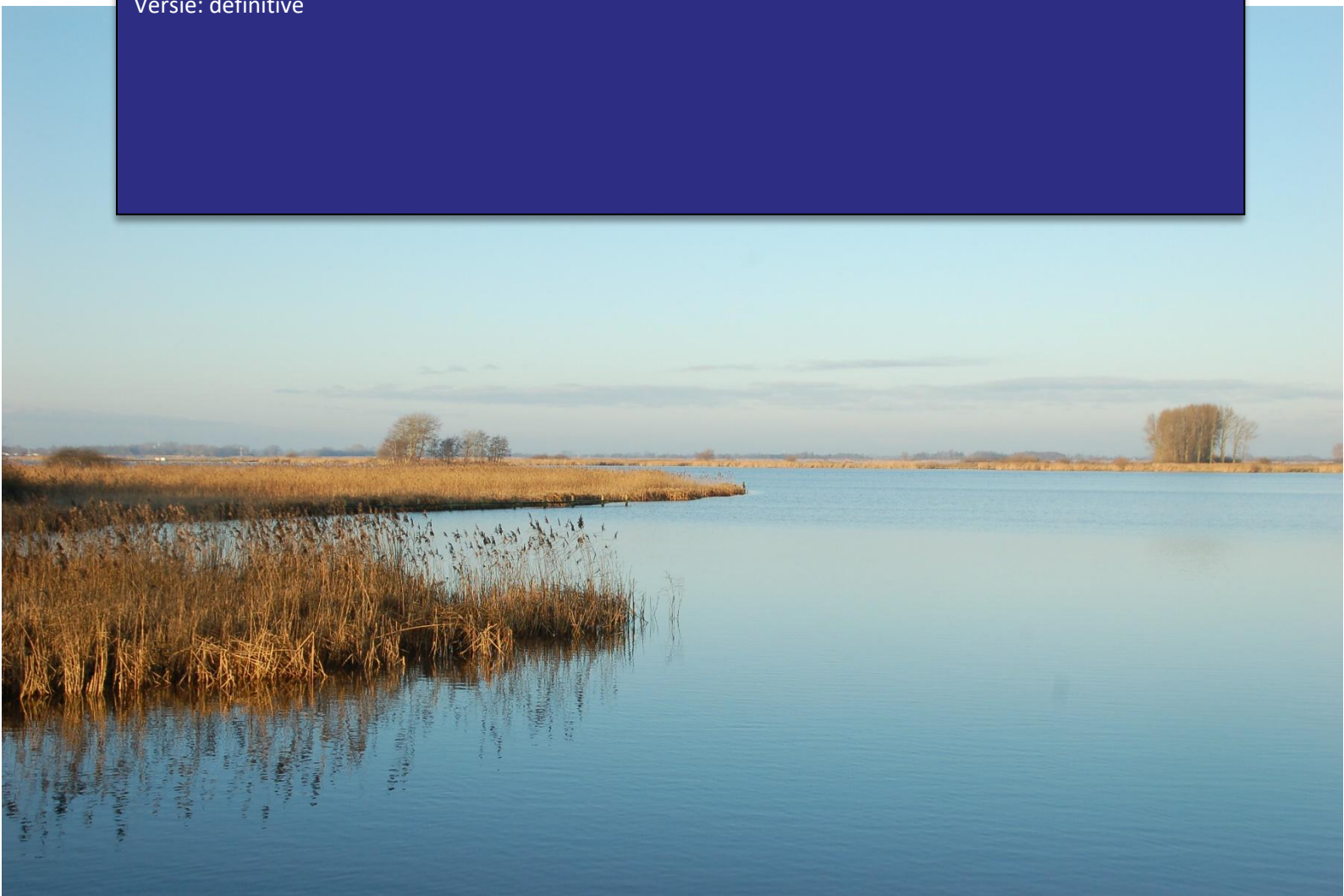
DE FRYSKE MARREN

Tender Preliminary District Heating Design in Joure

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1. Description of the Assignment

You are invited to participate in the tender 'Tender Preliminary District Heating Design in Joure' of the Municipality of De Fryske Marren. This document contains all the information you need to submit a competitive offer.

1.1. General Characteristics of the Assignment

We are looking for a party that can carry out the assignment 'Tender Preliminary District Heating Design in Joure' for us.

