

# **TENDER DOCUMENT**

Open competitive tender procedure  
pursuant to Parts I and III of the Regulations

for the procurement of

Measurement tower in Hurdal

Case no: 18/00924

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# 1 GENERAL DESCRIPTION

## 1.1 *Client*

The Norwegian Institute of Bioeconomy Research (NIBIO) was established on 1 July 2015 through a merger of the Norwegian Institute for Agricultural and Environmental Research (Bioforsk), the Norwegian Agricultural Economics Research Institute (NILF) and the Norwegian Forest and Landscape Institute.

NIBIO is owned by the Ministry of Agriculture and Food and is an administrative body with special powers and its own board. Its head office is in Ås and the institute has several regional offices throughout the country.

NIBIO is a project-organised institute with an extensive project portfolio and around 700 employees.

NIBIO's clients, customers and projects thereby fall into several categories:

- Research projects allocated, approved and funded by the Research Council of Norway
- Research projects allocated, approved and funded by the Ministry of Agriculture and Food
- Research projects allocated and funded through applications to other public bodies in Norway and abroad, including various EU programmes
- Research assignments won through participation in public competitive tender procedures (typical clients are county governors, county authorities and municipalities)
- Research assignments ordered by private enterprises, foundations and organisations

Any questions should be sent in writing via Merzell.

The client's personnel other than the above-mentioned contact persons must not be contacted/communicated with in connection with this competitive tender procedure.

## 1.2 *Purpose of the procurement*

As part of the European Research Infrastructure Consortium ICOS (Integrated Carbon Observation System), funded by the European Union and the Research Council of Norway, NIBIO intends to build a measurement tower for the installation of scientific instruments at different heights and over the canopy of a full-grown Norway spruce forest. The location is within the community of Hurdal, southeast Norway (coordinates: 60° 22' 18" N, 11° 04' 46" E). The focus of the project is the quantification of the gas exchange between the atmosphere and the vegetation as part of a Europe-wide network of climate change research stations.

- A complete description of the delivery is provided in Appendix 1 requirements specification

### **1.3 *Part-tenders***

Tenders for parts of the assignment will not be accepted.

The project is not efficient for part-tenders.

### **1.4 *Subcontractors***

The use of subcontractors in the assignment is permitted. Tenderers are required to state in their tender the proportion of the contract to be assigned to subcontractors, if relevant, and which subcontractors the tenderer proposes to use.

### **1.5 *Important dates***

Important dates are stated in Mercell.

### **1.6 *Inspection***

Inspection will be arranged if requested by the tenderer. Requests must be submitted through Mercell by date 19.7.2019

### **1.7 *Language***

Offers can be submitted in English or Norwegian

## **2 RULES FOR COMPLETING THE TENDER PROCEDURE AND TENDER REQUIREMENTS**

### **2.1 *Procurement procedure***

This procurement process is carried out in accordance with the Public Procurement Act of 17 June 2016 and the Public Procurement Regulations FOR 2016-08-12-974 part I and part III. The awarding of the contract will be based on the open competitive tender procedure, cf. the Public Procurement Regulations Section 13-1(1).

Negotiations will not be permitted in this tender procedure. This means that it will not be possible to make changes to the tender after the deadline for submitting tenders. Please note that tenders that contain material deviations from the tender documents will be rejected pursuant to the Public Procurement Regulations Section 24-8(1) b. The client can reject tenders that contain deviations from the tender documents, ambiguities or similar that must be deemed to be significant, cf. the Regulations Section 24-8(2) a.

Tenderers are therefore strongly recommended to follow the instructions set out in this tender document with appendices, and to ask any questions they might have about anything that is unclear by e-mail to the contact person.

## ***2.2 Requirements relating to pay and working conditions***

The contract will contain requirements concerning pay and working conditions, documentation and sanctions in accordance with Regulations No 122 of 8 February 2008 relating to Pay and Working Conditions.

## ***2.3 Tax certificate***

On request, the tenderer chosen must submit a tax certificate for value added tax and a tax certificate for taxes. This only applies if the chosen tenderer is Norwegian.

The tax certificate must not be more than six months old, reckoned from the deadline for submitting a request to take part in the tender procedure or a tender.

For building and construction contracts, all subcontractors must also submit tax certificates.

## ***2.4 Confidentiality***

The client and its employees are obliged to prevent others from gaining access to or obtaining information about technical devices or procedures or operational and business matters that are important to keep secret for reasons of competition, cf. the Public Procurement Regulations Section 7-4, cf. the Public Administration Act Section 13.

## ***2.5 Tender validity period***

The tenders must be valid until the date stipulated in Mercell.

## ***2.6 Updating of tender documents***

Any corrections, supplements or changes to the tender documents, as well as questions and answers in anonymised form, will be communicated to all tenderers that have registered their interest in the procurement via Doffin.no.

## ***2.7 Additional information***

Should the tenderer find that the tender documents do not provide sufficient guidance, additional information can be requested from the client by sending a written request via Mercell.

If errors are detected in the tender document, please notify the client's contact person of this in writing.

Written requests for additional information shall be sent via Mercell.

## **3 THE EUROPEAN SINGLE PROCUREMENT DOCUMENT (ESPD)**

### **3.1 GENERAL INFORMATION ABOUT ESPD**

The tenderers must complete the ESPD as preliminary documentation of fulfilment of the selection criteria and the absence of exclusion grounds. Any subcontractors must complete their own ESPD form.

