



## Invitation to Tender (ITT)

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Procurement of AutoPASS charging point equipment

for Rv.3/Rv.25  
Ommangsvollen – Grundset/Basthjørnet

Open procedure

Document date: 17. October 2019

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## 1 GENERAL DESCRIPTION

### 1.1 Introduction

Vegfinans AS invites Bidders to the Open Procedure for procurement of delivery of one gantry solution, installation and maintenance of Charging Point Equipment (CPE) for the toll collection systems in:

- CP1 New Rv.3/25 (hereafter referred to as the "solution").
- CP 2 Existing Rv.3/25 (hereafter referred to as the "solution") (Option, ref clause 1.6).

New rv. 3/25 Ommangsvollen – Grundset/Basthjørnet is under construction in Løten and Elverum municipalities, Hedmark county.

Norwegian Public Road Administration signed in May 2018 a PPP contract with Hedmarksvegen AS, a Skanska company. Skanska Norge AS are responsible for design, construction and maintenance of new road with technical infrastructure.

The planned duration for toll collection at New rv. 3/25 Ommangsvollen – Grundset/Basthjørnet is until 2040. The contract term for the Solution is for an initial term of six years (from commencement date of the maintenance agreement). The Customer may thereafter terminate the Agreement without cause, giving a 12 months' notice, subject to a total contract term that does not exceed 20 years from the commencement date. The minimum term of the agreement is thus seven years from the commencement date.

### 1.2 Background

Vegfinans RV3 og Rv25 Hamar – Elverum AS will finance a part of the road construction for the project in Hedmark county. The project is a part of the main road from Oslo to Trondheim.

### 1.3 Placement for the project

The two charging points are located in the same area, at Lundgård in Løten at the border of Elverum.

