



Request for tenders (RFT)

Procurement documents for the procurement of a

Pilot Belt Dryer

**Competitive procedure with negotiation in accordance with the
Norwegian Public Procurement Regulation (FOR-2016-08-12-974)
parts I and III**

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1 INTRODUCTION

1.1 *The Contracting authority*

Nofima is one of Europe's largest institutes for applied research within the fields of fisheries, aquaculture and food. We carry out internationally recognized research and develop solutions that provide a competitive edge throughout the value chain.

Nofima is owned by the following stock holders:

The Norwegian Ministry of Trade, Industry and Fisheries	56,8 %
The Agriculture Nutrient Research Foundation	33,2 %
Akvainvest Møre and Romsdal AS	10,0 %

The main office is located in Tromsø, and the research divisions are located in Bergen, Stavanger, Sunndalsøra, Tromsø and Ås. The institute has around 350 employees and an annual turnover in 2017 of NOK 595 million.

For further information, please visit www.nofima.no

All communication with the contracting authority shall be directed through the e-procurement system Mercell.

1.2 *The procurement*

The purpose of this procurement procedure is to conclude a contract with the tenderer that provides the economically most advantageous tender for the delivery of, and for the training and, support for a:

Pilot Belt Dryer.

The contract is for purchase of equipment for petfood and feed drying technology. Included technology is a pilot belt dryer. A description of the Deliverables is set out in Appendix 1.

The equipment will be placed at the research division located in Bergen and be part of a large-scale national infrastructure (Aquafeed Technology Centre) under establishment.

A full description of the Deliverables is set out in Appendix 1.

1.3 *Procurement plan*

Nofima plans to execute the procurement procedure according to the following progress:

Activity	Date	Time
Publication of Notice in Doffin and TED	28.02.2019	
Deadline for submitting qualification applications	30.04.2019	
Notification of qualified/selected tenderers	30.04.2019	
Deadline for submitting questions re: the tender documents	28.05.2019	
Tender Deadline	31.05.2019	Time: 12:00
Negotiations and evaluation	Week 23-24	
Notification of preferred tenderer	Week 24	
End of standstill period	Week 25	
Contract signing	Week 26	
Period for which the tenderer is bound by its offer	90 days after Tender Submission Deadline	

The above dates are estimates, and may be changed during the process.

2 COMPETITION RULES AND TENDER REQUIREMENTS

2.1 Contents of Procurement Documents

The Procurement Documents are comprised by this document and the listed Appendices:

1. Procurement appendices:

Appendix 1 - Specifications for a Pilot Belt Dryer

2. Terms of the contract:

Appendix 2.1 - Form of contract for purchase of goods

3. Tender documents for the qualification application:

- 3.1 ESPD form (European Single Procurement Document)
(to be filled in in the Merccell portal)

2.2 Procurement procedure

This public procurement competition will be conducted in accordance with the Negotiated Procedure under the Act of Public Procurement (LOV-2016-06-17-73) and the Public Procurement Regulation (FOR-2016-08-12-974) parts I and III.

Contract will be awarded following the Negotiated procedure with prior publication in accordance with the Public Procurement Regulation § 13-1 (2).

The procurement procedure has two stages – the qualification stage and the tender stage. Only the tenderers who fulfil the qualification requirements in stage 1, and have been invited to join stage 2, will be allowed to deliver a tender.

The Contracting Authority is not obliged to negotiate during the tender stage, and can therefore choose to award the contract on the basis of the original tenders. If the Contracting Authority chooses to negotiate, the Contracting Authority has the opportunity to reduce the number of tenderers before the negotiations if the Contracting Authority finds this appropriate. In such case, the reduction will be made on the basis of the contract award criteria.

2.3 Submission

All applications and offers must be submitted electronically via the portal Merccell. Tenderers who are not registered in the portal must register to access the competition. It is recommended that offers are submitted at least 1 hour before the deadline.

If the buyer gives additional information that makes you to want to change your offer before the deadline expires, you can open your offer, make changes and re-submit before the deadline expires. The last submitted offer will be your final and valid offer.

2.4 Language

All written and oral communication in connection with this tender competition shall be in Norwegian or English. The language requirement also applies to all tender documents, including all appendices and supporting documentation.