The form must be submitted with the tender. The tenderer(s) recommended for the contract must, before the contract can be entered into, document that they meet the selection criteria in accordance with the stated documentation requirements.

### **3.2 National exclusion grounds**

According to ESPD Part III: Exclusion grounds, section D: 'Purely national exclusion grounds'. The Norwegian procurement rules go further than the exclusion grounds specified in the EU directive on public procurement and the standard ESPD form. It is therefore specified that this tender also complies with all the exclusion grounds in the Public Procurement Regulations Section 24-2, including the purely national exclusion grounds.

The following exclusion grounds in the Public Procurement Regulations Section 24-2 are purely national exclusion grounds:

- Section 24-2(2). This provision states that the client shall exclude a tenderer if the client is aware that the tenderer has been convicted of the criminal offences listed and the judgment is final and enforceable, or if the tenderer has accepted a fine for such an offence. The requirement for clients to exclude tenderers that have accepted a fine for the criminal offences listed is a specifically Norwegian requirement.
- Section 24-2(3) letter i). The ESPD form only includes professional misconduct under exclusion grounds, while the Norwegian grounds also cover other serious errors that can give rise to doubts about the professional integrity of the tenderer.

### **3.3 Overall statement for all selection criteria in the ESPD form**

In this tender procedure, tenderers can use the ESPD form to submit an overall statement that it meets all the selection criteria defined in this tender document. This is done in the Part IV Section A of the form.

## **4 SELECTION CRITERIA**

In order to have its tender evaluated, the tenderer must complete the electronic self-declaration form to confirm that it meets all the selection criteria specified below.

#### **4.1 Tenderer registration, authorisation etc.**

<b>Criterion</b>	<b>Required documentation</b>
The tenderer must be registered in a register of business enterprises, professional register or a trade register in the state in which they are established.	<ul style="list-style-type: none"><li>• Norwegian enterprises: Certificate of registration</li><li>• Foreign enterprises: Confirmation of registration in a register of business enterprises, professional register or a trade register in the state in which they are established</li></ul>

#### **4.2 The tenderer's economic and financial standing**

<b>Criterion</b>	<b>Required documentation</b>
The tenderer must have sufficient economic and financial standing to be able to perform the contract. A good credit rating not subject to a requirement for the furnishing of security will be sufficient to meet the requirement.	A credit rating based on the most recent available accounting figures will be done by NIBIO. The rating are provided by a credit reference undertaking licensed to provide such services.

If the tenderer has reasonable grounds not to present the documentation required by the client, the economic and financial standing can be documented by submission of any other document deemed suitable by the client.

#### **4.3 The tenderer's technical and professional ability**

<b>Criterion</b>	<b>Required documentation</b>
The tenderer must have experience of comparable assignments.	Description of up to three of the tenderer's most relevant assignments in the past three years. The description must include information about the assignment's value, when it was carried out and for whom (name, phone number and email). It is the tenderer's responsibility to document relevance through the description of the assignment. The tenderer can document experience by references to the expertise of personnel available to use on the assignment, even if this experience was gained working for another contractor.

## 5 AWARD CRITERIA

The contract will be awarded to the tender that has the best balance between price and quality based on the following criteria:

Award criteria	Weight	Required documentation
Price - Total price for the delivery, including foundation, design and construction, and any other specified costs	50 %	<ul style="list-style-type: none"><li>• Total price stated in the offer, all costs specified and included in the total cost.</li></ul>
Quality - Tenderers offered solution and demands fulfilled	40 %	<ul style="list-style-type: none"><li>• Fulfilment of tablet set up in appendix 1</li><li>• Tenderers description of solution as part of the offer</li></ul>
Delivery time and timetable	10%	<ul style="list-style-type: none"><li>• Delivery time and timetable for the project shall be described in the offer.</li></ul>

### 5.1 Evaluation method

Relative method. The tenderers will be evaluated on the criteria's on a scale between 1-9 (9 is the best).

## 6 Submission and structure of the tender

### 6.1 Submission of the tender

The tender is to be submitted via [Mercell](#).

### 6.2 Structure of the tender

The tender shall be submitted on the basis of the design indicated in the electronic system for submission.

Please structure the tender in accordance with the outline that follows from the tender document. The tenderer is responsible for ensuring that all questions, requirements and points in need of clarification are addressed and documented in the tender.

The tender should be prepared on the basis of the following outline:



- Tender letter signed by an authorised representative of the tenderer. The tender letter must include the following:
  - Acceptance of the conditions set out in the tender documents and draft contract, and of special contractual terms and conditions. Any reservations must be stated here and be specified in accordance with the provisions on reservations and deviations set out in this tender document. Furthermore, the letter must provide the name of and contact information for the tenderer's contact person.
- Self-declaration that the tenderer meets all selection criteria for participation in the tender procedure.
- Declaration of commitment from other enterprise – only to be submitted if the tenderer is reliant on another enterprise's capacity. These enterprises must also submit separate self-declarations (see the Regulations Section 17-1(6)).
- Specification of the tenderer's solution (answers to the client's requirements specification with requested documentation)
- Completed price form
- Any other information you have requested in connection with the award criteria

## **7 Enclosures**

- Appendix 1 requirements specification
- Contract NS 8406-2009
  - Spesielle vilkår for bygg og anleggskontrakter
- Example of measurement tower
- Tender letter