Figure 1. Regional map

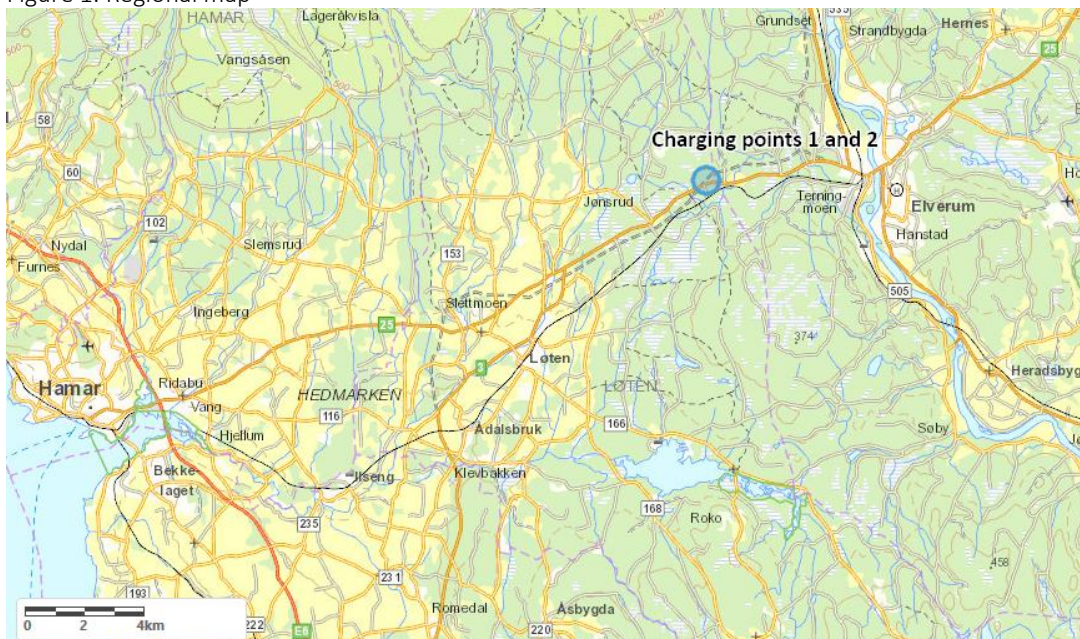


Figure 2. Overview, zoning plans, Løten and