

**COMPANY AND SECTOR ANALYSIS ON ENVIRONMENTAL, SOCIAL AND ETHICAL ISSUES, INCLUDING ADVISORY SERVICES**

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E-mail: ojs@publications.europa.eu Info & on-line forms: <http://simap.europa.eu>**CONTRACT NOTICE****SECTION I: CONTRACTING AUTHORITY****I.1) NAME, ADDRESSES AND CONTACT POINT(S)****Official name:** [First Swedish National Pension Fund](#)**Postal address:** [PO BOX 16294](#)  
[Regeringsgatan 28](#)Town: [Stockholm](#)Postal code: [10325](#)Country: [Sweden](#)**Contact point(s):** [Ethical Council](#)Telephone: [+46856620200](#)For the attention of: [John Howchin](#)Email: [info@ethicalcouncil.com](mailto:info@ethicalcouncil.com)

Fax:

**Internet address(es) (if applicable)**General address of the contracting authority (URL): <http://www.ap1.se>

Address of the buyer profile (URL):

**Further information can be obtained at:**

- As in above-mentioned contact point(s)  
 Other: please complete Annex A.I

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at:**

- As in above-mentioned contact point(s)  
 Other: please complete Annex A.II

**Tenders or requests to participate must be sent to:**

- As in above-mentioned contact point(s)  
 Other: please complete Annex A.III

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**I.2) TYPE OF THE CONTRACTING AUTHORITY AND MAIN ACTIVITY OR ACTIVITIES**

- |  |   |
|--|---|
| <input type="radio"/> Ministry or any other national or federal authority, including their regional or local sub-divisions | <input type="radio"/> General public services                   |
| <input checked="" type="radio"/> National or federal agency/office   | <input type="radio"/> Defence                                   |
| <input type="radio"/> Regional or local authority  | <input type="radio"/> Public order and safety                   |
| <input type="radio"/> Regional or local agency/office  | <input type="radio"/> Environment                               |
| <input type="radio"/> Body governed by public law  | <input checked="" type="radio"/> Economic and financial affairs |
| <input type="radio"/> European institution/agency or international organisation  | <input type="radio"/> Health                                    |
| <input type="radio"/> Other ( <i>please specify</i> ):   | <input type="radio"/> Housing and community amenities           |
|  | <input type="radio"/> Social protection                         |
|  | <input type="radio"/> Recreation, culture and religion          |
|  | <input type="radio"/> Education                                 |
|  | <input type="radio"/> Other ( <i>please specify</i> ):          |

The contracting authority is purchasing on behalf of other contracting authorities:

- yes    no

## COMPANY AND SECTOR ANALYSIS ON ENVIRONMENTAL, SOCIAL AND ETHICAL ISSUES, INCLUDING ADVISORY SERVICES

### SECTION II: OBJECT OF THE CONTRACT

#### II.1) DESCRIPTION

##### II.1.1) Title attributed to the contract by the contracting authority

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##### II.1.2) Type of contract and location of works, place of delivery or of performance

(Choose one category only - works, supplies or services - which corresponds most to the specific object of your contract or purchase(s))

<input type="radio"/> <b>(a) Works</b> <input type="radio"/> Execution <input type="radio"/> Design and execution <input type="radio"/> Realisation, by whatever means of work, corresponding to the requirements specified by the contracting authorities	<input type="radio"/> <b>(b) Supplies</b> <input type="radio"/> Purchase <input type="radio"/> Lease <input type="radio"/> Rental <input type="radio"/> Hire purchase <input type="radio"/> A combination of these	<input checked="" type="radio"/> <b>(c) Services</b> Service category No <b>6</b> <i>(For service categories 1-27, please see Annex II of Directive 2004/18/EC)</i>
Main site or location of works	Main place of delivery	Main place of performance NUTS code

##### II.1.3) The notice involves

- A public contract  
 The establishment of a framework agreement  
 The setting up of a dynamic purchasing system (DPS)

##### II.1.4) Information on framework agreement (if applicable)

<input type="radio"/> Framework agreement with several operators Number <i>OR, if applicable, maximum number of participants to the framework agreement envisaged</i>	<input type="radio"/> Framework agreement with a single operator
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##### Duration of the framework agreement:

Duration in year(s): **3** or month(s):

Justification for a framework agreement, the duration of which exceeds four years:

