

APPENDIX 1 - REQUIREMENTS FOR PREAPPROVAL

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Below please find the description of the requirements, suppliers are to meet, if they want to be preapproved.

Suppliers applying for preapproval are required to answer the following questions by email to danjalph@us.fo:

1. Does the enterprise have sufficient financial foundation to carry out the task?
2. Has the enterprise liabilities to the public authorities?
3. Has the enterprise performed similar tasks?

For a more thorough explanation of questions and requirements concerning the documentation, please see below.

1.1 DOES THE ENTERPRISE HAVE SUFFICIENT FINANCIAL FOUNDATION TO CARRY OUT THE TASK?

To be able to digitize the the Cadastre- and the land register archives, it is necessary that the supplier's financial foundation and power are strong enough to enable him to honour the contract, and that the supplier is active in the market for years to come in order to give support to the provided solution.

As documentation the supplier is requested to provide:

1. Accounting reports for the years 2015-2017 and the financial forecasting for the next years.
2. The supplier's plans relevant for his cooperation with Talgildu Føroyar

1.2 HAS THE ENTERPRISE LIABILITIES TO THE PUBLIC AUTHORITIES?

The enterprise is to confirm – with authorized signatory - that it has no liabilities toward the public authorities.

1.3 HAS THE ENTERPRISE PERFORMED SIMILAR TASKS?

The applying supplier must have experiences with tasks of size and type similar to digitizing the land cadastre- and the land register archives.

The following documentation is demanded by the prospective supplier:

- A description of the three most relevant tasks of this kind that the supplier has performed during the last three years.
- For each performed task, the supplier is to inform about the following:
 - o Size, content and possible challenges arising during the digitizing task.
 - o The period during which the task was performed (start and ending dates)
 - o In case the enterprise has made use of subsuppliers, which were these and what part of the supply was their responsibility.
 - o What kind of electronic document archive system was used and where the system is hosted
 - o The contract sum
 - o The customer's name
 - o The customer's contact person (name, phone nr., email)

TIME SCHEDULE AND DEADLINES

Date	Action
6th March 2018	Material presented on the website 'Keypportalín'
13th March 2018	Information meeting concerning the tender at 14 - 16 a.m. at the Umhvørvisstovuni, Traðargøta 38, Argir
16th March 2018 at 12.00 a.m.	Application deadline for suppliers' to announce intention to apply for preapproval
28th March 2018 at 12.00 a.m.	Deadline for suppliers to submit questions regarding preapproval material
11th April 2018 at 12.00 a.m.	Suppliers' deadline to submit application for preapproval
17th April 2018	TF's deadline to announce preapproval of suppliers
18th April 2018	TF provides competitive bidding material containing specific requirements to the supply
9th May 2018 at 12.00 a.m.	Preapproved suppliers' deadline to submit questions regarding the tender
18th May 2018 at 12.00 a.m.	Preapproved suppliers' deadline to submit bid for the supply
28th May 2018	Winning bid announced to suppliers
28th May - 1 June 2018	Contract negotiations and signing of contract