Elverum municipalities

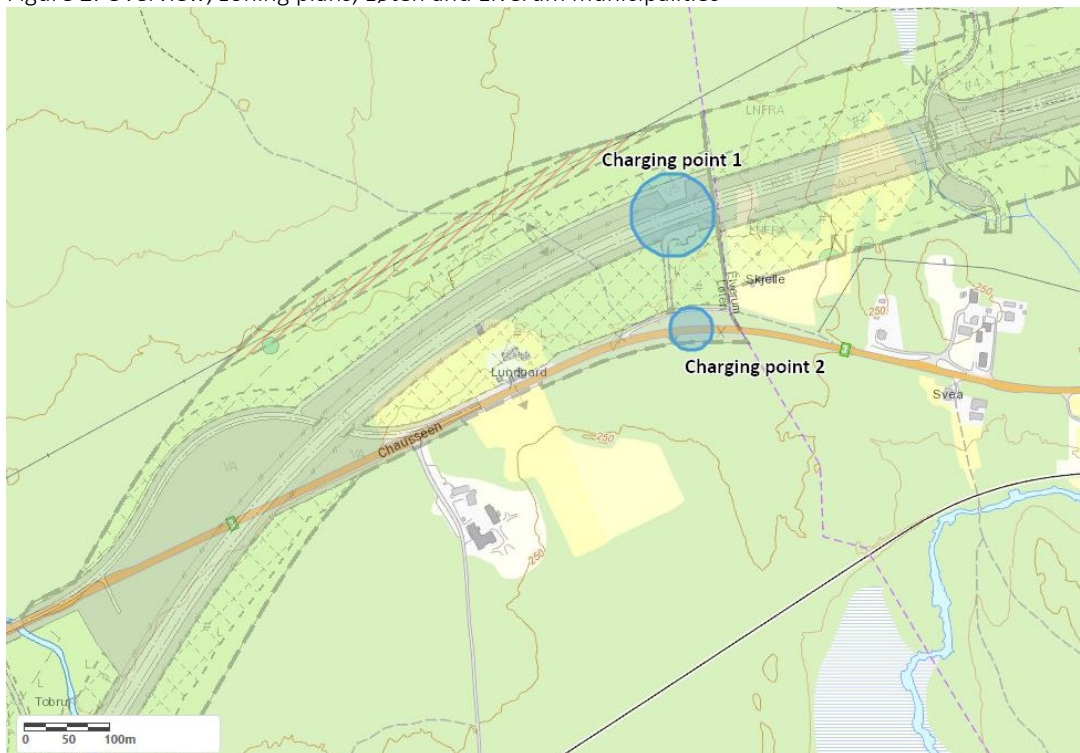
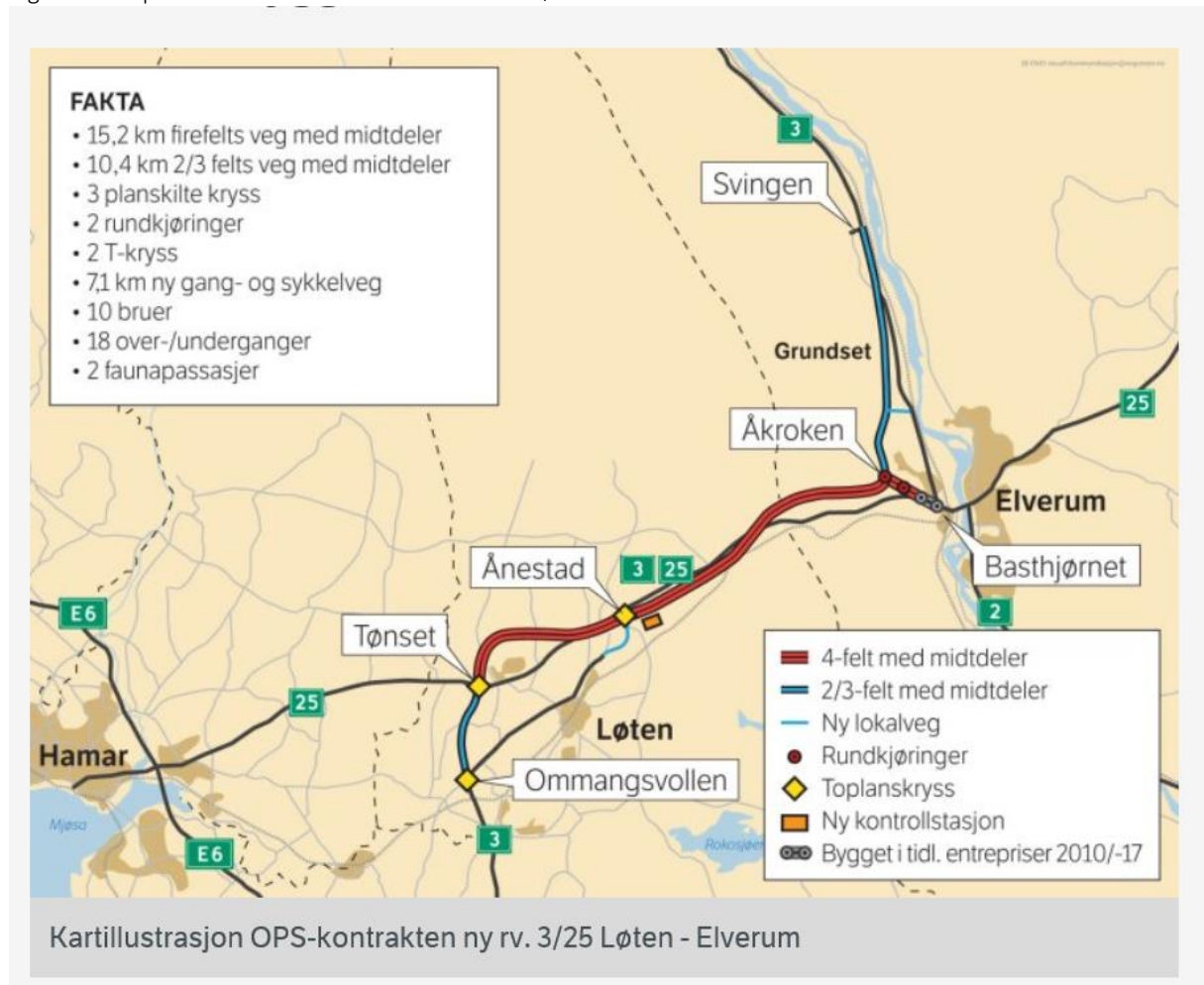