<b>Estimated total value of purchases for the entire duration of the framework agreement (if applicable; give figures only):</b>	
Estimated value excluding VAT:	Currency:
<i>OR</i> Range: between                      and	Currency:
Frequency and value of the contracts to be awarded: <i>(if known)</i> :	

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**II.1.5) Short description of the contract or purchase(s)****COMPANY AND SECTOR ANALYSIS ON ENVIRONMENTAL, SOCIAL AND ETHICAL ISSUES, INCLUDING ADVISORY SERVICES**

AP1, AP2, AP3 and AP4 coordinate their work on environmental and ethical issues through a joint Ethical Council. The main objective with the Ethical Council is to co-operate regarding engagement on environmental, social and ethical issues with non-Swedish based companies, where each Fund has relatively small holdings and where a common platform is deemed more efficient.

The main objective with this procurement is to supply the Ethical Council with qualified information and analysis regarding company behavior and strategy in order to ensure that the limited resources of the Ethical Council are used efficiently and addresses the most important issues.

The areas included in the work procedures of the Ethical Council related to this procurement are:

- 1) Systematic screening of company related incidents that can associate a company to violations of international conventions or to violations of the UN Global Compact.
- 2) Company related analysis regarding environmental, social and ethical issues, focusing on aspects such as quality of policy, management systems, implementation, reporting and verification.
- 3) Sector and theme analysis regarding environmental, social and ethical issues.
- 4) Advice and support regarding dialogue with companies related to environmental, social and ethical issues.

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### II.1.6) Common procurement vocabulary (CPV)

	Main vocabulary	Supplementary vocabulary (if applicable)
Main object	66150000	
Additional object(s)	79412000	

### II.1.7) Contract covered by the Government Procurement Agreement (GPA)

yes  no

### II.1.8) Division into lots (for information about lots, use Annex B as many times as there are lots)

yes  no

If yes, tenders should be submitted for (tick one box only)

- one lot only  
 one or more lots  
 all lots

### II.1.9) Variants will be accepted

yes  no

## II.2) QUANTITY OR SCOPE OF THE CONTRACT

### II.2.1) Total quantity or scope (including all lots and options, if applicable)

If applicable, estimated value excluding VAT (give figures only):	Currency:
OR Range: between                      and	Currency:

### II.2.2) Options (if applicable)

yes  no

If yes, description of these options:

If known, provisional timetable for recourse to these options:		
in months:	or days:	(from the award of the contract)
Number of possible renewals (if any):		
	or Range: between	and
If known, in the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:		
in months:	or days:	(from the award of the contract)

## II.3) DURATION OF THE CONTRACT OR TIME-LIMIT FOR COMPLETION

Duration in months: 36	or days:	(from the award of the contract)
OR Starting	(dd/mm/yyyy)	
Completion	(dd/mm/yyyy)	

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### SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

#### III.1) CONDITIONS RELATING TO THE CONTRACT

##### III.1.1) Deposits and guarantees required (if applicable)

##### III.1.2) Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating them

##### III.1.3) Legal form to be taken by the group of economic operators to whom the contract is to be awarded (if applicable)

##### III.1.4) Other particular conditions to which the performance of the contract is subject (if applicable)

yes  no

If **yes**, description of particular conditions

#### III.2) CONDITIONS FOR PARTICIPATION

##### III.2.1) Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers

Information and formalities necessary for evaluating if requirements are met:

The applicant must prove relevant experience for the services it intends to bid for by providing answers and relevant documentation for all questions in the RFI posted on [www.ethicalcouncil.com](http://www.ethicalcouncil.com) or [www.ap1.se](http://www.ap1.se) - procurement.

##### III.2.2) Economic and financial capacity

Information and formalities necessary for evaluating if requirements are met:

None of the issued raised in Article 29 (a)-(g) of Directive 92/50/EEC must apply to the applicant. More information about the Article is available on [www.ap1.se](http://www.ap1.se) - procurement). For other requirements see RFI posted on [www.ethicalcouncil.com](http://www.ethicalcouncil.com) or [www.ap1.se](http://www.ap1.se) - procurement.

