

## **REQUEST FOR TENDER**

In accordance with Section I of the Regulation  
(for procurement under NOK 1.3 million)

for the procurement of

Provider of payroll, accounting and tax services

Case no. 2019/107114

Deadline for submission of tenders:

03.06.2019  
at 12:00

## Contents

1 DESCRIPTION OF CLIENT .....	3
2 PURPOSE AND SCOPE OF THE PROCUREMENT .....	3
2.1 Purpose and scope of the procurement .....	3
2.2 Part tenders .....	4
3 CONTRACT AND OPTION TO EXTEND .....	4
4 PROGRESS PLAN .....	4
5 EXECUTION OF THE COMPETITION .....	5
5.1 Procurement procedure .....	5
5.2 Communications .....	5
6 SUBMISSION OF TENDERS .....	5
7 CONFIDENTIALITY AND PUBLIC ACCESS .....	6
8 CONTENTS OF THE TENDER .....	6
9 SUSTAINABILITY, SOCIAL RESPONSIBILITY AND ETHICAL REQUIREMENTS .....	6
9.1 Sustainability and social responsibility .....	6
9.2 Anti-corruption .....	6
9.3 Consequences .....	6
10 PROCESSING OF PERSONAL DATA .....	7
11 QUALIFICATION REQUIREMENTS .....	7
12 AWARD CRITERIA .....	7
12.1 Award criteria .....	7
12.2 Awarding of points and weighting model .....	7
ANNEX 1 - Price schedule .....	8

# 1 DESCRIPTION OF CLIENT

Innovation Norway's objective is to be the policy instrument of the state and the county authorities for achieving value-creating business development throughout the country.

Innovation Norway's interim goals are: 1) more successful entrepreneurs; 2) more enterprises with capacity for growth; and 3) more innovative business clusters.

Innovation Norway was established by special legislation and is owned by the government and the county councils with stakes of 51% and 49%, respectively. The company is represented in all the counties and approximately 30 countries.

For more information: [www.innovasjon Norge.no](http://www.innovasjon Norge.no).

Innovation Norway is financed through appropriations from the company's owners and clients.

## 2 PURPOSE AND SCOPE OF THE PROCUREMENT

### *2.1 Purpose and scope of the procurement*

The procurement will cover current needs of Innovation Norway's office in London for payroll services and tax compliance. It is also a requirement that the supplier can provide book-keeping and accounting services in case of future needs.

Innovation Norway in London has 10 local employees.

Innovation Norway in the UK is registered for VAT and reports quarterly (not by calendar quarter) to HMRC based on accounts prepared at Innovation Norway's headquarter in Oslo.

The delivery should initially cover

- Monthly payroll services for all local employees, including calculation and reporting of pension, employees' income tax and required social security costs
- Provide monthly payroll data electronically in a file format requested by Innovation Norway (excel based) for uploading in our accounting system
- Annual reporting of payroll according to local requirements
- VAT reporting according to requirements set by HMRC. This service includes acting as an Agent on Innovation Norway's behalf with a digital solution which satisfies HMRC's Making Tax Digital.
- CIT reporting on behalf of Innovation Norway (a nil report as of today)
- General ad hoc support related to payroll and VAT/tax
- Ensure communication and implementation of changes in local payroll and VAT/tax legislation

The following services may be required at a later stage

- Book-keeping services
- Accounting services/preparation and reporting of Financial Statements to the relevant authorities

- General ad hoc support related to accounting
- Ensure communication and implementation of changes in local accounting legislation

Further details/scope of the above services can be provided on request.

The supplier is requested to give a description of how they adapt to future legislation and digital solutions (digitalization).

Reservations are made with regard to budgetary changes and the company's priorities affecting the execution of the competition and the contractual relationship. If the needs of the Client so dictate, another supplier may be used.

## **2.2 Part tenders**

Tendering for individual parts of the project is not permitted.

## **3 CONTRACT AND OPTION TO EXTEND**

The contract period is from the date of signing and lasts 2 years.

The Client has an option to extend the contract on the same terms by 1 + 1 years, making the total possible term of contract 4 years. Any option to extend the contract must be exercised no later than three months prior to the expiry of the contract.

Both parties may terminate the framework agreement with three months prior notice.

The terms of contract are included with the request for tender. The supplier must submit its tender based on the requirements and conditions of the request for tender and the contract including appendices. Upon submission of the tender, the supplier is obliged to have read and accepted the contractual obligations, including, but not limited to, the non-disclosure agreement, wages and working conditions, anti-corruption and ethical guidelines.

## **4 PROGRESS PLAN**

The Client has set out the following time frame for the process:

Activity	Date
Dispatch of the tender documents	16.05.2019
Deadline for submitting tenders	03.06.2019 at 12:00 (GMT+1)
Evaluation period with any negotiations and revised tenders	TBD
Selection of contractor and notification to suppliers	TBD
Signing of contract	TBD
Period of validity*	2 months from the deadline for tenders

\* This means that the supplier is bound by its submitted tender until this date.

Please note that the dates after the opening of tenders are only tentative.

## 5 EXECUTION OF THE COMPETITION

### *5.1 Procurement procedure*

The procurement will be carried out in accordance with Act no. 73 of 17 June 2016 relating to public procurement (Public Procurement Act) and Regulation no. 974 of 12 August 2016 relating to public procurement (Public Procurement Regulation), Section I.

The Client may enter into a dialogue with the suppliers. This dialogue can involve all aspects of the tender and other received documents or information and can, for example, include clarifications and negotiations with the suppliers. The Client will consider this following expiry of the deadline for submission of tenders.