Figure 3. Map illustration OPS-contract new Rv.3 Løten - Eleverum



#### 1.4 The Customer

The competition is being run by Vegfinans AS (hereafter referred to as "customer"). Vegfinans is a regional toll company owned by the seven counties Akershus, Buskerud, Hedmark, Oppland, Telemark, Vestfold and Østfold. Through the ownership model, Vegfinans AS have streamlined its administrative duties and the management of the various toll road projects that the company operate. Vegfinans AS is an integral part of the entire lifecycle of the toll road projects, beginning with the planning phase all the way through to the closing of the projects when the toll road has been fully funded, and the various loans have been repaid.

More information about Customer may be found at the following addresses:

Norwegian version: [www.vegfinans.no](http://www.vegfinans.no)

Contact the Customer with any questions via Customer's electronic announcement tool, Mercell (hereafter also referred to as "KGV").

There shall be no contact with any other persons within Customer regarding this competition.

The awarded contract for the project RV3/25, Ommangsvollen – Grundset/Basthjørnet will be entered into between Vegfinans RV3 og Rv25 Hamar – Elverum AS and the Contractor.

### **1.5 Description of deliverables**

The complete set of tender documents listed describes the scope of work and requirements for the deliveries for the project. The requirements document Appendix 1 gives an overview of the scope for the deliverables.

Appendix 4 “Project plan” defines the time schedule for the project.

The estimated procurement value is, throughout its estimated lifespan (20 years from delivery) expected to be between NOK 2 – 4 million (excl. VAT), excluding optional deliverables, ref 1.6 below.

Customer reserves the right to cancel the procurement if it is not possible to obtain final bids within the above budgetary framework or if Customer has justifiable reasons.

### **1.6 Options**

A description of the options is given in the SSA-T Appendix 1 Customer Requirement Specification and the SSA-V Appendix 1 Customer Requirement Specification.

Vegfinans RV3 og Rv25, Hamar – Elverum AS has an option to enter into a contract with the Contractor for an additional toll station on the existing Rv3/25 (CP 2).

Vegfinans has, at the time of announcement of the competition, no control over future situations that may require changes to the contract. Nevertheless, it is conceivable that the framework (regulatory and political priorities) may change and that technology in the field is developing. This development may lead to a full technology refresh during the term of the contract.

## **2 RULES FOR CONDUCTING THE COMPETITION**

### **2.1 Procurement Process**

The procurement is conducted in accordance with the Act on Public Procurement dated 17th June 2016 (Procurement Act) and the Regulations on Public Procurement (Procurement Regulations) FOR 2016-08-12-974 part I and III.

The competition is conducted as an open procedure, cf. the Procurement Regulations section 13-1 (1).

### **2.2 Timetable for procurement**

Customer has the following preliminary timetable for the procurement process:

Activity	Tentative date/time
Announcement of tender	18.10.2019
Deadline for submitting questions and requests for clarifications	07.11.2019 at 12:00
Deadline for submission of bid	18.11.2019 at 12:00
Bid opening	18.11.2019 at 12:00
Contract award and notification of Bidder selection	05.12.2019
Standstill period of ten days	15.12.2019
Contract signing	Week 51
Bids valid until	02.03.2020
Contract commencement	According to agreed schedule

### **2.3 Additional information, questions and answers**

If a Bidder finds that the tender documents do not provide sufficient guidance, the Bidder may request additional information from Customer via KGV in writing.

If errors are found in the tender documents, it is advised that these are communicated in writing to Customer via KGV.

Any corrections, additions or changes to the tender documents, as well as questions and answers in anonymous form, will be communicated to all Bidders via KGV.

The timetable in section 2.2 gives the deadline for submitting questions and request for clarifications regarding the qualification stage and the tender stage.

### **2.4 Competition Announcement Tool**

Customer will use an electronic competition announcement tool (from Merzell) for this competition. The tool, referred to as KGV, is internet-based and supports the procedures used in public procurement.

### **2.5 Costs for participating in the competition**

Bidders must themselves cover all costs related to the competition and bids.

### **2.6 Partial bids**

Bids based only on parts of the assignment will not be accepted.

### **2.7 Alternative bids**

Alternative bids will not be accepted.



## **2.8 Confidentiality**

Customer and its employees are obliged to prevent others from gaining access to or knowledge of information about technical facilities and procedures or operating and business conditions which will be of competitive advantage, cf. the Procurement Regulations section 7-4, cf. the Public Administration Act section 13.

Corresponding confidentiality also applies to personnel hired by Customer.

## **2.9 Public Access**

For public access to bids and the procurement protocol, the Public Procurement Act (Act 2006-05-19 No. 16) applies.

## **2.10 Language**

The Bidder shall provide the bid response in English. Documentation may be delivered in English or Norwegian.

## **2.11 Notice of chosen Bidder**

All affected Bidders receive a reasoned decision on who will be awarded a contract with a specified standstill period, cf. the Procurement Regulations sections 25-1 and 25-2.

## **2.12 Complaints**

Any complaints may be sent to the Customer's representative in the electronic tendering system (KGV). In order to conduct a proper complaints procedure, the complaint should be sent to the Customer at least 2 days prior to the expiry of the standstill period.