Minimum level(s) of standards possibly required (if applicable):

##### III.2.3) Technical capacity

Information and formalities necessary for evaluating if requirements are met:

Minimum level(s) of standards possibly required (if applicable):

##### III.2.4) Reserved contracts (if applicable)

yes  no

The contract is restricted to sheltered workshops

The execution of the contract is restricted to the framework of sheltered employment programmes

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**III.3) CONDITIONS SPECIFIC TO SERVICES CONTRACTS****III.3.1) Execution of the service is reserved to a particular profession**

yes  no

**If yes**,reference to the relevant law, regulation or administrative provision:

**III.3.2) Legal entities should indicate the names and professional qualifications of the staff responsible for the execution of the service**

yes  no

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### SECTION IV: PROCEDURE

#### IV.1) TYPE OF PROCEDURE

##### IV.1.1) Type of procedure

<input type="radio"/> Open	
<input type="radio"/> Restricted	
<input type="radio"/> Accelerated restricted	Justification for the choice of accelerated procedure:
<input checked="" type="radio"/> Negotiated	<p>Candidates have already been selected</p> <p><input type="radio"/> yes <input checked="" type="radio"/> no</p> <p><b>If yes, provide names and addresses of economic operators already selected under Section VI.3)</b>  <i>Additional information</i></p>
<input type="radio"/> Accelerated negotiated	Justification for the choice of accelerated procedure:
<input type="radio"/> Competitive dialogue	

##### IV.1.2) Limitations on the number of operators who will be invited to tender or to participate (*restricted and negotiated procedures, competitive dialogue*)

Envisaged number of operators
OR Envisaged minimum number                      and , if applicable, maximum number
Objective criteria for choosing the limited number of candidates: <a href="#">See evaluation criteria in RFI</a>

##### IV.1.3) Reduction of the number of operators during the negotiation or dialogue (*negotiated procedure, competitive dialogue*)

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated

yes  no

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### IV.2) AWARD CRITERIA

#### IV.2.1) Award criteria (please tick the relevant box(es))

Lowest price

OR

The most economically advantageous tender in terms of

the criteria stated below (the award criteria should be given with their weighting or in descending order of importance where weighting is not possible for demonstrable reasons)

the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document

Criteria	Weighting	Criteria	Weighting
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

#### IV.2.2) An electronic auction will be used

yes  no

If yes, additional information about electronic auction (if appropriate)

### IV.3) ADMINISTRATIVE INFORMATION

#### IV.3.1) File reference number attributed by the contracting authority (if applicable)

2010:32 001.LED

#### IV.3.2) Previous publication(s) concerning the same contract

yes  no

If yes,

<input type="radio"/> Prior information notice	<input type="radio"/> Notice on a buyer profile
Notice number in OJ:	of (dd/mm/yyyy)
<input type="radio"/> Other previous publications (if applicable)	

#### IV.3.3) Conditions for obtaining specifications and additional documents (except for a DPS) or descriptive document (in the case of a competitive dialogue)

Time limit for receipt of requests for documents or for accessing documents	
Date: (dd/mm/yyyy)	Time:
Payable documents	
<input type="radio"/> yes <input type="radio"/> no	
If yes, price (give figures only):	Currency:
Terms and method of payment:	

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**IV.3.4) Time-limit for receipt of tenders or requests to participate**

Date: 09/08/2010 (dd/mm/yyyy) Time: 17:00

**IV.3.5) Date of dispatch of invitations to tender or to participate to selected candidates (if known) (in the case of restricted and negotiated procedures, and competitive dialogue)**

Date: (dd/mm/yyyy)

**IV.3.6) Language(s) in which tenders or requests to participate may be drawn up**

ES	CS	DA	DE	ET	EL	EN	FR	IT	LV	LT	HU	MT	NL	PL	PT	SK	SL	FI	SV	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Other:

**IV.3.7) Minimum time frame during which the tenderer must maintain the tender (open procedure)**

Until: (dd/mm/yyyy)

OR Duration in month(s):

OR days: (from the date stated for receipt of tender)

**IV.3.8) Conditions for opening tenders**

Date: (dd/mm/yyyy) Time:

Place (if applicable):

Persons authorised to be present at the opening of tenders (if applicable)

 yes  no

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### SECTION VI: COMPLEMENTARY INFORMATION

#### VI.1) THIS IS A RECURRENT PROCUREMENT *(if applicable)*

yes  no

If **yes**, estimated timing for further notices to be published:

#### VI.2) CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS

yes  no

If **yes**, reference to project(s) and/or programme(s):

#### VI.3) ADDITIONAL INFORMATION *(if applicable)*

The main objective with this procurement is to supply the Ethical Council with qualified information and analysis regarding company behavior and strategy in order to ensure that the limited resources of the Ethical Council are used efficiently and addresses the most important issues. The Funds invest in global portfolios that contain between 3000 and 4000 securities.

