

Tender
for Contract regarding
Fitout and Graphics work for
The Norwegian Printing Museum



Municipality
of Stavanger

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1. Introduction

1.1. *The Client*

The Municipality of Stavanger on behalf of Museum Stavanger (MUST), from here on called the Client, hereby invite interested Bidders to participate in the competition for this Tender. For more information on the Client, please visit www.stavanger.kommune.no.

Any inquiries about the competition for this Tender should be directed to the Client's contact person via the communication module in Mercell.

1.2. *Purpose of the Tender*

The Client wishes to enter into a contract regarding the delivery of both Fitout and Graphics work for Museum Stavanger (MUST).

General description

Permanent exhibition: 484sqm, Printing Works: 180sqm Total: 664sqm

Small housing settlements in timber and canning factories have shaped the townscape of Stavanger for a long time, and are an important part of the history of Stavanger. The Norwegian Canning Museum is a clear example of these periods and has become an important tourist destination. The new architecture of the Norwegian Printing Museum is not only an extension, but together they establishes knowledge about the two most important industries of the city.

The new main exhibition explains the history of the development of writing, the invention of letterpress printing, photography and can label design is thematised. On the upper floor, all visitors can learn more about printing techniques on real printing presses at the printing works.

Through a central foyer, the visitor reaches the two museums via 3 different entrances. The concept allows the visitor to explore all the exhibitions together or each one separately. It can be experienced from any direction and both individually and guided. The rooms are structured by a modular type case vitrine which contains most of the exhibits. Hightlight exhibits are located in the center of the room and can be viewed from all sides. The museum should be an attractive place for knowledge transfer.

For the services described in the tender documents are to be produced and installed ready for use. With the submission of an offer, the bidder offers the implementation as described at a flat rate including all necessary services.

1.3. *Scope of the Contract*

The contract has an estimated value of NOK 4 000 000 / EUR 400 000 (0.1 exchange rate per 25.11.2019 – 1 EUR equals 10 NOK) excluding VAT. This gives a total contract value for the entire possible contract period (including options) of NOK 4 000 000 / EUR 400 000 excluding VAT. Estimated contract value is for informational purposes only and the Client is not bound by it.

The volume may deviate from the above as a result of changes in, among other things, financial framework conditions, changes in need, the market situation and political decisions.

1.4. *Contract Period*

Please see the following schedule:

Procurement	expected to 15/02/2020
Time of execution	expected to 16/11/2020 – 22/01/2021

**Off-gassing acc. to con.req. 6 weeks after finishing site assembly
Opening expected to 05/04/2021**

Please be advised that this may be subject to change and is an estimation only.

The Client expects to sign a contract with the chosen Bidder after the tender period.

1.5. Contract

A binding contract is entered when the contract documents are signed by both parties. The content of the contract is defined in the standard contract formula «NS 8406:2009 Forenklet norsk bygge- og anleggskontrakt» (Simplified Norwegian building and civil engineering contract) along with any other contract terms attached to this tender notice.

The standard contract formula NS 8406 is licensed from “standard.no” (<https://www.standard.no/en/sectors/kontrakter-og-blanketter/kontraktstandarder-bygg-anlegg-og-eiendom/>) and may not be published along with this tender notification, If the contract is awarded to a non-Norwegian firm, Stavanger municipality will supply them with an English version of all contract terms. Please contact the Client if there is any need for clarification regarding the contract terms.

2. Deadlines, place of delivery and schedule of the tender

2.1. Tender deadline

The deadline for submission of tenders is latest 08.01.2020 at 12:00. Offers submitted after the deadline will be rejected. The Bidder carries the risk that the offer will be delivered on time at the place of delivery.

2.2. Place of delivery

All offers must be delivered electronically via the Merzell portal, www.merzell.com, by the deadline. Please note that offers are not considered to be delivered until the offer is digitally signed, it is not sufficient that the offer documents have been uploaded in the Merzell portal. Late offers will be rejected. The Merzell portal also does not allow submitting tenders after the deadline for tenders.