## **2.13 Competition close**

Received bids and other supporting documentation will not be returned.

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

## **3.1 General information about ESPD**

As documentation of compliance with the qualification requirements and to ensure that there are no grounds for rejection, Bidders must complete the attached ESPD form. The form must be submitted together with the bid and other supporting documentation.

## **3.2 National grounds for rejection**

According to the ESPD, Part III: Rejections, Section D: "Other grounds for rejection as stipulated in the national legislation of the contracting authority." The Norwegian procurement rules go beyond the grounds for rejection set out in the EU Public Procurement Directive and in the ESPD standard form. It is therefore emphasised that in this competition all the grounds for rejection in section 24-2 of the Procurement Regulations apply, including the purely national grounds for rejection.

The following grounds for rejection in the Procurement Regulations section 24-2 are purely national grounds for rejection:

- § 24-2 (2). In this provision, it is stated that Customer shall reject a Bidder when he/she is aware that the Bidder has been duly sentenced or has received an order for the specified criminal offenses. The requirement that Customer rejects Bidders who have adopted the prescribed criminal offenses is a special Norwegian requirement.
- § 24-2 (3) point i). The grounds for rejection in the ESPD form apply only to serious errors in professional practice, while the Norwegian grounds for rejection also include other serious errors that may cause doubts regarding the professional integrity of the Bidder.

### 3.3 Overall statement for all qualification requirements in the ESPD form

Bidders can provide a comprehensive statement in the ESPD form that they meet all of the qualification requirements laid out in this ITT this competition. This is done in the ESPD form part IV section a.

## 4 QUALIFICATION REQUIREMENTS

### 4.1 Introduction

The qualification requirements entail that the Bidder shall have the necessary expertise, experience and financial capacity to complete the delivery, installation and maintenance of the CPE.

Bidders who do not meet the qualification requirements will be rejected, cf. Section 24-2 (1) (a) of the Procurement Regulations. Inadequate or insufficient documentation pertaining to one or more requirements may lead to the rejection of the Bidder. The same applies if the Bidder provides incorrect or misleading information.

Documentation of the qualification requirements listed below must, upon request, be submitted in addition to the ESPD form.

### 4.2 Bidders registration, authorisation, etc.

Requirement	Documentation requirement
The Bidder shall be registered in a company register, professional register or trade register in the state/country in which the Bidder is established.	<ul style="list-style-type: none"> <li>• Norwegian companies: Company certificate</li> <li>• Foreign companies: Evidence that the company is registered in a company register, professional register or trade register in the state/country the Bidder is established.</li> </ul>

### 4.3 Bidders economic and financial capacity

Requirements	Documentation requirement
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<p>The Bidder shall have sufficient economic and financial capacity to fulfil the contract. Credit rating without the need for guarantee is sufficient to fulfil the requirement.</p>	<ul style="list-style-type: none"> <li>• Annual accounts for 2018, 2017 and 2016 including the Board's annual report, income statement, balance sheet, notes and the independent auditor's report.</li> <li>• Credit rating based on the latest known accounting figures. The rating shall be carried out by credit information agencies that have a license to conduct such business. Customer reserves the right to obtain its own credit rating of the Bidder.</li> </ul>
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#### 4.4 *Bidders technical and professional qualifications*

Requirement	Document requirement
<p>The Bidder shall have experience from comparable deliveries.</p>	<ul style="list-style-type: none"> <li>• A description of maximum 5 of the Bidder's most relevant deliveries during the last 3 years. The description of each delivery shall not exceed one A4 page of text per reference. The Bidder must ensure that the documentation fulfils the requirements. Newly established Bidders may base their documentation on deliveries by employees from previous employers.</li> <li>• A description of how the Bidder's experience from the above-mentioned deliveries, will be used to fulfil this tender. Each description shall not exceed two A4 page of text per reference.</li> <li>• Based on the Bidder's experience; A description of the suggested organisation and resources relevant for this contract (no CVs). The description shall also include a description as to what degree sub-contractors will be used (no need to be named).</li> </ul>

#### 4.5 *Tax and VAT certificate*

The selected Bidder shall provide a tax and VAT certificate. This applies only if the chosen Bidder is Norwegian.