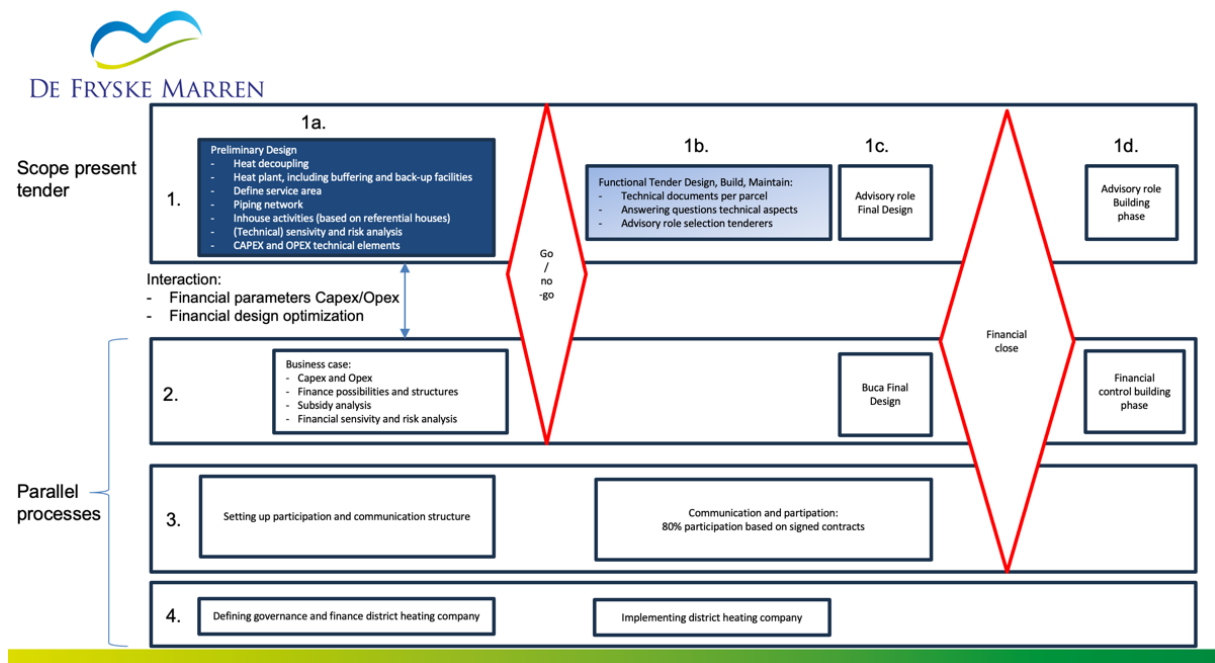
1.1.1. Overall Project Context

Figure below provides an overview of the overall development process of the Joure District Heating Project and the interaction between the various workstreams.

This procurement procedure concerns Workstream 1 only. The Contractor shall be responsible for developing the Preliminary District Heating Design (Phase 1a) and, subject to a positive go/no-go decision, may subsequently be commissioned for the optional phases 1b, 1c and 1d.

The Business Case (Workstream 2), Participation and Communication (Workstream 3) and Governance and District Heating Company Development (Workstream 4) are outside the scope of this procurement procedure and will be managed through separate workstreams. The Contractor is expected to cooperate closely with the parties responsible for these workstreams and to provide all required technical input, including CAPEX and OPEX estimates, to support the overall project decision-making process.

The outcome of Phase 1a will form a key input for the first go/no-go decision regarding the further development of the district heating system in Joure.



1.5. Scope of this assignment

1.5.1. General

The Municipality of De Fryske Marren intends to develop a district heating system in the town of Joure, primarily based on industrial residual heat supplied by JDE Peet's.

The purpose of this assignment is to develop a technically and financially feasible Preliminary Design that enables the Municipality and its project partners to make a substantiated go/no-go decision regarding the further development of the district heating system.

The assignment consists of a mandatory phase (Phase 1a) and three optional follow-up phases (Phases 1b, 1c and 1d).

Only Phase 1a will be awarded upon contract signature.

The Municipality reserves the right, at its sole discretion, to commission the optional phases after completion of Phase 1a. The Municipality is under no obligation to commission any of the optional phases.

2.5.2. Phase 1a – Preliminary Design (Mandatory)

The Contractor shall develop an integrated Preliminary Design for the district heating system in Joure. No design requirements have been set yet apart from the residual heat of JDE Peet's being the heat source. The choice of mid-temperature district heating (approximately 70 degrees celsius) Further design choices are expected to be made in the process of developing the Preliminary Design.

The Preliminary Design shall include at least:

- Analysis of the available residual heat streams from JDE Peet's and their future development scenarios.
- Definition of a technically and financially feasible base-case scenario.
- Definition of the service area and heat demand.
- Preliminary design of the district heating plant, including heat pumps, thermal storage, peak-load facilities and backup facilities.
- Preliminary design of the district heating distribution network.
- Analysis of up to three realistic alternative scenarios regarding residual heat availability and temperature levels and their effect on service area, district heating plant and distribution network
- Preliminary design of building connections (detached, semi-detached and terraced)
- Preliminary design of representative in-house installations (up to 10 referential houses), including a cost comparison with an all-electric solution (including insulation).
- Identification of technical and execution risks and their mitigation measures.
- Development of a phased implementation roadmap.

