

ROYAL NORWEGIAN EMBASSY IN PARIS

H002 DESIGN TEAM

INVITATION TO TENDER



AUGUST 2019

INVITATION AND INFORMATION

1. Introduction

Statsbygg - The Directorate of Public Construction and Property in Norway – represented by The Royal Norwegian Embassy in Paris - collectively known as the Client, invites you to participate in an open procedure (non-negotiated) for the award of the Design Team contract for the upcoming renovation work at the embassy.

The design team contract comprises the following disciplines: Electrical, plumbing, HVAC systems (including air conditioning and fresh air system) structural and, to a limited extent, architecture (most decisions regarding architectural design have already been made).

The terms and description of the assignment are described in the enclosed tender documents:

1. Invitation to Tender
2. Description of Services – Annex 1
3. Tender Procedure Rules and Terms of Contract – Annex 2
4. Price Summary Form – Annex 3
5. Code of responsible business conduct – Annex 4
6. Feasibility Study – Annex 5
7. European Single Procurement Document (*ESPD*)

The tender documents can be downloaded from www.mercell.com. Suppliers wishing to participate in the procedure should register their interest at www.mercell.com to receive notices about additional information, corrections and changes that Statsbygg publishes.

Please note that the tender documents most of the time do not distinguish between the designated persons offered in each of the relevant disciplines and the bidder (firm or firms submitting the bid to Statsbygg). The distinction is, however, crucial in the following paragraph regarding *ESPD*, qualification requirements and award criteria. The information regarding the *ESPD* and qualification requirements pertains to the bidder, whereas the

information regarding the award criteria *Competence of designated personnel* pertains to the designated (operative) persons offered by the bidder in each discipline.

2. ESPD, qualification requirements and award criteria

2.1 European Single Procurement Document (ESPD)

The European Single Procurement Document (ESPD), in French *le document unique de marché européen (DUME)*, is a self-declaration of the businesses' financial status, abilities and suitability for a public procurement procedure. It used as a preliminary evidence of fulfilment of the conditions required in public procurement procedures across the EU.

All bidders must complete and submit the English ESPD. The French version (DUME) is supposed to be of identical content and can be used for guidance.

Please note that joint bidders (consortium bidders) each must submit their own separate ESPD with the bid.

Please also note that if a bidder relies on sub-consultants to meet the qualification requirements in the ensuing paragraph (2.2 *Qualification requirements*), the sub-consultants to submit its own separate ESPD with the bid. If the bidder does not need to rely on a sub-supplier to meet the qualification requirements, the sub-consultants will not need to submit the ESPD.

We urge all prospective bidders to seek further clarifications from Statsbygg regarding the completion and filing of ESPDs.

2.2 Qualification requirements

The bidder(s) awarded the contract according to the criteria listed in 2.3 below must prior to the signing of the contract meet the following qualification requirements:

Qualification criteria	Qualification requirements	Required information (not to be submitted with the bid)
Economic and financial standing	The financial standing of the bidder must be adequate.	Statsbygg will obtain a credit report.

<p>Technical and professional ability*</p>	<p>1. The bidder (and/or sub-consultants) must have sufficient prior experience in the relevant disciplines.</p> <p>2. The bidder or a sub-consultant must have an employee registered in the French <i>Ordre des Architectes</i>.</p> <p>3. The bidder must have prior experience with working for foreign clients.</p>	<p>For each discipline (structural, electrical, plumbing, HVAC and architect), the bidder must provide information regarding two to three relevant renovation projects located <u>in the city of Paris and performed the last three years</u>. Only projects where the bidder or sub-consultants provided <u>the entire design</u> in their discipline are relevant. The information should include:</p> <ul style="list-style-type: none"> • Address of renovated building • Technical discipline • Name of client. • Size (square meters) and total cost (including physical works) of the renovation project. • Contract value of bidder's assignment within the renovation project. • Commencement and completion dates of the assignment (if not completed, inform about the status of the assignment). <p>A valid certificate.</p> <p>A short description of at least one design assignment for a foreign client.</p>
--------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

*If a bidder relies on sub-consultants to meet the qualification criteria *Technical and professional ability* (for example when the bidder is an architecture firm engaging other firms to provide the services of the four technical disciplines), the bid must include documentation that these sub-consultants actually will take part in the assignment, for example by a signed declaration to this effect from each sub-consultant firm. *We urge all prospective bidders to seek further clarifications from Statsbygg regarding this subject.*

3. Tax and VAT certificate (applies only to Norwegian bidders)

Norwegian suppliers must submit a joint certificate for paid (tax, attachment of earnings, national insurance contributions) and VAT (tax certificate).