The tax and VAT certificate shall not be older than 6 months from the deadline for submitting the bids.

#### 4.6 *Collaborative bids*

Several Bidders can participate in the competition in collaboration. A statement of business form and composition of the Bidder collaborative group must accompany the bid or request to participate in the competition.

Each entity of the Bidder collaborative group must be a legally established company, cf. section 4.2. The Bidder collaborative group will be considered collectively for the other qualification requirements. All Bidders participating in the collaborative group should

therefore provide the requested documentation for the qualification requirements in sections 4.2 to 4.4.

All Bidders participating in a collaborative group must provide separate personal statements (ESPD form), cf. the Procurement Regulations section 17-1 (6).

The individual participants in the Bidder's collaborative group are jointly and severally liable towards the Customer during the fulfilment of the contract.

#### 4.7 Support from other businesses

If the Bidder has to rely on other businesses to meet the qualification requirements for technical and professional qualifications or economic and financial capacity (incl. affiliated companies / "sister" companies), the Bidder must document that it will have access to the necessary resources, cf. the Procurement Regulations section 16-10 (2).

The following documentation must be supplied:

- Declaration of commitment or similar document from the companies on whom the Bidder relies
- Documentation for fulfilment of the relevant qualification requirement
- Certificate from the Company Register or equivalent certificate from statutory registration register in the state/country in which the businesses on whom the Bidder relies are established
- Separate ESPD-forms (in addition to that of the Bidder)

## 5 AWARD OF CONTRACT

### 5.1 Award Criteria

The award of contract is based on the offer which has the best relationship between price or cost and quality, based on the following criteria:

Award Criteria	Weighting	Documentation requirement
Total Cost of Ownership, possibly including but not limited to: <ul style="list-style-type: none"> <li>• Fixed price implementation</li> <li>• Fixed price maintenance</li> <li>• Fixed price supplementary work</li> <li>• Fixed price options</li> </ul>	25 %	SSA-T Appendix 7 incl Annexes SSA-V Appendix 7 incl Annexes

Award Criteria	Weighting	Documentation requirement
Quality of the offered solution, possibly including but not limited to: <ul style="list-style-type: none"> <li>• Functional requirements</li> <li>• Non-functional requirements</li> <li>• Other requirements</li> <li>• Project and progress plan</li> <li>• Resources and competence</li> </ul>	75 %	SSA-T Appendix 2 incl Annexes 25 %
		SSA-T Appendix 4 incl Annexes 10 %
		SSA-T Appendix 5 5 %
		SSA-T Appendix 6 incl Annexes 5 %
		SSA-V Appendix 2 incl Annexes 20 %
		SSA-V Appendix 6 incl Annexes 10 %

## 5.2 Evaluation model

Customer will use a linear evaluation model. A score of 0 to 10 points will be used, where 10 is the best score within each requirement. Under quality there is a sub-weighting using the same linear evaluation model, but with various weighting for the relevant sub-requirement. See table in chapter 5.1.

If the difference in price between the cheapest and the highest price is more than 1.8, Customer will use a hybrid model between the linear and a proportional evaluation model (for evaluation of prices with more than 1.8 in difference to the cheapest). This is illustrated below:

$$\text{Score} = 10 - 10 \left( \frac{\text{Price being evaluated} - \text{Lowest price}}{\text{Lowest price}} \right)$$

At a price difference of more than 1.8, we get the following intersection for the hybrid model:

$$\text{Score} = \left( \frac{\text{Lowest price} * 3,6}{\text{Price being evaluated}} \right)$$

## 6 CONTRACT

### 6.1 Contract templates

The procurement contracts will be based on the Norwegian Governmental Standard Terms and Conditions for IT procurement:

- SSA-T (Development and Customisation Agreement) for the initial delivery of the solution
- SSA-V (Maintenance Agreement) for solution maintenance and support

The SSA templates are published and maintained by the Agency for Public Management and eGovernment (Difi). The templates are the most commonly used IT contracting templates in Norway and are used by public and private entities.