2.5 Disclosure and confidentiality

The buyer and its employees have an obligation to protect suppliers' confidential or commercially sensitive information, to the extent that such information is protected under FOA § 3-6, cf. Administration Act ("Forvaltningsloven") § 13.

By participating in the competition, the tenderer has consented to disclosure of information that the Buyer is obliged to disclose under the Freedom of Information Act no.16 of 19.05.2006 ("Offentleglova") § 23.

Suppliers must provide a copy/version of the offer in which the content that the supplier considers as confidential, and thus should be exempted from disclosure, is censored. The supplier will be regarded as having consented to disclosure of non-censored information. Upon request for public access, the buyer will regardless of the censorship consider whether the information is of such a nature that the buyer is obliged to exempt it from public access.

3 REQUEST FOR PARTICIPATION (STAGE 1)

3.1 Submission

All requests must be submitted electronically via the portal Mercell.

3.2 Contents of the application for qualification

Tenderers are required to submit their request for qualification with the following documents:

Appendix 1:

Letter in which the tenderer confirms that he is applying for qualification.

If multiple economic operators apply for qualification together, a statement of the nature the cooperation is required (for example if the economic operators are part of a working partnership, if one is a subcontractor etc.).

Appendix 2:

ESPD (European Single Procurement Document), filled out in Mercell.

Appendix 3:

If relevant: Declaration of commitment from sub-contractor or collaborating partner

Appendix 4:

Certificate of enrolment in the relevant trade register, cf. the qualification requirement in point 5.1.

Appendix 5:

Credit score/rating based by a licensed credit scoring agency, cf. the qualification requirement in point 5.2.

Appendix 6:

Description of similar deliveries, cf. the qualification requirement in point 5.3 and the selection criterion in point 5.5.

4 THE EUROPEAN SINGLE PROCUREMENT DOCUMENT (ESPD)

4.1 General information about ESPD

Tenderers must declare by way of ESPD that they satisfy the qualification/selection requirements (meaning the requirements set out below in point 4 concerning "Suitability", "Economic and Financial Standing" and "Technical and Professional Ability"), and whether any of the grounds for exclusion set out in the Public Procurement Regulation (FOR-2016-08-12-974) § 24-2 are present.

The ESPD must be filled inn in the Mercell portal.

4.2 Exclusion grounds

Part III section A and B of the ESPD form sets out «Grounds relating to criminal convictions» and «Grounds relating to the payment of taxes or social security contributions». These are mainly mandatory exclusion grounds, as regulated in the Public Procurement Regulation (FOR-2016-08-12-974) § 24-2 (1) and (2). Self-cleaning measures may avoid exclusion, see § 24-5.

Part III section C “Grounds relating to insolvency, conflicts of interests or professional misconduct” mainly relates to optional exclusion grounds, cf. § 24-2 (3). This means that, subject to the Public Procurement rules, Nofima may at its own discretion exclude tenderers that answered yes in the ESPD.

4.3 National exclusion grounds

Part III D of the ESPD form concerns «purely national grounds of exclusion». Two such grounds are set out in the Norwegian Public Procurement Regulation (FOR-2016-08-12-974), and they apply in this procurement procedure:

§ 24-2 (2). The provision lists several criminal convictions that constitute grounds for exclusion, corresponding to Article 57(1) of Directive 2014/24/EU. The Norwegian provision extends the exclusion ground to acceptance of a fine/punishment for the same criminal offences.

24-2(3) lit. i. The provision extends the exclusion ground relating to «grave professional misconduct», to include other grave misconduct that casts doubt as to the economic operator’s professional integrity.

4.4 Declaration covering all qualification requirements/ selection criteria

In this procurement procedure the economic operators may tick the checkbox in part IV of the ESPD for «α: Global indication for all selection criteria». This means that there is no need to use the selection criteria from A to D in the ESPD to provide individual responses for each qualification/selection criteria. By ticking the checkbox the tenderer confirms that all qualification criteria as listed under point 3.4 are met. The tenderer must be prepared to present documentation to prove the fulfilment of the criteria at any time after the deadline for submitting the application.