A tax certificate can be ordered in Altinn. The certificate must not have been issued more than 6 months before the submission deadline given in this invitation.

4. The project

The Norwegian Embassy in Paris is located in 28 rue Bayard. The Embassy occupies part of the 4th floor, the 5th and the 6th floor of a 9-storey building. The 4th floor is currently rented whereas the 5th and 6th floor is owned by Statsbygg. The total area of the Embassy's premises is approximately 1084m² with a team of 30 persons divided into diplomats and locally hired people.

The premises need to undergo a comprehensive renovation, these works include:

- Demolition works – Will most likely be performed during the design phase
- General renovation of all areas, including restrooms. Note that the upgraded premises must comply with local disability access requirements.
- New technical installations including electricity, plumbing and HVAC(ventilation/fresh air and cooling system).

The provisionnal budget of the project is about 1.5M€.

For a detailed description of how the future working space will be organized the bidders are referred to the attached feasibility study. The space planning is done from the Ministry of Foreign Affairs, there might be minor alterations in the plans due to technical installations or french norms or laws, but the works will mainly be done according to the attached plans. Hence the Team's principal task in the design period will mainly be to choose the adequate materials for the interior spaces and the most suitable technical system and equipment accordingly to the brief that the Client and the local project manager will give him once he is designated.

- Note that the documents for the demolition works are not part of the scope of the Team.
- Loose furniture will be supplied by the Ministry of Foreign affairs and is not part of this project.

The other floors of the building will be in normal use by their occupants during the renovation works.

II FURTHER INFORMATION

1. Services required

The services of the design team will mainly consist of:

1. Design and prepare tender documents (drawings and specifications) for all disciplines.
2. Implement health, environment and safety measures in the planning works.
3. Prepare construction detailed drawings for all disciplines.
4. Assist the Local project manager in tendering, evaluation and award of construction contract(s)
5. Preparing the necessary documents and required design and obtaining administrative authorizations from the relevant authorities (the authorization is needed mainly for implementing the HVAC equipments on the roof of the building, depending on the technical studies).
6. Quality control of the construction works at site.
7. Assistance in handover and project closure, including final financial settlement between the client and the contractors.
8. As built documentation.
9. Assisting client in the defects liability period.

The services required of the local architect/consultant are described in detail in Annex 1, Description of services.

The contract language shall be English.

2. Statsbygg's exclusive status as client

Only Statsbygg by its project manager (not to be confused with the local project manager, see below) is authorized to make decisions regarding the project, including the scope of the works other decisions carrying financial implication.

3. Local project manager

Statsbygg has hired a local project manager who will represent the project on the work-site in Paris and be responsible to Statsbygg.

4. Time Schedule

The currently estimated time for starting of construction works is February 2020.

The design team shall, in co-operation with the local project manager, work out a detailed schedule for the design phase to be accepted by the client.

5. Supplementary information

If bidders find that supplementary information is required, the Client shall be addressed to Statsbygg via the [Mercell.com](http://www.mercell.com) and **only here** no later than 10 days prior to the bid submission deadline.

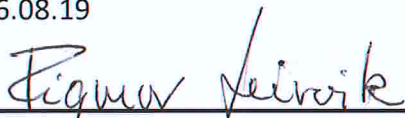
III SUBMISSION OF BID

Bids are considered to be submitted once they have been registered electronically via the provided link to www.mercell.com by 23rd of September 2019 16.00 hrs. Bidders should allow a buffer time of at least two hours as a precaution against system malfunction. Please phone Merzell support – tlf. +47 21 01 88 60 if assistance is needed.

The language of the entire bid must be English.

The price summary form and the code of conduct must be signed and stamped with the name of the company.

Oslo, 16.08.19

(sign.) 

Rigmor Leirvik
Statsbygg