The Preliminary Design shall be elaborated to a level that allows the Municipality and its project partners to assess the feasibility of the project and support the development of a robust business case.

CAPEX and OPEX Deliverables

The Contractor shall provide detailed CAPEX and OPEX estimates for all technical components within the scope of the Preliminary Design. CAPEX estimates should be sufficiently detailed to support the business case development and subsequent decision-making process.

For the distribution network, CAPEX estimates shall at minimum distinguish between:

- Materials
- Labour

- Engineering
- Project management
- General costs, risk and profit
- Contingencies
- Other relevant cost categories identified by the Contractor

The Contractor shall provide all technical cost information required by the separate business case consultant as well as information on the phasing of the project.

The development of the business case itself, including financial structuring, subsidy optimization, financing arrangements and tariff modelling, is explicitly excluded from the scope of this assignment.

2.5.3. Go / No-Go Decision

Upon completion of Phase 1a, the Municipality and its project partners will evaluate the Preliminary Design and the associated business case. Based on this evaluation, a go/no-go decision will be taken regarding further development of the district heating project. Only in the event of a positive decision may the Municipality decide to commission one or more of the optional phases described below.

Phase 1b – Preparation of technical Procurement Documents (Optional)

Following a positive go decision, the Contractor may be requested to support the preparation of future Design, Build and Maintain (DBM) or comparable procurement procedures.

Activities may include:

- Preparation of technical and functional procurement documentation.
- Definition of technical requirements and performance criteria.
- Support during procurement procedures, including answering technical questions.
- Technical advisory support during evaluation of tenders.

The legal components of the future tender as well as all contracting documents are excluded from the scope of this assignment.

Phase 1c – Final Design Advisory Services (Optional)

Following contract award of the DBM or comparable contracts, the Contractor may be requested to provide independent technical advice during the Final Design phase.

Activities may include:

- Review of Final Designs.
- Assessment of compliance with project objectives and performance requirements.
- Assessment of proposed design changes.
- Technical advisory support to the Municipality.

Phase 1d – Construction Advisory Services (Optional)

During the construction phase, the Contractor may be requested to provide technical advisory services regarding proposed modifications and deviations from the approved design.

Activities may include:

- Review of technical changes.
- Assessment of risks and impacts.
- Independent technical advice to the Municipality regarding proposed modifications.

Explicit Exclusions

The following activities are not part of this assignment:

- Development of the business case.
- Financial modelling and financing structures.
- Subsidy applications and subsidy management.
- Engineering activities within the production processes of JDE Peet's.
- Detailed engineering suitable for construction.
- Procurement and contracting of Design, Build and Maintain contractors.
- Construction and implementation activities.
- Operation and maintenance of the district heating system.

We will award this contract based on the best price-quality ratio criterion. We distinguish between quality and price, weighted as follows: 80% quality, 20% price. You can score a total of 100 points, divided into 80 points for Quality and 20 points for Price. The details are described in Chapter 3.

You may assume an estimated contract value of €300,000 to €400,000 excluding VAT for Phases 1a and 1b combined. This estimate represents the expected maximum contract value if the Municipality decides to commission both Phase 1a and the optional Phase 1b. Upon contract signature, only Phase 1a will be awarded. Commissioning of Phase 1b remains entirely at the Municipality's discretion following a positive go/no-go decision. No rights may be derived from this estimate.

The contract is expected to commence on 2 November 2026. Phase 1a (Preliminary Design) will be awarded upon contract signature. Phases 1b, 1c and 1d are optional and may only be commissioned following a positive go/no-go decision by the Municipality and its project partners. The Municipality is under no obligation to commission these optional phases. A draft contract is included in Appendix 2.

1.2. Exclusion Criteria

We apply exclusion criteria. These are intended to exclude non-compliant companies. Companies that have, for example, bribed a public official must be excluded. A company that has not paid its taxes may also be excluded from further participation in the procedure.

Which exclusion criteria apply?

You will find this in the Uniform European Procurement Document (see Annex X). You complete this document and include it with your tender via TenderNed.

1.3. Suitability Requirements

We set suitability requirements. These are used to assess whether you are suitable to perform the assignment. If you do not meet a suitability requirement, we will not assess your offer further.

Requirements may be set to test technical and professional competence, as well as financial and economic standing.

Professional competence

You declare that you are registered in the trade register of the Chamber of Commerce or an equivalent register. This extract must not be older than 6 months prior to the submission of your offer.