4.5 Supporting documentation concerning exclusion grounds

As a starting point Nofima will consider the declarations in the ESPD as sufficient documentation that there are no exclusion grounds concerning the tenderer. Nofima will therefore not request all possible supporting documentation from the tenderers. This does not in any way affect Nofima’s right to request the supporting documentation at any point of time during the procurement procedure. If Nofima becomes aware of any grounds for excluding the tenderer at a later point in the procurement process, Nofima reserves the right to exclude the tenderer.

If a tenderer is aware of any exclusion grounds concerning their competitors, Nofima encourages the tenderer to inform Nofima about it.

5 QUALIFICATION REQUIREMENTS/SELECTION CRITERIA

The qualification requirements listed below are minimum requirements for participation. Documentation for fulfillment of all requirements (point 5.1-5.3) shall be delivered together with the request for participation, cf. point 3.2.

5.1 Suitability

Requirement	Supporting documentation
<p>Enrolment in a relevant professional register</p> <p>The supplier is enrolled in relevant professional registers kept in the Member State of its establishment as described in Annex XI of Directive 2014/24/EU.</p>	<p>Certificate of enrolment in the relevant trade register, and/or other relevant professional register.</p> <p>Proof that the economic operator is enrolled in relevant professional registers kept in the Member State of its establishment as described in Annex XI of Directive 2014/24/EU; economic operators from certain Member States may have to comply with other requirements set out in that Annex.</p> <p>Proof that the economic operator is enrolled in trade registers kept in the Member State of its establishment as described in Annex XI of Directive 2014/24/EU; economic operators from certain Member States may have to comply with other requirements set out in that Annex.</p>

5.2 Economic and financial standing

Requirement	Supporting documentation
<p>The economic operator shall have the sufficient economic and financial standing to fulfill the contract.</p> <p>A credit score demonstrating that the economic operator is creditworthy without the need for collateral/security will be sufficient to fulfill the requirement.</p>	<p>Credit score/rating based on the last available financial accounts. The rating must be conducted by a licensed credit scoring agency.</p> <p>Nofima reserves the right to request supplementary evidence for the supplier's economic and financial standing, and to conduct its own research in that regard.</p>

NB: When filling out the ESPD-form, the economic operator must confirm that the required documentation is available and show that the economic operator is creditworthy without request for security.

Where the tenderer is unable, for a valid reason, to provide the specified documentation, the tenderer must inform Nofima of the valid reason as to why the documentation cannot be supplied and, if Nofima considers the reason to be valid, provide such other suitable alternative documentation to prove to Nofima their economic and financial capacity. This shall be described in the ESPD-form.

5.3 *Technical and professional ability*

Requirement	Supporting documentation
<p>The supplier has experience from similar deliveries as this contract.</p>	<p>Information concerning the most relevant contracts/deliveries that the supplier has delivered within the last three years.</p> <p>The documentation must include a description of the deliverables in each of the reference contracts, information on the value of the contract, the period and the recipient (name, phone contacts and e-mail). The description must demonstrate the relevance for and similarities between the reference contract and this contract.</p> <p>The experience may be acquired through the supplier's personnel, even if the personnel was not working for the supplier at the time of acquiring the relevant experience.</p>

5.4 *Sub-contractors and other collaborating partners*

Support of other businesses

If a tenderer relies on the capacity of other businesses to fulfil the qualification criteria set out above, the tenderer is required to provide documentation to confirm that he has access to the necessary resources, for example by submitting a declaration of commitment from the relevant business.

If a tenderer relies on the capacity of other businesses, the business in question is required to submit a separate ESPD-form.

5.5 *Selection criteria*

The contracting authority is planning to invite a minimum of 3 and a maximum of 12 tenderers to submit tenders in the competition. If there are a higher number of qualified tenderers than the contracting authority is planning to invite, a selection will be made based on the following criteria:

Requirement	Supporting documentation
<p>Relevant experience:</p> <p>The contracting authority will evaluate the experience documented in relation to the qualification criteria technical and professional ability.</p>	<p>The selection will be made on the basis of the documentation that shall be delivered in connection with the qualification requirement in point 5.3 (Technical and professional ability).</p>

6 TENDER

6.1 Contents of tender

The tender shall be submitted with the following content:

- File 1: Tender letter with price for
 - Total price Pilot Belt Dryer including training and support
- File 2: Description of solution (max. 8 A4 sheets)
- File 3: Description of training and support (max. 6 A4 sheets)

6.2 Submission

All offers must be submitted electronically via the portal Mercell, www.mercell.no within the deadline. Tenders submitted too late will be rejected. (Nor will the system allow bids to be submitted electronically via Mercell after the deadline.)