It is recommended that the offer be delivered well in advance of the deadline.

If you have any questions related to Merzell functionality, please contact Merzell Support on tel.: 21 01 88 60 or email: support@merzell.com. Guides as well as 'frequently asked questions' for the tool can be found by clicking [here](#).

When submitting the offer, you will be asked for an electronic signature to confirm that the relevant provider has submitted the offer. You can obtain an electronic signature at www.commfides.com, www.buypass.no or www.bankid.no Please note that it may take a few days to have an electronic signature delivered, so this process should be started as soon as possible.

2.3. Validity of the offer

The Bidder must stand by their offer for 4 months after the tender deadline and will not have the option to withdraw their offer until after this time.

2.4. Schedule for processing offers

The client has prepared the following schedule for the process:

Activity:	Deadline:
Deadline for submitting tenders:	08.01.2020, at 12:00
Deadline for asking questions regarding the tender:	18.12.2019, at 12:00
Offer selection notice (tentatively):	15.01.2020
Expiry of the waiting period (tentatively):	31.01.2020, at 12:00
Contract signing (tentatively):	Early February 2020
Offers will not be withdrawable until after:	08.05.2020, at 12:00

Please be advised that the schedule may be subject to change. Any changes to the schedule during the tender phase will be announced.

3. The tender

3.1. Rules for the tender

This procurement is regulated by the Norwegian procurement legislation in accordance with Directive 2014/24/EU:

- «Lov om offentlige anskaffelser» LOV-2016-06-17-73. (from here on called LOA)
- «Forskrift om offentlige anskaffelser» FOR-2016-08-12-974 (from here on called FOA).

Part I and II of the regulation FOA applies to this procurement. This tender is subject to voluntary announcement to the TED database.

Information about the regulations can be found on the Ministry of Trade and Fisheries's website - www.regjeringen.no.

3.2. Procurement procedure

This procurement follows the procedure open bidding competition. This is a procurement procedure that allows all interested Bidders to participate, with the pre-requisite that they fulfil the minimum qualification demands. Please see minimum ESPD demands in the tender notice for more details.

The starting point for the Client's treatment of the tenders is that the tenders are evaluated as they exist at the end of the tender period, unless the content of the offers indicates that there is a need for dialogue between the client and the tenderer. The dialogue may involve desirable or necessary clarifications or desirable negotiations on the content of the offers.

The Bidder has the risk of the content of the offer. If the offer contains ambiguities or deviations, this may result in the offer being rejected in accordance with regulations on public procurement. We therefore strongly urge you to submit offers based on the terms and conditions set out in this tender document and attachments.

3.3. Announcement

The tender is announced in Doffin (www.doffin.no) and TED (ted.europa.eu) via Mercell (www.mercell.no).

3.4. Additional information

If the Bidder finds that the procurement documents do not provide sufficient guidance, he may request additional information in writing from the Client's contact person within the specified deadline. Anonymized questions with answers will be presented to all Bidders via Mercell. Any errors or

ambiguities that are discovered in the procurement documents are notified immediately to the Client's contact person.

All communication in the process must take place via the Mercell portal, www.mercell.no. This to all communication should be logged.

When entering the competition, select the "Communication" tab. Then click the "New Message" icon in the menu bar. Enter information to the client and then click on the "Send" icon. The client then receives your message. If the question concerns all providers, the client will answer this anonymously by providing the answer as an additional information.

Additional information is available under the "Communication" tab and then under the tab "Additional information". You will also receive an email with a link to the additional information.

3.5. Changing of the Tender documents and basis of competition

By the end of the tender period, the Client has the right to make changes to the procurement documents which are not of a material nature. Bidders will be notified when changes are made available, cf. section 3.4. If the changes come so late that it is difficult for the Bidders to take this into account in the tender, a proportionate extension of the tender period must be stipulated.