Financial and economic standing

You provide proof of professional/business liability insurance with a coverage of at least €1,250,000 per event with a maximum of €2,500,000 per year.

With your tender you declare that you have sufficient financial capacity to carry out this assignment. You also declare that you are not bankrupt and have not filed for a suspension of payment. If necessary, we may also ask you for additional evidence, such as a bank statement or an accountant's declaration regarding your solvency.

Technical and professional competence

You declare that you have the necessary technical and professional competence to carry out this assignment.

Core Competencies

You demonstrate that you have sufficient expertise and experience to carry out the assignment. This concerns at minimum:

1. Experience in the design of district heating systems based on industrial residual heat

The tenderer shall demonstrate experience with the development of a preliminary design, detailed design, or equivalent engineering assignment for a district heating system in which industrial residual heat constituted a substantial part of the heat source. The reference project shall demonstrate the tenderer's ability to assess residual heat availability, integrate industrial heat sources into a district heating system, and develop a technically and financially feasible district heating concept.

The reference project must have been completed within the last five (5) years and shall concern a district heating system serving at least 1,000 connections or an equivalent scale.

2. Experience in preparing technical procurement documentation for district heating projects

The tenderer shall demonstrate experience with the preparation of technical specifications, functional requirements, employer's requirements, tender documentation, or comparable procurement documents for district heating projects. The reference project shall demonstrate the tenderer's ability to translate technical designs into procurement-ready documentation suitable for Design & Build, Design Build Maintain (DBM), or comparable procurement procedures.

The reference project must have been completed within the last five (5) years.

3. Experience in advise/supervision during the final design and realization phases

The tenderer shall demonstrate experience in projects where a supervision role was executed during the final design and realization phase in order to advise on proposed changes in the design to ensure they are necessary and/or involve improvements to ensure the design principles are still met.

The reference project must have been completed within the last five (5) years.

For each core competency we request one reference project. You therefore submit 3 reference projects. The same reference project may be used for multiple competencies, provided you describe how you meet the relevant core competency. You may describe your reference projects in Annex 3.

Quality Standards

You meet the applicable quality standards to carry out the assignment. This means:

1. ISO 9001:2015 Quality Management System

The tenderer shall have an established quality management system to ensure consistent delivery of high-quality engineering and consultancy services.

This requirement can be demonstrated by:

- A valid ISO 9001:2015 certificate; or
- An equivalent quality management certification issued by an accredited body; or
- Other evidence demonstrating that the tenderer applies equivalent quality management measures.

If you rely on a third party for your financial and economic standing and/or your technical and professional competence, you must provide evidence that you will have access to the necessary resources of that third party during the performance of the contract.

For verification of the suitability requirements, we request the following supporting documents:

- Tax Authority Payment Behavior Declaration (not older than 6 months)
- Copy of a valid policy or certificate of your professional liability insurance

Chamber of Commerce extract and reference project are part of your tender. You upload these documents in TenderNed.

This allows us to verify immediately upon receipt of your offer whether you are professionally authorized and technically competent.

The other supporting documents you upload only when we request them

You do not need to do this immediately. We only verify the documents of the provisional winner of this tender. If you are the provisional winner, we will ask you to submit the supporting documents within 10 working days.

1.4. About the Municipality of De Fryske Marren

We are a dynamic rural municipality in the province of Friesland. We have over 50,000 residents, a varied landscape, a rich history, and many recreational opportunities. The town hall is located in Joure. In addition, there are municipal service points in Balk and Lemmer. We have one Frisian town (Sloten) and 50 villages, of which Joure, Balk and Lemmer are the largest. The municipality is divided into 8 districts. We place great value on sustainability and future-proof solutions. For us, sustainability means realising the energy transition in a way that fits the character of our municipality: with respect for the landscape and nature, attention to the liveability of villages, and in close cooperation with residents, businesses and social organisations. We therefore opt for practical and feasible solutions that contribute to CO₂ reduction, circularity and a future-proof living environment.

The tender is supervised by a multidisciplinary team consisting of a procurement adviser, a project manager from De Fryske Marren and a representative of JDE. The project manager, working within the Sustainability programme team of De Fryske Marren, acts as the primary point of contact for the contractor during the procurement procedure and the implementation phase. The project manager is supported by colleagues with substantive expertise in areas including legal affairs, technology, communications and finance.

2. Planning and Contact with the Municipality

We are conducting this tender via a European open procedure. We have chosen this procedure because we expect no more than ten tenderers. You are most welcome to submit an offer.

This tender takes place via TenderNed. Via [TenderNed gebruiken als ondernemer | TenderNed](#) you will find everything you need to know to submit a tender for this procurement.

