

## Answers to questions related to the Procurement of analysis of environmental, social, governance and ethical aspects including advice

1. Does the request for "**two most recent annual reports**" requires full disclosure of profit and loss? Another SWF was happy to have proof that the company was trading / not insolvent / names of shareholders etc. Would this also be sufficient for the AP Funds' tender?  
No, as the request of providing the two most recent annual reports is a **MUST** requirement that would not be sufficient.
2. How is evaluation done? What criteria are base for the evaluation? Is it only turnover for each service area (4.7.1-4.7.5)?  
Evaluation is done based on all information that the applicant provides under section 4 "Service provider standing and experience".
3. In addition to turnover, what information is to be include in the presentation of completed projects / reference assignment for each service area?  
A short description of the project/service you intend to bid for and/or link to relevant information on your web site. More detailed information will be requested if you are selected for the next step in the tendering process.
4. Do you want to us to provide you with 5 separate USBs when sending our response?  
Yes, please.
5. What is the difference between 4.7.1. and 4.7.3.?  
4.7.1 refers to analysis aimed to be used by each fund in investment decisions and monitoring for a wide range of asset classes with special focus on financial implications of ESG issues.  
4.7.3 refers to analysis for listed equities, aimed to be used by the Ethical Council for engagement with companies.
6. 4.7, does turnover refer to revenue?  
Yes.
7. Could you please clarify 4.10? *Provide information about which services (described under section 2.1) that the applicant intends to bid for. Specify information of regional coverage.*  
Based on the different services required by the Funds (section 2.1.1) and the Ethical Council (section 2.1.2), please list the services that you intend to bid for the Funds and the Ethical Council respectively, specifying regional coverage.

8. Is there any information required under 4.12 or only 4.12.1?  
Yes. Information is required both under 4.12 and 4.12.1.
9. 4.12.1; Which type of networks does this refer to? For instance research network or Sifs?  
We refer to more formalized networks that might exist between the applicant and other organizations, for instance research networks to be able to cover regions where the applicant has no own representation.
10. What is meant by clause 3.3 “Notice of tender and confidentiality”. It states that tenders must be submitted anonymously (without the name of the company or insignia on the envelope) and the envelope should be labelled Dnr VS 2014/8.” Does this mean that we send the document to state we are interested in participating in the procurement process that this envelope needs to only contain the address information of your offices and the reference?  
Yes, that is correct.
11. I assume that once you open the document it will be fine for our submission document to be labelled with our company name?  
Yes, that is correct.
12. It also states that the “the applicant shall give notice as to any confidential information in the notification of interest.” What is meant here by confidential information?  
The Funds are public entities subject to freedom of information act legislation in Sweden. Firms should be aware that once the tendering process is over, Proposals will generally fall under the Swedish principle of transparency for public entities (Swedish Transparency and Secrecy Act (SFS 2009:400)). Therefore, the Funds may be or become subject to an obligation to publicly disclose any documents and/or information provided by a Firm in connection with its Proposal. The Firm may elect however to mark part of its Proposal as ‘confidential’ but there is no guarantee that it will be considered as such. Pricing information generally cannot be treated as confidential.
13. The main service which we envisage the AP funds might be interested in procuring from our company is our portfolio carbon footprinting services. Is it Ok for us to submit with this being the primary service?  
Yes.
14. In 4.7 you request our revenues by service area. Do you mean that you would like our revenues broken down by the services outlined in 4.7.1, 4.7.2 etc? Our services don’t fit neatly into those offerings. How should we handle this?  
As your company primarily provides a theme based analysis we suggest you to report your revenues under 4.7.4 – with some explanation if you wish.
15. In 4.9.3 – do you want brief bios for every single analyst or every employee?  
Please provide bios for relevant analysts for the services you intend to bid for.

16. What information is required from us in the initial submission of interest (by 14th August) and then what is required if we are selected to respond to the RFP?  
All information required in the current request for proposal (posted on [www.ethicalcouncil.com](http://www.ethicalcouncil.com) on June 18, 2014) has to be provided with the initial submission of interest, i.e. information which is marked "MUST" in sections 3-4. Should you not provide every kind of service under section 4.7, please just indicate that you have no turnover in that area. If selected to respond in the next step of the tendering process, you will get another RFP with a new set of questions.
17. What does this mean for Section 3.4 which refers to the "Tender Form" and states that responses "MUST follow the same numerical order as the Request for Information". Is this relevant for the submission of interest?  
Yes, please follow the numbering under section 4 "Service providers standing and experience" to facilitate our evaluation process.
18. Section 3.4. also states that " the tender MUST be submitted in its original form, along with five (5) electronic copies on USB sticks". Does "tender" here mean the response for the submission for interest must be provided on 5 USB sticks?  
Yes, that is correct and in addition to that also a printed signed copy.
19. If we are to provide a response as the applicant company, including services from a third party supplier for some of the required services, for which questions, 4.1-4.12, would you require information on the third party provider?  
We only require information about a third party provider under 4.12.1.
20. How much information on the services we intend to address in the bid shall be included in the response and under which questions shall we include the information?  
Under section 4.7 you can provide a short description of the project/service you intend to bid for and/or link to relevant information on your web site. More detailed information will be requested if you are selected for the next step in the tendering process.
21. Questions 4.11.1, 4.11.2 and 4.12.1 appears twice. Is it ok to provide our answers to these questions once?  
Sorry for this, our mistake. Yes, please just respond to these questions once.
22. We understand that we need to submit our notification of interest to participate the tender before 14 August 2014. Does this means that we already need to answer section 4? Or does this only applies after the applicants are selected by the funds to answer the RFP?  
You need to answer all questions under section 3 and 4 before August 14, 2014 to be eligible for the next step in the tendering process.

23. Considering the geographical constraint of personally reviewing the document, we request you to provide us the following details before we buy the document:
- 1) List of Items, Schedule of Requirements, Scope of Work, Terms of Reference, Bill of Materials required.
  - 2) Soft Copy of the Tender Document through email.
  - 3) Names of countries that will be eligible to participate in this tender.
  - 4) Information about the Tendering Procedure and Guidelines
  - 5) Estimated Budget for this Purchase
  - 6) Any Extension of Bidding Deadline?
  - 7) Any Addendum or Pre Bid meeting Minutes?

We would like to direct you to <http://www.ap1.se/en/Asset-management/Procurements/Procurements/2014/Analysis-of-environmental-social-and-ethical-aspects-including-advice/> where you can find all relevant information for free. The tender documentation does not set out any geographical limits and at this point no postponing of the application deadline has been announced.

24. Regarding documentation in section 4 (4.1-4.3), can this be submitted in its original language (French) or does it need to be translated into English?
- [These documents can be submitted in French.](#)