The Funds do not share a common view on how to integrate ESG issues into their respective investment strategies, but the information gained through the co-operation within the Ethical Council can be used for these purposes. Each fund procures services on individual basis to assure proper integration of these issues into asset management. For further information see the website for respective Fund.

The areas included in the work procedures of the Ethical Council related to this procurement are:

- 1) Systematic screening of company related incidents that can associate a company to violations of international conventions or to violations of the UN Global Compact.
- 2) Company related analysis regarding environmental, social and ethical issues, focusing on aspects such as quality of policy, management systems, implementation, reporting and verification.
- 3) Sector and theme analysis regarding environmental, social and ethical issues.
- 4) Advice and support regarding dialogue with companies related to environmental, social and ethical issues.

The procurement will be carried out through a coordinated procedure. Each fund has decided to procure company and sector analysis on environmental, social and ethical analysis including advisory services. AP1 has on assignment by AP2, AP3 and AP4 advertised the procurement. The notification for interest to participate in the tendering process shall be submitted to all four funds by submitting an application to AP1, see section 3.1 and 3.2 in the RFI posted on [www.ap1.se](http://www.ap1.se) - procurement or [www.ethicalcouncil.com](http://www.ethicalcouncil.com).

The procedure of evaluating the tenders will be done jointly by the Funds. Each Fund will be making independent decisions regarding the procurement (for example, award decisions) and the frame agreements will be signed by each Fund.

The RFI and all documentation must be received within the time frame stated under section IV.3.4.

#### VI.4) PROCEDURES FOR APPEAL

##### VI.4.1) Body responsible for appeal procedures

Official name:

Postal address:

Town:

Postal code:

Country:

Telephone:

Email:

Fax:

Internet address (URL):

##### Body responsible for mediation procedures *(if applicable)*

Official name:

Postal address:

Town:

Postal code:

Country:

Telephone:

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Email:

Fax:

Internet address (URL):

**VI.4.2) Lodging of appeals** *(please fill heading VI.4.2 OR if need be, heading VI.4.3)*

Precise information on deadline(s) for lodging appeals:

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**VI.4.3) Service from which information about the lodging of appeals may be obtained**

Official name:

Postal address:

Town:

Postal code:

Country:

Telephone:

Email:

Fax:

Internet address (URL):

**VI.5) DATE OF DISPATCH OF THIS NOTICE:***30/06/2010 (dd/mm/yyyy)*

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**ANNEX A****ADDITIONAL ADDRESSES AND CONTACT POINTS****I) ADDRESSES AND CONTACT POINTS FROM WHICH FURTHER INFORMATION CAN BE OBTAINED**

Official name:

Postal address:

Town:

Postal code:

Country:

**Contact point(s):**

Telephone:

For the attention of:

Email:

Fax:

Internet address (URL):

**II) ADDRESSES AND CONTACT POINTS FROM WHICH SPECIFICATIONS AND ADDITIONAL DOCUMENTS (INCLUDING DOCUMENTS FOR COMPETITIVE DIALOGUE AS WELL AS A DYNAMIC PURCHASING SYSTEM) CAN BE OBTAINED**

Official name:

Postal address:

Town:

Postal code:

Country:

**Contact point(s):**

Telephone:

For the attention of:

Email:

Fax:

Internet address (URL):

**III) ADDRESSES AND CONTACT POINTS TO WHICH TENDERS/REQUESTS TO PARTICIPATE MUST BE SENT**

Official name:

Postal address:

Town:

Postal code:

Country:

**Contact point(s):**

Telephone:

For the attention of:

Email:

Fax:

Internet address (URL):

**COMPANY AND SECTOR ANALYSIS ON ENVIRONMENTAL, SOCIAL AND ETHICAL ISSUES, INCLUDING ADVISORY SERVICES****ANNEX B (1)****INFORMATION ABOUT LOTS****LOT NO TITLE****1) SHORT DESCRIPTION****2) COMMON PROCUREMENT VOCABULARY (CPV)****3) QUANTITY OR SCOPE**

<i>If applicable, estimated value excluding VAT (give figures only):</i>	Currency:
OR Range: between                      and	Currency:

**4) INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION**  
*(if applicable)*

Duration in months:	or days:	(from the award of the contract)
OR Starting	(dd/mm/yyyy)	
Completion	(dd/mm/yyyy)	

**5) ADDITIONAL INFORMATION ABOUT LOTS**