2.1. Planning

If you wish to be considered for this assignment, you must send us your offer before <date and time>.

The key dates for this invitation to tender are listed below:

Subject	Date	Time
Publication of invitation to tender via TenderNed	3 Augustus	
Deadline for submitting questions round 1	17 Augustus	10:00
Deadline for receiving answers round 1	26 Augustus	
Deadline for submitting questions round 2	2 September	10:00
Deadline for receiving answers round 2	7 September	
Submit offer via TenderNed before	21 September	10:00
Announcement of intention to award	12 October 2026	
Announcement of final award	2 November	
Start of services	November 2026	

The planning may change. If so, you will be notified. No rights can be derived from this planning.

2.2. Contact Person of De Fryske Marren and Email Address

For this tender, Mr T. Kramer is the contact person. The contact person can be reached via the message module in TenderNed. You will also receive all information and procurement documents from this platform.

It is not permitted to contact other employees of De Fryske Marren regarding this tender. If you do, you risk being excluded from further participation. Only with permission from the contact person contact with an employee of De Fryske Marren is allowed.

2.3. Submitting Questions

If you have questions, for example about what we describe in this document, you can submit them via the question and answer module in TenderNed.

By the 7th of September at the latest you will receive the answer to your questions. You will also then see the answers to the questions that other parties have asked. If we manage to answer a day earlier, you can already read our answer then.

When should you ask us a question?

- If there is something you do not understand.

- If you cannot find an answer.
- If you discover a contradiction in our documents.
- If you discover an error in our documents.

Do you not want your competitors to read your question and our answer?

You then have the option to ask the question confidentially to us one-on-one. Please note: you must indicate and explain to us that your question is confidential. When we agree your question cannot be answered publicly a one-on-one answer will be given. When we do not agree with your plead for confidentiality you will have the option to retract your question or have it answered publicly.

An answer we give is leading

This may mean that due to a given answer something changes or is supplemented in our documents.

A question is not a complaint

Only after we have provided an answer can you file a complaint if you disagree with our response.

2.4. Submitting Your Offer

If you wish to obtain this assignment, you must send us your offer. You must do this by the 21 October at 10:00 at the latest. You upload your offer digitally via TenderNed.

In section 3.1 you can read which documents you need to include with your offer. By sending your offer you agree to this invitation to tender and the content of the annexes.

Please note the following:

The Declaration of Integrity must be submitted with a legally valid signature. This means that the person signing the Declaration of Integrity must be authorised to do so.

Are you authorized to sign but do you want someone else to sign for you?

Let us know with a short, signed statement. Upload this statement to your Chamber of Commerce account. You are responsible for submitting your offer on time. Submissions are only valid when done digitally via TenderNed.

If we do not receive your offer on time, we may not assess your offer. You will then no longer participate and cannot win the assignment.

2.5. Award of the Assignment

After assessing all submitted offers, we will choose the best offer. How we reach that decision is described in section 3.2.

You will receive the decision on the intended award in a letter via the message module of TenderNed. This states whether your offer has been rejected or whether you will receive the assignment.

If no one has objected to our decision, the award becomes final. All parties will receive notification of this. If you wish to discuss your offer and our decision, you can send a message after the final award (see the planning) via TenderNed. We will then contact you to schedule a debriefing.

We may stop the tender at any time. We may also decide not to award the assignment.

2.6. Registering Together with Other Companies

This section provides an explanation of the different ways in which you can register together with other companies.

1) You may use subcontractors

But as the main contractor you remain fully responsible and jointly liable for the performance of the entire contract. This therefore also covers the work carried out by your subcontractors.

After submission you can no longer change subcontractors without our permission.

Information to be provided for this purpose if you use subcontractors: In the Standard Subcontracting Form (Appendix 6 to your tender), you indicate which part of the Assignment (nature and scope) will be performed by subcontracting and what will be carried out by which subcontractor(s). You upload the completed form to TenderNed with your tender.

2) Registering as a consortium

You can also register as a consortium. Within the consortium you must designate one contact person who acts as the lead party on behalf of the consortium. The lead party submits the offer and is our point of contact.

There are rules associated with registering as a combination.

Do you wish to register as a combination? Please indicate this via the messaging module in TenderNed. If you wish to submit a registration as a combination, you must provide the following additional information in addition to the requested documents:

- Each consortium member must complete a UEA, have it signed by an authorised representative of that consortium member.
- Each consortium member must upload a Chamber of Commerce extract in TenderNed
- Each consortium member must provide the supporting documents as described in this guide under 1.3 Suitability Requirements upon intended award.

Also indicate who the consortium members are and who the contact person is. Also describe how the responsibilities and tasks are divided within the consortium.

