



POLITIET



Administrative regulations

for the tender specification

General agreement for the procurement of document examination equipment for border control

201100061

Open tender competition pursuant to Sections I and III of the Regulation

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1 PROCUREMENT

1.1 PROCUREMENT PROCEDURE

The procurement must be executed in compliance with the Norwegian Public Procurement Act dated 16 July 1999 no. 69 (LOA) and the Norwegian Regulation regarding Public Procurement (FOA) dated 7 April 2006, no. 402. The procurement must be executed in the form of an open tender pursuant to Sections I and III of the Regulation.

1.2 PROCURER

The National Police Computing and Materials Service (PDMT – Norwegian abbreviation), hereinafter referred to as the Procurer, is responsible for ICT and material for the Police Department and the Superior Prosecution Authority. The activities of the PDMT are governed by the Norwegian Police. The main offices of the PDMT are located in Jaren, Hadeland and Majorstua, Oslo, with regional offices in Kristiansand, Bergen and Trondheim. The PDMT also provides services to other units within public administration.

The Procurer shall on behalf of the Norwegian police force, enter into general agreement(s) for the procurement of document examination equipment for border control.

For more detailed information on the Procurer: www.politiet.no.

1.3 PURPOSE OF THE PROCUREMENT

The purpose of the procurement is to enter into general agreement(s) with supplier(s) to meet the Norwegian police forces demand for delivery of equipment to be used for document examination in connection with border controls.

Detailed information on the procurement is provided in *Appendix A Requirements specification*.

1.4 SCOPE OF THE PROCUREMENT

The agreement is valid for 3 years, starting from the date that the agreement has been signed by both parties.

On conclusion of the contract, the Client shall make a larger order deliverable prior to 28.06 2012.

The order to be delivered prior to 28.06 2011 shall contain the following, with reservation for (minor) modifications and vagaries in the procurement budget:

Number	Description
2	Specialist document examination system and ancillary equipment
2	Stereo microscope for use in tandem with specialist document examination system
2	Referense database for specimens integrated in specialist document examination system
2	Document weight in quarters for spesialist document examination system
3	Advanced document examination system with ancillary equipment
3	Reference database for specimens integrated in advanced document examination system
24-28	Basic document examination system with ancillary equipment

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Number	Description
24-28	Reference database for specimens integrated in basic document examination system
35-39	USB microscope
17-21	Simple lightbox with variable lighting
360-400	Portable multi-tool for document inspection
12-16	UV lamp with various mounting arrangements [non-exclusive option]

In addition to the above list, the Client wishes to procure equipment within the framework agreement, as described in Appendix A and Appendix B, if needed. Unfortunately, the Client cannot specify further.

A) Option

The Procurer has an option to extend the agreement with the same terms and conditions for 1 year, taking the total agreement period up to 4 years.

1.5 BIDS FOR PART OF THE SUPPLY

It is possible to submit bids for parts of the supply

1. Travel document reader, ref. Appendix A Requirement specification Section 4.

And /or

2. Lights and sundry travel document reader equipment, ref. Appendix A Requirement specification Section 5.

1.6 ALTERNATIVE BIDS

Alternative bids are not accepted

1.7 NUMBER OF SUPPLIERS

The Procurer will enter into an agreement with 1 supplier for each part of the supply.

2 DETAILED OVERVIEW OF DOCUMENTS

This competition specification contains the following documents:

PART 1	Administrative regulations
	Appendix 1 – Tender form
PART 2 (Contract)	Contractual terms
	Appendix A – Requirements specification
	Appendix B – Prices and delivery
	Appendix C – Reservations
	Appendix D – Other documentation from bidder
	Appendix E – Amendment catalogue

Part 1 governs the competition until a contract has been signed while Part 2 comprises the contractual documents.

3 ENQUIRIES/COMMUNICATION

3.1 CONTACT PERSON, PROCURER

The contact person for the Procurer is:

Name:	Paal Sæther
Postal address:	P.O. Box 8031, NO-0030 Oslo
Address for visitors:	Sørkedalsveien 27 B, NO-0369
E-mail:	paal.saether@politiet.no

3.2 ENQUIRIES

All enquiries must be sent to post.pdmt@politiet.no with a copy to the e-mail address for the Procurer's contact person. As a minimum, e-mails must be marked with the reference number for the procurement in the subject field.

Bidders, who have questions and/or find that the competition specification does not provide sufficient guidelines and/or detect faults in the competition specification, may communicate directly with the contact person for the Procurer.

It is not permitted to contact/communicate with other persons employed by the Procurer or any other units within the police force, in relation to the tender competition, with the exception of the appointed contact person.

Enquiries may be sent up to the close of 15.02.2012. Week 52 (2011) is not open for enquiries.

Enquiries from the individual bidders will be made anonymous and replies will be sent to all those who have received the competition specification.

3.3 BID CONFERENCE

A bid conference will not be held.

3.4 DUTY OF CONFIDENTIALITY

The Bidders have a duty of confidentiality regarding all information on the Procurer, its systems or other factors to which they gain knowledge in connection with this tender competition cf. section 13 of the Public Administration Act.