3.6. Withdrawal of offers

Submitted tenders can be reset or changed until the deadline for submission. Withdrawal is done by pressing "Resubmit" in Mercell, and then the Bidder can delete the entered information and submit a blank offer.

Should additional information come from the client that causes you to change your offer before the offer deadline, you can enter and open the offer, make any changes and resubmit until the offer deadline expires. Changing the offer is to be regarded as a new offer and must be designed in accordance with the requirements of the tender documents. The last offer made is considered the final offer.

3.7. Bidding inspection or bidding conference

No bidding inspection or bidding conference will be held.

3.8. Opening of the offers

The Bidders are not entitled to be present at the opening of the offers.

3.9. Rejection of offers

The Client complies with FOA regarding the rejection of offers.

3.10. Alternative offers

It is not possible to provide alternative offers, cf. FOA.

3.11. Offer for parts of the assignment

It is not possible to bid on parts of the assignment.

3.12. Cost of participating in the competition

Any costs incurred by the Bidder in connection with participation in the competition must be covered by the Bidder.

3.13. Cancellation of the competition

The client can cancel the competition if there is a factual reason.

3.14. Notification of the Contract award

The client's decision on who should be awarded a contract will be notified in writing to the Bidders at the latest 10 days before the contract is concluded. Contract is entered into at the time the contract is signed by both parties. The notice will state the reasons for the choice and set a deadline for the Bidder to raise any appeal against the decision.

4. Requirements for the offer

4.1. The design of the offer

The offer must be in writing and binding.

The following documents must be attached to the offer under the "Documents" tab of the Merzell portal:

Doc 01 - Bidder's offer letter including overview of the offer documents

The general clauses tender document (1.2) shall be filled out and delivered as main document.

Doc 02 - Completed price forms / tender documents

The attached Excel-documents (1.7 and 1.8) shall be filled out and delivered otherwise unchanged. Changes to the documents in form of additional lines, removal of lines etc. may lead to disqualification.

It is required to provide both unit prices and total prices for each position. It is necessary for the Client to see unit prices to be able to compare Bids and prices and to otherwise verify that the prices are correct. Submitting total prices only may lead to disqualification.

Any comments to the positions may be added in the "Comment" column next to the position. If further explanation or clarification is deemed necessary for a certain position, this information should be included in "Doc 05 – Special circumstances".

Doc 03 – CV of offered personnel

See minimum criteria for offered personnel in section 6.

Doc 04 – Reference projects

The Bidder shall deliver a list of maximum 5 reference projects, cf. section 7.2, in prioritized order based on relevancy to MUST and the project Norwegian Graphical Museum.

Reference projects exceeding the maximum of 5 will be given little to no consideration during the evaluation, so we advise that the Bidder carefully selects the reference projects that they consider to be most relevant to MUST.

Doc 05 - Special circumstances

Need only be submitted if applicable. If so, please give an overview and explanation of any deviations or reservations from the tender documents. If applicable, give a price consequence of the deviation / reservation.

Please provide the documents with the file names listed in this table. Any offer letter should contain an overview of the offer documents.

The Bidder is responsible for ensuring that all questions, requirements and clarification points that appear in the procurement documents are answered and documented. The offer must be designed in accordance with the requirements of the procurement documents.

4.2. Language

The offer, attachments and documentation must be available in English. All communication shall be in English.

4.3. Deviation

There is an opportunity to deliver services with non-material deviations. Offers containing material deviations will be rejected.

Deviations shall be clearly stated in a separate appendix to be valid, see section 4.1.

Deviations shall be precise and unambiguous so that the Client can assess these without contact with the Bidder.

The Bidder is asked to describe the financial consequences deviations will have for the Client. In the evaluation, the client will make an independent assessment of the financial consequences. Non-conformable non-pricing will result in rejection.