3) Reliance on a third party

You can make use of the knowledge, experience, resources or capacity of another company (a third party) in order to meet the suitability requirements. You must then demonstrate that you can actually access those resources.

If you rely on a third party, you must provide the following information:

- State in your UEA which third party you rely on and why.

- This third party must also complete a separate UEA, have it signed by an authorised representative of that party and include it in TenderNed.
- Also include a recent Chamber of Commerce extract for the third party with your registration.
- Demonstrate that you will have access to the resources of the third party you rely on for the performance (for example by means of a contract or other written agreement).
- Upon intended award, the third party must also provide the supporting documents as described in the guide under 1.3 Suitability Requirements.

2.7. Other Terms and Conditions

The Procurement Act applies to this assignment because, as a municipality, we are required to follow these rules. In drawing up this assignment we have been guided by the Proportionality Guide. A contracting authority may only deviate from this with due justification.

Procurement Terms and Conditions of De Fryske Marren

For your offer and the (performance of this) assignment, the General Procurement Terms and Conditions for deliveries and services of De Fryske Marren (Appendix 1) apply, unless agreed otherwise in writing.

Complaints

If you have a complaint, you must first ask a question about it in the normal way as described in section 2.3.

If you disagree with our answer, you can file an official complaint by sending an email to:

inkoop@defryskemarren.nl.

In your email, state in the subject line: 'Complaint tender District heating design Joure'. In your email you then describe what your complaint concerns. You also indicate why you believe our answer is incorrect.

We will forward your complaint to the complaints desk. These employees are not involved in this tender or its preparation. They can therefore assess your complaint objectively.

Your complaint may require additional time. The planning of the tender may then be adjusted accordingly. All parties will be notified of this.

Inaccuracies in this document

This invitation to tender has been compiled with care. Nevertheless, it is possible that you find an error or read something that is not entirely clear. In that case we ask you to submit a question as described in section 2.3.

Confidentiality

The information you read in this invitation to tender and the annexes has been provided to you in confidence. You may not share this information with third parties without the permission of the municipality.

In the same way, we treat your offer and the information you provide in it confidentially.

Conditional offer

If you include conditions in your offer before you can or wish to perform the work, we must treat your offer as invalid. You will then no longer participate in the tender.

Reservations

The costs you incur for this tender are at your own expense.

Invoicing

We prefer to receive e-invoices

As of April 2019, local authorities are required to accept e-invoicing. Therefore, we encourage this method of invoicing. An e-invoice is a digital (XML) file with a fixed structure. An e-invoice can be processed electronically from one automated system into another. An email with a PDF invoice as an attachment is not an e-invoice.

Method of invoicing

We prefer to receive your invoice via e-invoice. You can send this via the Peppol network. The OIN number of the Municipality of De Fryske Marren is 1823770151000, the VAT number is NL823770151B01, and the Chamber of Commerce number is 59603925. It is also possible to send an invoice in PDF format. You can email this to: crediteuren@defryskemarren.nl, quoting our internal routing number. The invoice must include a specification of the work/delivery(ies), the full address, and your company's Chamber of Commerce and VAT number. Upon assignment, you will receive the necessary details from the municipality for invoicing your work.

3. Your Offer

In order to submit a good offer, we ask you to send a number of documents. In this chapter you can read which documents these are and how we assess your offer.

3.1. Documents to be Submitted

Documents to be submitted with registration

Minimum information to be submitted, otherwise you may no longer participate in the tender

Price annex	Annex 7
Proof of registration in the trade register (Chamber of Commerce extract not older than 6 months)	
Response to quality requirements	
Standard subcontracting form DFM (when applicable)	Annex 6
Standard Reference and Core Competencies Form DFM	Annex 3

Documents to be submitted after intended award

Tax Authority Payment Behaviour Declaration (not older than 6 months)	Verification
Copy of insurance policy or certificate	Verification
Proof of quality assurance such as an ISO 9001 certificate or equivalent	Verification

3.2. Evaluating your offer

In the assessment we go through the following steps:

1. Is your offer received by us on time?
2. In this tender we work with various criteria that we assess. We call these the award criteria. The criteria concern price and quality.
3. Have you adhered to our procedure (to be read in chapter 2)?

If the answer to any of the above questions is “No”, we may not evaluate your offer further. This means that you will no longer be able to secure the contract.

If all questions 1 through 3 have been answered with a “Yes”, we check the following points:

4. Have you completed the Self-Declaration (UEA) correctly?
5. Does your Chamber of Commerce registration match the signature on your Self-Declaration?

If the answer to any of the above questions is “No”, we may not evaluate your offer further. This means that you will no longer be able to secure the contract.

If all questions have been answered with a “Yes”, we will assess your offer on price and quality.