### *5.2 Communications*

All communication, such as questions concerning the competition documents, shall take place via the Merccell portal. This is so that all communications are logged. Once stakeholders have entered the competition page, they should choose the "Communications" tab. Click the "New Message" icon on the menu bar, enter the desired text and send the message. If the question concerns all the suppliers, the Client will respond to this in anonymised form by giving a response as additional information. Additional information is available under the "Communications" tab and then under the "Additional Information" tab. Stakeholders will also receive an email with a link to the additional information.

## 6 SUBMISSION OF TENDERS

The tender must be submitted electronically via the Merccell portal [www.merccell.no](http://www.merccell.no) by the deadline. Tenders must be submitted in Norwegian or in English.

The supplier should indicate whether they intend to submit a tender by clicking the "I want to tender" tab. To submit a tender, click the "Submit tender" tab.

If you are not a Merccell user or if you have any questions about the functionality of the tool, for example, how you should submit a tender, please contact Merccell Support on: +47 21 01 88 60 or via email at: [support@merccell.com](mailto:support@merccell.com)

It is recommended that the tender be sent well in advance of the deadline.

If the supplier wants to change a submitted tender, this can be done by opening the tender, making changes and resubmitting the tender right up to the deadline. The most recently submitted tender is considered the final tender.

During the submission process, an electronic signature may be requested from the supplier to verify that it is the tenderer in question who has submitted the tender. An electronic signature can be obtained at [www.commfides.com](http://www.commfides.com), [www.buypass.no](http://www.buypass.no) or [www.bankid.no](http://www.bankid.no). Please note that not all BankID Mobile signatures are compatible.

Test the signature well in advance of submitting your tender. Please note that it may take a few days for the delivery of an electronic signature, so this process should be initiated as soon as possible. The supplier is responsible for ensuring that the electronic signature works so that the tender is delivered within the deadline.

## **7 CONFIDENTIALITY AND PUBLIC ACCESS**

Information submitted to Innovation Norway is, in principle, public information in accordance with Article 3 of Act no. 16 of 19 May 2006 relating to the right of access to documents held by public authorities and public undertakings (Freedom of Information Act).

Exceptions to the right of access to tenders and procurement protocols may be made until the selection of a supplier has been made, cf. Article 23 (3) of the Freedom of Information Act.

The Client is subject to a duty of confidentiality regarding business affairs, cf. Act no. 130 of 19 December 2003 relating to Innovation Norway, Article 27 (1). In the event of a claim for right of access, "commercial aspects" will be redacted.

## **8 CONTENTS OF THE TENDER**

The supplier shall submit the requested information and documentation in accordance with the qualification requirements and award criteria.

## **9 SUSTAINABILITY, SOCIAL RESPONSIBILITY AND ETHICAL REQUIREMENTS**

### ***9.1 Sustainability and social responsibility***

The Client must contribute to sustainable development, including greater corporate social responsibility in Norway. The parties agree that their collaboration must be based on high ethical standards, avoid contributing to corruption, violations of human rights, and poor working conditions, and have no deleterious effects on local communities and the environment. The Client expects its customers and partners to have guidelines for ethics and corporate social responsibility in their enterprises.

### ***9.2 Anti-corruption***

The Client has a zero-tolerance policy for corruption, and its anti-corruption policy applies to all of the company's contracted consultants and suppliers. Corruption encompasses a wide range of activities where the purpose is to obtain illegal advantages. Examples of corruption include bribery, improper gifts and favouritism, kickbacks and facilitation payments.

### ***9.3 Consequences***

The Client is entitled to terminate the contractual relationship with immediate effect if serious violations of the above are identified.

## 10 PROCESSING OF PERSONAL DATA

If the delivery requires the supplier to process personal data on behalf of the Client, this shall be conducted in accordance with the Norwegian Personal Data Act and the General Data Protection Regulation chapter IV section 1. The supplier must ensure that the processing complies with the regulatory requirements. The supplier shall be the processor and the Client shall be the controller. If deemed required by the Client, a separate data processing agreement shall be entered into.

## 11 QUALIFICATION REQUIREMENTS

For procurements worth more than NOK 500,000, VAT and tax certificates will be required, from the winner only, before the contract is signed.

## 12 AWARD CRITERIA

### *12.1 Award criteria*

The contract will be awarded on the basis of which tender has the best ratio between price or cost and quality, based on the following criteria:

Criterion	Weighting	Documentation requirements
<b>Price</b>	30%	The supplier must complete the price schedule.
<b>Delivery solution</b>	35%	The supplier must describe its understanding of the delivery and how it will be resolved.
<b>Expertise and experience in the tendered resource(s) and the team's composition</b>	35%	The supplier shall provide a CV for the resource(s) with a description of experience, expertise and previous relevant assignments. The team's composition shall be described.

### *12.2 Awarding of points and weighting model*

A point scale of 1 to 10 points will be used, where 10 points will be awarded to the best response for a given award criterion and a relatively lower point score to the remaining tenders. A straight-line calculation method will be used for calculating the point score for the criterion Price. Weighting shall be in accordance with the table above.

## APPENDIX 1 - Price schedule

The price schedule must be completed by the supplier. Incorrect or inadequate completion may result in rejection of the tender.

The hourly rate must be stated per category, excl. VAT.

Role in project	Hourly rate (excl. VAT)	Specify the resource's share (%) in the delivery (sum 100 %)
Manager resources		
Senior resources		
Junior resources		