The Procurer and its employees are similarly obliged to prevent parties gaining access to or knowledge of information regarding technical devices and methods or operating and commercial information which, for reasons related to competition, are to be kept confidential, cf. section 3-6 of the Regulation regarding Public Procurement.

4 CONTRACT

The agreement is governed by the *Contractual terms and all appendices in Part 2*. The contract is deemed as accepted by the Bidder, unless specific reservations are made. Any such reservations must be specified in *Part 2 Appendix C Reservations*, along with a new formulation and/or amended costs. Reservations must be precise and clear, allowing the Procurer to evaluate them without having to contact the Bidder.

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Please note that bids which contain significant reservations will be rejected. Similarly, bids will be rejected if reservations, errors, non-clarified or incomplete items and the like may result in doubt as to how to judge the bid in relation to other bids.

5 QUALIFICATION REQUIREMENTS

If one or more of the qualification requirements are not met, the interested party will not be evaluated in the subsequent stages of the evaluation process.

If the interested party has acceptable reasons for not presenting the documentation requested, the interested party has the right to contact the Procurer, prior to the tender deadline, to clarify whether other documentation will be accepted

If an interested party wishes to establish that all qualification requirements have been met by referring to capacity within organisations or companies to which the interested party is indirectly or directly linked, this must be stated clearly. In such an event, the interested party is required to establish that the interested party genuinely has the use of the capacity represented by these organisations or companies.

5.1 TAX, HSE

Requirement	Documentation requirement
<p>Tax certificates: The interested party must document that all obligations regarding payment of taxes and duties have been met.</p>	<p>Norwegian interested parties must present tax certificates for VAT from the tax collector (county revenue office) and tax certificates for tax issued by the Director of the Tax Collection Office/chief municipal treasurer (form RF-1244 from the Directorate of Taxes) in the municipality where the interested party has its main office. The certificates must be presented within the expiry of the delivery deadline for the participation request, and must not be older than 6 months.</p> <p>Foreign bidders must enclose similar certificates or other legal documentation from corresponding authorities.</p>
<p>HSE self-certification: The interested party must document that all statutory requirements in Norway related to health, safety and the environment (HSE) are met or will be met upon award of the contract.</p>	<p>The interested party must present self-certification to document that all statutory requirements for work performed in Norway regarding health, safety and the environment (HSE) are met or will be met when the contract is signed. The self-certification form can be downloaded from the following website: http://www.lovddata.no/for/sf/fa/ta-20060407-0402-033.html.</p>

5.2 BIDDERS ORGANISATIONAL AND LEGAL POSITION

Requirement	Detailed information on the requirements
<p>Certificate of registration: The interested party must document that it is a legally established company.</p>	<p>This must be documented by presenting a certificate of registration or certificates for registration in technical registers, made statutory in the country where the interested party is established. Such certificates should not be older than 12 months.</p>

5.3 SOLIDITY

Requirement	Detailed information on the requirements
The interested party must have a credit rating not lower than A (Dun & Bradstreet) or equivalent.	Credit rating from an officially approved credit rating institution, not be older than 6 months.

5.4 BIDDERS PROFESSIONAL QUALIFICATION

Requirement	Detailed information on the requirements
The interested party must have experience from similar types of assignments.	<p>The interested party must enclose a list of assignments completed over the past three years which are relevant in relation to the delivery of products and services as described in <i>Appendix A Requirements specification</i></p> <p>A description of the 3 most important and relevant deliveries made over the past 3 years should be enclosed, including information on value, time and recipient.</p>
The interested party must have well-established relationships with any subcontractors/partners/agents regarding products offered in this procurement.	<ul style="list-style-type: none"> • The interested party must enclose a self-declaration form from subcontractors/partners stating that a cooperation agreement has been entered into. • The interested party must specify the part of the delivery for which the subcontractor/partner is responsible. • If an interested party wishes to present a tender via an agent, the agent's role in relation to the contract must be specified.
The interested party is required to have a good and well-functioning system for quality assurance and management	<p>The documentation must cover the following:</p> <ul style="list-style-type: none"> • procedures securing ability to deliver, • procedures for management of non-conformances and complaints, • procedures for quality assurance of products <p>If the interested party has certification in accordance with an internationally recognised standard for quality assurance/quality management (ISO 9001 or equivalent), it is sufficient to enclose a copy of this certificate. Documentation must be provided of which elements of the procurement are covered by the certificate(s).</p> <p>If the interested party does not have certification for all of the above required elements, the elements not covered by the certificate must be documented separately.</p>

6 REQUIREMENTS ON THE FORMAT OF THE BID

The bid must:

1. Be made in writing and contain tender forms which have been filled in, dated and signed by a person who is authorised to legally bind the Bidder.
2. Handed in/dispatched in a sealed anonymous packaging and marked with «Tender – Document examination equipment for border control, DL2011/00061».
3. Handed in directly, alternatively sent by post (corporate package) to the following address: Politiets data- og materieltjeneste, c/o Paal Sæther, Sørkedalsveien 27 B, NO-0369 Oslo. The tender must NOT be submitted electronically (e-mail).
4. The tender must be written in Norwegian, Swedish, Danish or English. The same applies to all appendices. If the Bidder has acceptable reasons for not presenting the documentation in the languages requested, the Bidder has the right to contact the Procurer, in good time prior to the expiry of the tender deadline, to clarify whether documentation in another language will be accepted.
5. Submitted with:
 - Qualification requirements and the bid documents in separate bind folders, one copy each, two bind folders in total. The documents must not be glued, stapled or bound together. Page dividers must be used between different parts in accordance with the structure specified in *Appendix 1 Tender forms*.
 - One electronic copy (CD, DVD or memory stick). The Bidder is responsible for verifying that the CD/DVD/memory stick is readable and identical with the documents in the folder(s).

The Bidder is responsible for ensuring that all questions, requirements and clarification items in the competition specification have been answered/clarified.

7 DEADLINES

7.1 TENDER DEADLINE

The deadline for submission of tender is 16.02 2012 at 12.00. The tender must be received by the Procurer at the delivery address prior to the expiry of the tender deadline. The Bidder is responsible for ensuring that the tender arrives before the expiry of the deadline. Bids received after the deadline will be rejected.

7.2 PERIOD IN WHICH THE TENDER IS BINDING

The tender is binding for the Bidder until 28.06 2012 at 12.00.

7.3 SCHEDULE

The Procurer has a target to select the supplier by 02.04 2012 and for the first deliveries to be made before 28.06 2012.

8 AWARD CRITERIA

8.1 AWARD CRITERIA DOCUMENT EXAMINATION SYSTEMS

The contract will be awarded to the tender which is the most economically favourable based on the following criteria:

Criterion	Weight	Documentation requirement
Price	45 %	<i>Appendix B Price and delivery</i>
Quality and functional properties	45 %	Reply to relevant items in <i>Appendix A Requirements specification</i>
Product-life and warranty	5 %	Reply to relevant items in <i>Appendix A Requirements specification</i>
User-support	5 %	Reply to relevant items in <i>Appendix A Requirements specification</i>

8.1.1 Price (45 %)

Evaluated on the basis of the prices specified in *Appendix B Price and delivery*. Only prices specified as “Order” in the price tables are evaluated.

8.1.2 Quality and functional properties (45 %)-

The criteria for award of qualitative and functional properties is evaluated on the basis of the description of the quality and function of the supplied equipment. Emphasis will be placed on the functional level that the contracted items have surpassed the minimum requirements described in the requirement specification. This must emerge clearly in your response to preferences in *Appendix A* of the *Requirement specification*.

8.1.3 Product-life and warranty (5 %)

Emphasis shall also be placed in the award concerning the equipment’s lifespan and includes the sturdiness, operational hours and product warranty therein associated. The bidder is requested to present the equipment’s lifespan, number of operational hours/life-cycle and possible product warranty. This must emerge clearly in your response to Section 4.5 of *Appendix A* of the *Requirement specification*.

8.1.4 User-support (5 %)

Emphasis shall also be placed on the evaluation of what is being offered in regard of user-support and fault recovery by the supplier over and above the minimum requirement defined in the requirement specification. This must emerge clearly in your response to Section 4.4 of *Appendix A* of the *Requirement specification*.

8.2 AWARD CRITERIA LIGHTS AND SUNDRY TRAVEL DOCUMENT EXAMINATION EQUIPMENT

The contract will be awarded to the bidder which is the most economically favourable based on the following criteria:

Criterion	Weight	Documentation requirement
Price	60 %	<i>Appendix B Price and delivery</i>
Quality and functional properties	35 %	Reply to relevant items in <i>Appendix A Requirements specification</i>
Product-life and warranty	5 %	Reply to relevant items in <i>Appendix A Requirements specification</i>

8.2.1 Price (60 %)

Evaluated on the basis of the prices specified in *Appendix B Price and delivery*. Only prices specified as "Order" in the price tables are evaluated.

8.2.2 Quality and functional properties (35 %)

The criteria for award of qualitative and functional properties is evaluated on the basis of the description of the quality and function of the supplied equipment. Emphasis will be placed on the functional level that the contracted items have surpassed the minimum requirements described in the requirement specification. This must emerge clearly in your response to preferences in *Appendix A* of the *Requirement specification*.

8.2.3 Product-life and warranty (5 %)

Emphasis shall also be placed in the award concerning the equipment's lifespan and includes the sturdiness, operational hours and product warranty therein associated. The bidder is requested to present the equipment's lifespan, number of operational hours/life-cycle and possible product warranty. This must emerge clearly in your response to Section 5.5.1 of *Appendix A* of the *Requirement specification*.

9 INFORMATION ON, AND GROUNDS FOR AWARD OF CONTRACT

The Procurer's decision regarding the award of the contract will be notified simultaneously in writing to all participants in reasonable time before the contract is signed. The term "contract is concluded" is defined as the date on which both parties sign the contract.

A deadline for complaints of 10 calendar days is allowed. Once the deadline for complaints has expired, the Procurer intends to sign the contract.