3.3. Assessment Based on Award Criteria

In this tender we work with various criteria that we assess. We call these the award criteria. The criteria relate to price and quality. By assessing these together, we select the winning submission. That one has the best price-quality ratio. What we assess, how we assess and what we pay attention to in doing so is described in this document.

We assess quality and price

We do this in a ratio of 80% (quality) and 20% (price). The table below lists the various award criteria, including the corresponding weighting within the quality criteria:

Award Criterion Quality	Individual weighting	Total weighting
K1 Methodology and Design Approach	40 points	
K2 Technical documents	20 points	
K3 Key Personnel and Team Added Value	20 points	
Total quality	80 points	80%
Award criterion price	20 points	20%
Total	100 points	100%

Quality Award Sub-criteria

To submit a tender, you elaborate your approach. You do this by answering the 3 topics in the field of quality. You upload the responses in .pdf format with your offer in TenderNed. The questions are elaborated below.

Award Criterion K1 Methodology and Design Approach

The objective of this criterion is to assess the extent to which the Tenderer demonstrates a well-considered, project-specific and realistic approach that will result in technically and financially substantiated Preliminary Design, enabling the Municipality and its project partners to make a reliable go/no-go decision regarding the further development of the district heating system.

The Tenderer shall describe:

- The proposed methodology for developing the Preliminary Design.
- The proposed approach to collaboration with the Municipality, Housing Association Accolade, JDE Peet's and other relevant stakeholders.
- The proposed planning and management of the various project phases.
- How the available residual heat from JDE Peet's will be analyzed and integrated into the district heating concept.
- How future residual heat scenarios and uncertainties will be assessed and translated into design choices.
- How technical, financial and implementation risks will be identified and assessed
- The proposed level of detail of the Preliminary Design and the rationale for why this level of elaboration provides sufficient certainty for:
 1. a substantiated go/no-go decision;
 2. the development of a reliable business case;
 3. the preparation of future Design, Build and Maintain (DBM) or comparable procurement procedures.
- How an appropriate balance will be achieved between design detail, project duration, project costs and decision-making certainty.

The Municipality will assess the following aspects:

- The extent to which the methodology and proposed approach reflects an understanding of the specific characteristics and challenges of the project.
- The extent to which the planning is deemed realistic.
- The quality and robustness of the proposed design and analysis methodology.
- The extent to which uncertainties and risks are identified and effectively addressed.
- The quality of the justification for the proposed level of detail.
- The extent to which the proposed approach contributes to reliable and well-founded decision-making.

You have a maximum of 3 pages (A4) for your response, including any supporting visual material. Additional pages will not be taken into account.

Award Criterion K2 Technical documents

The objective of this criterion is to assess the extent to which the Tenderer demonstrates the ability to draw up technical tender documents contributing to an efficient and successful future tender for the final design, building and maintenance phases.

The Tenderer shall describe:

- Their view on the required level of detail of the technical tender documents necessary to ensure proposals will meet the principles and requirements district heating network based on the preliminary design.
- How an appropriate balance will be achieved between detail of the tender documents, duration of this project phase, costs of this project phase and decision-making certainty.

The municipality will assess the following aspects:

- The quality of motivation for the described level of detail of the tender documents.

You have a maximum of 2 pages (A4) for your response, including any supporting visual material. Additional pages will not be taken into account.

Award Criterion K3 Key Personnel and Team Added Value

Objective

The objective of this criterion is to assess the extent to which the proposed project team and key personnel contribute to the successful delivery of the assignment through their expertise, availability, complementary competencies and project-specific added value.

The Tenderer shall describe:

- The proposed project team, including the Project Manager and key experts.
- The roles, responsibilities and expected contribution of each key expert to the assignment.
- How the proposed team composition aligns with the specific challenges of the Joure District Heating Project.
- The availability and continuity of the key experts throughout the assignment.

- How knowledge and expertise will be integrated across the various technical disciplines required for the assignment.
- Any project-specific expertise, methodologies or lessons learned from previous assignments that will provide added value to this project.

For each key expert, the Tenderer shall provide:

- Their proposed role in the project.
- You have a maximum of 6 pages (A4) for your response, including any supporting visuals. Additional pages will not be taken into account.
- Their specific contribution to achieving the project objectives.

In addition to the qualitative aspects, you must also submit prices by completing the price form (Annex X).

The following rules apply:

- You state all rates in euros, excluding VAT
- You must complete all marked fields in the price form
- You do not state negative amounts, unless this is expressly permitted
- You do not use prices that abuse the evaluation methodology
- You incorporate all described requirements in the offered prices
- You sign the price form with a legally valid signature
- The credibility and effectiveness of the proposed deployment of key personnel throughout the project phases.

