

## **Qualification scheme for companies undertaking construction and renewal projects for Banedanmark**

### **Guidance and forms**

#### General information

The purpose of the qualification scheme is to establish a list of qualified contracting companies for Banedanmark's construction and renewal works within the scheme's subject area.

Admission to the qualification scheme does not guarantee that the company will be given assignments at Banedanmark.

Admission to the scheme entails that the company may be invited to tender on specific assignments within the subject areas covered by the scheme. The selection among the admitted companies invited to tender is carried out based on an individual assessment from task to task.

The qualification scheme is not limited in time and is applicable from 13.12.2016 until Banedanmark chooses to terminate it.

The applicant can fill out the application to be admitted in the scheme in the following languages: Danish, Swedish, Norwegian, or English. Further, it is permitted to attach printed material, standard documentation, and public declarations in German and French. The tender material will normally be in Danish. Further, the tender should preferably be submitted in Danish, as the working language in connection with the undertaking of the assignments normally will be in Danish. Some projects may have English as the working language.

For some contracts, Banedanmark may purchase partial services on behalf of other national authorities.

A request to be admitted into the qualification scheme for construction companies comprises the common European tender document (European Single Procurement Document, the ESPD) and possible supporting statements. The applicant must complete part II-VI of the ESPD.

Danish companies can also use the instructions from the Danish Competition and Consumer Authority. It is recommended that the applicant studies and understands the instructions. The tenderer may at any time during the procedure request the applicant to submit part of or the entire documentation according to the law on tenders article 151 if it is essential to ensure a correct processing of the procedure.

The European document (ESPD) is an xml file that only functions in the Commission's electronic ESPD service and can only be accessed from there. If you try to open the file by clicking it, only codes will appear. It is necessary to download the file to a computer and it can only be opened via the following link: <https://ec.europa.eu/tools/espd>

To open the file as an applicant, first chose "I am a financial party" and then "Import ESPD". Then upload the xml file.

### **Conditions to be fulfilled by financial parties to obtain access to the scheme**

Members of consortia or associations of companies will – if they apply for admission to the qualification scheme – be jointly, severally, directly, and unlimitedly liable for tenders and fulfilment of an assigned contract. If an applicant lacks one or more competences within a subject area and subsequently needs to engage a sub-contractor to fulfil a discipline, a binding statement from the sub-contractor must be attached to the application. The statement must contain a binding commitment from the sub-contractor to be fully available to the applicant, should the applicant win an assignment at Banedanmark. An applicant can apply with a general binding statement from a sub-contractor for use at future projects or for a specific tender.

It is a condition according to ILO convention no. 94 that companies undertaking site work for Banedanmark, ensure conditions for the employees in terms of salary and working conditions in accordance with Danish terms. Further, they must ensure equivalent conditions for potential sub-contractors of the company.

When assigning a contract, Banedanmark requires a guarantee from a guarantor appointed by Banedanmark to ensure fulfilment of the contract cf. AB 92/ABT93. Further, Banedanmark reserves the right to require a guarantee from the parent company to ensure fulfilment of the contract.

In addition to the ESPD, an application to admission to the qualification scheme including documentation for the following must be submitted. Please keep it short and numbered as shown.

- 1) A **brief** description of the applicant's company and organization
- 2) A table showing the applicant's net turnover stated in form below or entered in the ESPD. The applicant's net turnover must be no less than 25 mill. DKK
- 3) Declaration of the applicant's total turnover for the past 3 years within the subject areas applied for. I.e., if the applicant applies for admission within 3 subject areas, the applicant must state the turnover for each of these areas
- 4) Verification of entry in trade and company registers as stipulated in the Member State where the company is established
- 5) A list of relevant building and construction works carried out within the past 5 years accompanied by certificates of satisfactory execution and result for the most substantial works
- 6) Description of the applicant's quality and environmental management system. The applicant must describe the work environment including the company's self-policing (control of compliant management systems, accident prevention and follow-up of accidents, securing necessary competences and education etc.)
- 7) Confirmation that the applicant is familiar with ILO convention no. 94 and its significance when assigning contracts.  
- Including description of the company's handling of foreign work labor and handling of cultural and linguistic barriers in connection with for instance guidance and instructions etc.
- 8) Confirmation that all relevant staff are familiar with Danish and European standards and harmonization documents for the subject areas in question.

## Notes

Re 2) The accuracy of the applicant's information must be confirmed by the applicant with stamp and signature. The company must have a net turnover of no less than 25 mill. DKK

Re 4) The application must be accompanied by copies from trade or company registers. This is to ensure that the company is accurately registered and to see the company's provisions relating to the power to bind the company.

Re 5) The information is used to assess if Banedanmark find the references adequate for admission. Potential certificates from former or present clients can be attached to the application. If assignments are carried out in a consortium, or if the applicant has participated as sub-contractor, it must be stated what part of the assignment the applicant has undertaken.

## Forms

Subject areas	Tick off
Machine operated railway track construction incl. replacement of sleepers, rails, drainage, and ballast as well as ballast cleaning and ballast supplementing etc.	
Manual track construction incl. replacement of sleepers, ballast and replacement of switches and switch controllers etc.	
Earth- and concrete works in connection with rail projects including work involving embankment, drainage, cabling and work involving polluted soil	
Constructions related to rail projects incl. bridges and tunnel constructions as well as platforms	
Buffer stops, track adjustment and ballast supplementing etc.	
Ballast drilling including preliminary studies of ballast, pollution etc.	
Traction power works related to rail projects incl. replacement of masts and mast foundations etc.	
High voltage power works related to other rail projects including switch heating systems	
Safety appliance works	
Occupational health and safety coordinator	

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Place

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Date

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Signature and company stamp

CVR no. \_\_\_\_\_

Below form must be completed and attached to the application

Main numbers

Amount in thousands of DKK   Most recent -2   Most recent -1   Most recent financial results

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Financial result

Net turnover

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Place

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Date

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Applicant's signature and stamp

CVR no. \_\_\_\_\_