4.4. Confidential information and insight into offers and protocols

Pursuant to the Norwegian legislation on public information ("Lov om rett til innsyn i dokument i offentlig verksemd" LOV-2006-05-19-16), the procurement protocol and received offers will be screened for public access until offers are selected. Subsequently, these offer documents are initially publicly available.

The Client still has a duty of confidentiality compliant to the Norwegian legislation on Public Administration ("Lov om behandlingssåten i forvaltningssaker" LOV-1967-02-10).

If the client receives a request for access to the Bidder's offer, the Bidder will normally be contacted to assist in the assessment of any confidential information. The Bidder shall, at the request of the Client, submit an edited version of the offer within a short time.

5. Requirements for the Bidder

5.1. About ESPD and qualification of suppliers

In order to have his offer evaluated, the supplier must fill out a self-declaration that he meets all the qualification requirements and that there are no reasons for rejection in the Merccell portal.

Before one or more suppliers are nominated for the contract, the relevant supplier (s) must provide supporting evidence in accordance with the stated documentation requirements upon request from the

client. Copies of certificates and certificates are sufficient, but the original document must be able to be presented at the request of the Client.

The client may at any time in the competition request that the suppliers immediately submit all or part of the requested documentation. The documentation must be submitted without delay.

The suppliers shall not attach documentation for fulfillment of qualification requirements in the tender.

Contact Merzell Support on tel.: 21 01 88 60 or e-mail to: support@merzell.com if you need assistance in filling out the ESPD in the Merzell portal. For guidance online click [here](#).

5.2. Support from other Suppliers

If the supplier relies on the capacity of other companies to meet the requirements for economic and financial capacity or technical and professional qualifications, he shall be able to provide supporting evidence that it will have the necessary resources available, for example by submitting a commitment statement on this from the or the businesses in question.

If a supplier relies on the capacity of other businesses, the companies must provide separate electronic self-declarations (the ESPD form). If several suppliers participate in the competition jointly, the participating suppliers shall submit separate ESPD forms.

5.3. Skatteattest

Pursuant to section 7-2 of FOA, the Client shall require the supplier (s) chosen, of registered in Norway, to submit tax certificate for paid value added tax and tax. The tax certificate must not be older than 6 months from the deadline for submitting a request to participate in the competition or offer. The supplier shall not attach a tax certificate to its offer. The client will ask the selected supplier (s) to submit it before contracting.

6. Specification

See the tender specification documents.

For the personnel who will be executing the project

At least the following personnel must be offered, all with training and work certificate:

- 1 project manager (studies, min. 6 years of professional experience)
- 1 master craftsman (min. 4 years professional experience)
- 1 skilled worker/vocational assistant (min. 2 years professional experience)

Required team qualifications:

- Production handling
- Schedule control
- Cost control
- Quality control
- Assembly control
- Installation team for EU-wide, qualified own assembly team for permanent exhibitions

To document this, CV's of the offered personell shall be attached to the Bid as „Doc 03 – CV of offered personell“.

7. Award Criteria

The award of a contract is based on the offer that has the best price or cost ratio and the other award criteria:

<i>Award criteria</i>		Requirement for documentation	Weight in %
1.	Price and costs	<p>Prices must be stated in Doc 02 – Completed price form, cf. section 4.1. Please read through the directions in section 4.1 carefully.</p> <p>- All prices quoted shall be exclusive of VAT and in EUR or NOK, but including all other costs such as environmental fees, return costs, packaging, breakages (repackaging), tolls, taxes, fees, transport and travel expenses, own service cars, service, delivery and billing costs etc.</p> <p>- In cases where a Bidder has failed to price a price unit, the Client in the evaluation of the offer, for the relevant price unit, may choose to base the unit price from the most expensive offer. However, this method does not prevent the offer from being rejected in accordance with the rules of the FOA.</p> <p>- Costs associated with any reservations must be stated.</p>	40 %
2.	Reference projects	<p>Reference projects must be delivered in Doc 04 – Reference projects, cf. section 4.1. Please read through the directions in section 4.1 carefully.</p> <p>The Bidder shall attach a list of maximum 5 relevant reference projects. They shall be listed in prioritized order from 1 to 5, where the first is to be considered most relevant to the Client. It is the responsibility of the Bidder to highlight any special relevance.</p>	60 %
	Sum		100 %

7.1 Price and costs

Points will be given from 0-10 before weighting. 0 points may be used where the Bidders has delivered insufficient documentation.