Price Award Sub-criterion

In addition to the qualitative assessment, Tenderers shall submit the completed Price Form (Annex 7).

The Price Form consists of:

- a lump sum price for Phase 1a – Preliminary Design;
- a lump sum price for Phase 1b – Preparation of Technical Procurement Document;
- hourly rates for the optional advisory services in Phases 1c and 1d.

In addition to the qualitative aspects, you must also submit prices by completing the price form (Annex 7).

The following instructions apply:

- You state all rates in euros, excluding VAT
- You must complete all marked fields in the price form
- You do not state negative amounts, unless this is expressly permitted
- You do not use prices that abuse the assessment methodology
- You incorporate all described requirements in the offered prices
- You sign the price form with a legally valid signature

For the purpose of the price evaluation, only the lump sum prices for Phase 1a and Phase 1b will be taken into account.

The hourly rates submitted for the optional advisory services in Phases 1c and 1d will become part of the Agreement and will apply if these optional phases are commissioned by the Municipality. These hourly rates will not form part of the price evaluation.

The tender price to be assessed therefore equals the sum of the lump sum prices submitted for Phase 1a and Phase 1b.

Assessment Framework: How Do We Evaluate Your Offer?

First, we assess your offer on Quality. This is done by the assessment team. Each member first gives an individual score to your elaboration on quality. The individual scores are then discussed in a joint meeting. The final scores are established by consensus of the assessment team.

We give a higher rating if:

- 1) You give a clear and concrete answer to the questions asked; and
- 2) you convince the assessors of the added value compared to what we ask.

Please note: it is important that you address all mentioned points in your elaboration. When you do not fully answer the question and/or one of the mentioned points is not described, this results in an 'insufficient' (see assessment framework). A tip is therefore to work with sub-headings in your response.

Each assessor works with the same assessment framework for each question:

Rating	Weighting	Criteria
Insufficient	0%	The Submission is not complete (so please make sure you include all aspects from the question!)
Moderate	20%	- The Submission is complete. - The Submission is, however, insufficiently clear and/or concrete on one or more parts. This may for example be the case when: - The Submission is not relevant in content and/or does not contribute to the objective we have with the relevant criterion/question asked; - It is not clearly apparent from the Submission in what way it actually contributes to the result to be achieved, or; - The Submission is not or limitedly provided with concrete information to support the submission.
Neutral	40%	- The Submission is complete. - The Submission is sufficiently clear and concrete. - The Submission achieves the objective(s) that the Client pursues with the relevant criterion. - With the Submission, the tenderer demonstrates that it is capable of performing the assignment in accordance with the set (minimum) requirements. - The Submission, however, shows no added value*.
Good	70%	- The Submission is complete, clear and concrete. - The Submission shows some added value* for the Client compared to the set (minimum) requirements in relation to the relevant criterion. - The added value* is clearly described, whereby factual and/or verifiable information has been partly used.
Excellent	100%	- The Submission is complete, clear and concrete. - The Submission shows excellent added value* for the Client compared to the set (minimum) requirements in relation to the relevant criterion. - The added value* is clearly and concretely described, whereby factual and/or verifiable information has been fully used. - The Submission exceeds the expectations of the Client.

We award points per award criterion on a scale of 1 to 10, in which we can also award half points. The scores are linked to percentages that are distributed proportionally. We multiply this percentage by the maximum number of points you can score per award criterion (to one decimal place). As an example: on

award criterion K1 you score an 8.5 (Very good). You then receive 85% of the maximum <number> points for this award criterion, so <number> points.

Who evaluates?

We work with a group of assessors who represent the following areas of expertise:

- Municipal interim project manager
- Municipal project manager
- Municipal sustainable program lead
- Manager engineering JDE Peet's

After the written assessment, the assessment committee reaches a preliminary consensus score. After the presentations, they meet again to establish the definitive consensus.

Price Assessment

We only look at the prices after we have completed the assessment of Quality. The tender price to be assessed is the sum of the lump sum prices for Phase 1a and Phase 1b. We assess the Price by giving the lowest price the maximum number of points (20). The other offers receive a score according to the formula:

$$\text{Your score} = \frac{\text{lowest tender price}}{\text{tender price to be assessed}} \times 20 \text{ points}$$

This assignment has a maximum estimated contract value of €400,000 (excluding VAT) for Phases 1a and 1b together. If the assessed tender price exceeds this amount, the Tender may be declared inadmissible and may be excluded from further evaluation.

The provider with the highest score (total number of points on price and quality) wins. When multiple offers reach the same score, the provider with the highest score on the quality criteria wins. If this score is also equal, the provider that has the highest score on quality criterion K1 wins. If this score is also equal, we determine by means of a draw which provider wins.