If the tenderers have questions related to the functionality of the tool, or experience technical problems in the system, please contact Mercell Support on tel.: +47 21 01 88 60 or e-mail: support@mercell.com

The offer will require an electronic signature at submission

During the submission of your offer, you will be asked for an electronic signature to confirm that the relevant bidder is making the offer. You can get electronic signatures from the following web-sites: www.commfides.com , www.buypass.no or www.bankid.no Please note that it may take a few days to get an electronic signature so this process should start as soon as possible.

Electronic signature outside Norway

We remind you that the Mercell portal supports the following electronic signatures from Sweden and Denmark:

Sweden: Svensk Bank ID, Nordea Denmark: Nem ID, TDC/OCES

Within the EU Mercell uses a service delivered by Unizeto (<http://unizeto.eu>) through an agreement with DIFI and the EU PEPPOL project (<http://www.peppol.eu>) This supports most X.509 certificates, but it is unfortunately not possible to list all certificates.

You may test your electronic signature, and how this works, before submitting the bid itself. This way you will avoid uncertainty on whether you have a certificate that works or not, and will be reassured that everything is ready when you want to submit your bid electronically.

After you have clicked "I want to make a bid" and started the process, there will be a button called Test e-signature available.

6.3 Non-Compliant tenders

If a tenderer fails to comply in any respect with the requirements of the Procurement Documents, Nofima reserves the right to reject the Tenderer's Tender as non-compliant, or, without prejudice to this right and subject to its obligations at law, to take any other action Nofima considers appropriate including but not limited to:

- Seeking written clarification from the Tenderer;
- Seeking further information from the Tenderer; or
- Waiving a requirement, which in Nofima's view, is non-material or procedural

Nofima encourages the tenderers to submit compliant tenders, and to submit any queries regarding the requirements, conditions and criteria set out in the procurement documents to Nofima’s contact person before risking to submit a non-compliant tender.

6.4 Variants and parallel tenders

Nofima does not authorize tenderers to submit variants /alternative tenders as provided for in the Public Procurement Regulation § 23-4.

Nofima does not authorize tenderers to submit parallel tenders.

6.5 Partial bids

Nofima does not authorize tenderers to submit bids to parts of the procurement.

6.6 Tender costs

The economic operator must himself bear the costs of participation in the competition. Participation in the competition will under no circumstances commit the contracting authority to enter into a contract with the economic operator, or commit the contracting authority financially or in other ways.

7 CONTRACT AWARD CRITERIA

The most economically advantageous tender shall be identified on the basis of the best price-quality ratio, which will be assessed from the following criteria:

Award criteria	Weighting	Documentation
Price	45 %	Tender letter
Technical solution	45 %	Description (maximum 8 A4 sheets)
Training and support	10 %	Description (maximum 6 A4 sheets)

PRICE

The price tender for the delivery of the Pilot Belt Dryer shall be given as a single payable figure, that includes all costs, fees and expenses chargeable under the contract, including all costs in connection with training and support.

TECHNICAL SOLUTION

In appendix 1 Nofima has set out requirements referred to as “Technical solutions”.

The tender shall include a description of the proposed solution with answers/comments to all of the requirements, and a further description related to all the technical specifications, highlighting the functionality of the system and its user friendliness. The description should also include any additional functionality or other options that adds value for the Buyer. Maximum 8 A4 sheets.

TRAINING and SUPPORT

Training and support will be evaluated based on the supplier’s description of the plan for training and support. The description must include the proposed training of the Buyer’s staff, what support mechanisms are provided (chat, email, phone, etc.), response time for necessary maintenance and repairs (– please specify), availability and of spare parts, and any other features of the offer or options that adds value for the Buyer. Maximum 6 A4 pages.