The Customer has provided a number of amendments to the standard agreements, cf. Appendix 8: some were made to make the templates more suitable for the delivery in question, others were made to make the terms more balanced.

The SSA-T contract will as mentioned above be used for the initial delivery of the solution. The delivery will be done in defined phases, and may be divided into several partial deliveries.

Upon completion and approval of all SSA-T deliveries, the SSA-V will become operational. The SSA-V will cover maintenance and support and a mechanism for ordering future development of the solution.

## **6.2 Contract document structure**

The SSA-T and SSA-V have the document structures specified below.

The column «Response required» indicates whether the Bidders are expected to provide some of the contents in the respective documents according to the instructions contained therein.

Reference	Document name	Response required
<b>SSA-T Agreement</b>	<b>Development and Customisation Agreement</b>	
SSA-T Appendix 1	Customer requirement specification	
SSA-T Appendix 1 Annex 1	Charging Points	
SSA-T Appendix 1 Annex 2	4.1 Processing of signal codes	
SSA-T Appendix 1 Annex 3	AutoPASS Definitions and abbreviations	
SSA-T Appendix 1 Annex 4	Operational Requirements	
SSA-T Appendix 1 Annex 5	4.5 Security Architecture for AutoPASS	
SSA-T Appendix 1 Annex 6	4.3 AutoPASS Data Formats 4.3 AutoPASS Data Formats - Appendixes	
SSA-T Appendix 1 Annex 7	4.7 AutoPASS EN15509 OBE – Functional and Technical requirements	
SSA-T Appendix 1 Annex 8	4.2 AutoPASS Radio Link	
SSA-T Appendix 2	Contractor solution specification	Y
SSA-T Appendix 2 Annex 1	Contractor solution form	Y
SSA-T Appendix 2 Annex 2	Description of options per Charging Point (template not included in the ITT, Bidder to draft if needed)	
SSA-T Appendix 2 Annex 3	Customer obligations per Charging Point (template not included in the ITT, Bidder to draft if needed)	
SSA-T Appendix 3	Customer's Technical Platform	
SSA-T Appendix 4	Project and progress plan	Y
SSA-T Appendix 4 Annex 1	Detailed Milestone Plan (template not included in the ITT, Bidder to draft)	Y
SSA-T Appendix 4 Annex 2	Road Closing	
SSA-T Appendix 5	Testing and approval	Y
SSA-T Appendix 5 Annex 1	AutoPASS Test Strategy	
SSA-T Appendix 5 Annex 2	EasyGo test strategy	
SSA-T Appendix 6	Administrative provisions	Y
SSA-T Appendix 6 Annex 1	Offered personnel	Y
SSA-T Appendix 6 Annex 2	SHA Plan	
SSA-T Appendix 7	Total price and pricing provisions	Y
SSA-T Appendix 7, Annex 1	Bills of Quantities	Y
SSA-T Appendix 7, Annex 2	Evaluation price	Y
SSA-T Appendix 8	Changes to the general contractual wording	Y
SSA-T Appendix 9	Changes subsequent to the formation of the Agreement	
SSA-T Appendix 10	Licence terms and conditions for standard software and free software	Y
SSA-T Appendix 11	Code of Conduct	
SSA-T Appendix 12	Data processor agreement	Y

