

OFFERTFÖRFRÅGAN / TENDER INQUIRY Datum: 2018-01-09**TI 2017-0345 Keynote speaker to the conference "Food systems for the Future" 180201****1. Bakgrund och omfattning / Background and scope**

Södertälje municipality has been approved a 5 year EU project by Tillväxtverket (Swedish Agency for Economic and Regional Growth), project MatLust, Södertälje Science Park. The project was initiated 1 Sept 2015 and the purpose of the project is to develop a Sustainable Food Sector connected to environment and health, through supporting food SMEs in the region, mainly within the areas of processing, retail and HORECA. Focus is on the challenges of environmental as well as social sustainability, with the aim of promoting growth and creating new jobs in sustainability-oriented food companies.

Project MatLusts main geographic area is Stockholms county, with focus on the southern parts of the county, but up til 10 % of the project participants may come from the neighbouring counties, in particular Sörmland.

Project MatLust is now procuring the keynote speaker for the Food Systems for the Future conference, which takes place on February 1, 2018 with approximately 100 participants at Södertälje Science Park during Södertälje Science Week. Organizers are Project MatLust, Södertörn University and BERAS International in collaboration with the Organic Food System Programme, KTH Royal Institute of Technology and County Administrative Board in Stockholm County.

Krav på vara/tjänst/ Requirements for goods / services

Required deliverable:

- To hold the keynote speech/presentation in English at the conference Food Systems for the Future, on 1) food systems and sustainability and also on the UN goal of Sustainable Consumption and Production, in particular in relation to the UN10YFP Sustainable Food Systems Programme; and on 2) sustainability related to food consumed out of home.
- To be present during the whole conference day and participate and lead one of the workshop groups in the afternoon on regional answers to global questions.

The speaker should have a Phd in a relevant area for the conference theme.

2. Kontaktpersoner/ Contact persons**Beställare /Client**

Namn: Maria Micha Destination Södertälje, Södertälje kommun	E-post: maria.micha@sodertalje.se	Tfn:08-52306440
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Certifierad beställare /Certified client

Namn: Helena Nordlund	E-post: helena.nordlund@sodertalje.se	Tfn:08-52307123
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Kontaktperson /Contact person Projekt MatLust

Namn: Maria Micha	E-post: maria.micha@sodertalje.se	Tfn:08-52306440
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3. Priser /Prices

The offer should state:

- Cost for the whole assignment including estimated travel expenses
- The cost is to be stated in EUR if this is the currency of the receiver excluding VAT. All expenses must be included in the offered cost.

4. Leveransvillkor /Terms

Extent

Work on preparing the annual conference begins immediately after the conclusion of this procurement.

Travel expenses

Travel expenses are refunded according to agreement made prior to purchase. Accommodation in Sweden will be paid directly by Matlust.

VAT

The supplier should include their VAT number in the tender / offer

5. Betalningsvillkor /Payment Terms

- Billing is to be done after completed assignment and with 30-day condition of payment. Interest on overdue payment according to the Swedish Interest Act.
- The supplier is asked to submit their full address, IBAN account number, Swift address as well as name of receiving bank.

6. Sista dag att lämna offert / Deadline for submission of tenders

Date	2018-01-22
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7. Samarbete med Skatteverket / Cooperation with the Swedish Tax Agency

Prior to any contracting, Telge Inköp AB, via the Swedish Tax Agency, will check whether the supplier / s and the subcontractor / s who have submitted a tender are registered for VAT and may also conduct other controls of the supplier.

8. Sänd offertsvaret till /Offer to be sent to

E-mail addresses	Helena.nordlund@sodertalje.se and maria.micha@sodertalje.se
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