The lowest price offer will receive 10 points before weighting. Points for other offers are assessed based on distance to the lowest price.

Prices shall be delivered in both NOK and EUR. All prices shall be exclusive VAT.

The exchange rate between NOK and EUR shall be considered fixed during the tender. The exchange rate at the moment of publication is the following:

0.1 exchange rate per 25.11.2019 – 1 EUR equals 10 NOK

7.2 Reference projects

Points will be given from 0-10 before weighting. 0 points may be used where the Bidders has delivered insufficient documentation.

The Bidder shall attach a list of maximum 5 relevant reference projects. They shall be listed in prioritized order from 1 to 5, where the first is to be considered most relevant to the Client. It is the responsibility of the Bidder to highlight any special relevance.

The following may be considered relevant reference projects:

Projects from the field of high quality permanent exhibitions and museums with similar scope of services and size.

- Exhibition/Museum Fitout
Also possible: High quality hotel Fitout)
- Project size around 500-600sqm or more.
- Order value: approx. 300.000€
- Especially showing projects with integrated graphical services.

Experience in handling subcontractors for Fitout and/or Graphic work may also be given special consideration.

It is up to the Client's discretion to decide if a reference project is relevant or not.

For each reference project:

- Name a contact person who we can contact, with phone number
- Give short description of contract/ project
- Delivery item/order value
- Timeframe of execution

Please be advised that it is a qualification requirement that minimum 3 relevant reference projects can be documented for both the Fitout contractor and the Graphics contractor, cf. The ESPD Qualification Requirements tab in Merzell.

The Bidder who receives the best reference projects will receive 10 points before weighting. Which delivered reference projects is best is based on a concrete, overall assessment from the Client. Other Bidders will receive points based on relative difference from the best Bid.

8. Overview of attachments

Attachment group 1: Main tender and contract documents		Notes:
1.1	Tender MUST Fitout and Graphics	Main tender document
1.2	NGM-ATB_General_Clauses_Tender	Main offer document for tender (for filling out) / Contract

1.3	Contract cover NS8406	Contract - For information only, unadjusted for this tender
1.4	NS 8406:2009 Forenklet norsk bygge- og anleggskontrakt» (Simplified Norwegian building and civil engineering contract) - NOT ATTACHED	Contract - NOT ATTACHED
1.5	Additions to contract terms NS 8406	Contract
1.6	190913_NGM_Fitout_Technical Pre Clauses_ATB	Fitout
1.7	191127_NGM_Fitout-Costs-Tender	Fitout Excel-document (for filling out)
1.8	191127_NGM_Graphic_Tender Description	Graphics Excel-document (for filling out)
1.9	General and Technical Preliminary Remarks Production	Graphics
1.10	NGM_Tender_Graphic Booklet	Graphics

	Attachments group 2: Lists	Notes:
2.1	191111_NGM-ATB_Project-Schedule	
2.2	190816_NGM-ATB_Material-Colour-Product_List	
2.3	190913_NGM-ATB_Planlist	

	Attachment group 3: Planning	Notes:
3.1. -	General Plans	

3.2. -	Area Plans	
3.3. -	General Details	
3.4. -	Pos. 1 Lettercase shelving	
3.5. -	Pos. 2 Pedestal, showcases and add. items	
3.6. -	Pos. 3 Wall Rail System	
3.7. -	Pos. 4 Media Corridor Paper Installation	
3.8. -	Pos. 5 Printing Works	
3.9. -	Light Planning	
3.10. -	Media Hardware Planning	