Reference	Document name	Response required
<b>SSA-V Agreement</b>	<b>Maintenance Agreement</b>	
SSA-V Appendix 1	Customer requirement specification	
SSA-V Appendix 1 Annex 3	AutoPASS Definitions and abbreviations	
SSA-V Appendix 1 Annex 5	4.5 Security Architecture for AutoPASS	
SSA-V Appendix 2	Contractor solution specification	Y
SSA-V Appendix 2 Annex 1	Contractor solution form	Y
SSA-V Appendix 3	Deliverables to be maintained	
SSA-V Appendix 4	Project and progress plan for the establishment phase	Y
SSA-V Appendix 5	Service Levels	
SSA-V Appendix 6	Administrative provisions	Y
SSA-V Appendix 6 Annex 1	Offered personnel	Y
SSA-V Appendix 6 Annex 2	Road Closing	
SSA-V Appendix 7	Total price and pricing provisions	Y
SSA-V Appendix 7, Annex 1	Bills of Quantities	Y
SSA-V Appendix 8	Changes to the general contractual wording	Y
SSA-V Appendix 9	Changes subsequent to the formation of the Agreement	
SSA-V Appendix 10	Third party terms and conditions for the maintenance of third party software	Y
SSA-V Appendix 11	Code of Conduct	
SSA-V Appendix 12	Data processor agreement	Y

### 6.3 *Requirements for salary and working conditions*

The contract will contain requirements for salary and working conditions, documentation and sanctions in accordance with the regulations on salary and working conditions of 8 February 2008 No. 112.

## 7 DELIVERY OF BIDS AND BID FORMAT

### 7.1 *Delivery of bids*

The request shall be submitted via Mercell KGV.

### 7.2 *Bid format*

The bid must be submitted according to the layout the Mercell KGV indicates with the elements below:

- Form for bid delivery (see Attachment 2) signed by the responsible representative for the Bidder.



- Documentation of fulfilment of qualification requirements
- Declaration of commitment from another business - must be delivered only if the Bidder relies on the capacity of another business. These businesses must also provide separate personal declarations (see section 17-1 (6) of the Regulations)
- Completed ESPD form
- The Bidder's solution specification (Bidder's response to the Customer's requirement specification with requested documentation)
- Completed price appendix
- Additional contract appendices completed in full or in part by the Bidder.

Further information is found in section 4 and 5.

### 7.3 *Check-list before submitting the bid*

Number	Document name	Check
1.	Company certificate or evidence that the company is registered in a company register, professional register or trade register in the state/country the Bidder is established	
2.	A description of capacity	
3.	Annual accounts for the years 2018, 2017 and 2016	
4.	Credit rating	
5.	A description of the comparable deliveries	
6.	ESPD form	
7.	In case of collaborative bids, attach documentation as requested in section 4.6	
8.	If Bidder is supported by other businesses, attach documentation as requested in section 4.7.	

### 7.4 *Reservations*

Appendix 8 shall account for any reservation made to the tender documents, including the contract documents. Customer will consider any reservations without any contact with the Bidder.

Significant reservations from the tender documents could lead to rejection of the bid.

Bidders are therefore advised to use the period from announcement until the bid is submitted to clarify the possible implications any reservations and change proposals may have. Bidders are advised to clarify any reservation or change proposal either by submitting a question through the Merzell KGV or during the Bidder presentations, see section 2.4.

Change proposals to contractual obligations shall include the original text of the Contract, a reference to its number, the proposed amendment, reasons for the suggested change and potential consequences, see table in Appendix 8 for SSA-T and SSA-V. Customer reserves the right to make its own assessments of the potential consequences.

## **8 ATTACHMENTS**

The following attachments are part of the tender documents:

1. ESPD form
2. Form for bid delivery
3. SSA-T with appendices
4. SSA-V with appendices

## ATTACHMENT 2: FORM FOR BID DELIVERY

Bidders invited to submit bids must complete and submit this form together with their bid.

The Bidder shall fill out the table below and sign.

Company name:			
Org. no:			
Postal address:			
Visitors address:			
Tel. no:			
Contact person:			
Tel. no:		Mob.:	
E-mail:			

The above-mentioned Bidder hereby submits their bid to the competition.

Furthermore, the Bidder accept all the terms in the tender documents.

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Place

Date

Signature

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Name in capital letters