

**INVITATION
TO
SUBMIT BIDS AFTER COMPLETED DIALOGUE
(RESTRICTED PROCEDURE)**

**Project 1000605 Campus Ås User equipment
K923.18 Automated sample storage system, -80°C**

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1 General information about the tender

1.1 Invitation and overview

In connection with Project

No.:1000605

Name: Campus Ås BUT (user equipment)

Statsbygg hereby invites selected suppliers to submit final bids for the procurement of:

K923.18 Automated sample storage system - 80°C

Prior to this invitation a competitive dialogue has been carried out. The purpose of the dialogue was to find an optimal solution for an automated sample storage system in the specific room dedicated to this purpose. The Veterinary Institute believes that the latest solutions can meet their needs and has therefore decided to conclude the dialogue phase and invite the suppliers to submit their final bids.

The contract will include production, delivery, installation and integration of the storage system for biological samples. Furthermore, the contract will include 2 years of warranty for the system, covering system components and related software.

Scope of the final bid is given in Attachment 6, Descriptive document, section 4 Article specification.

The tender documents consist of:

1. Invitation to submit final bids after completed dialogue (this document)
2. Requirement specification with attachments
 - a. Training requirement
 - b. Maintenance and service requirements
 - c. ICT requirements
3. Statsbygg's general and special conditions of contract for large goods (Red Book)
4. Business procedures/administrative provisions
5. Contract draft
6. Descriptive document, updated and final version.
7. Tender form
8. Delivery time form (Gantt diagram)

The tender documents are available to all participants on the Mancell portal.

1.2 Announcement

The invitation to participate in the competitive dialogue tender process was advertised in the Doffin database on 23th of April 2019 and in the TED database on 26th of April 2019.

1.3 Some particular procedural terms and conditions of contract

1.3.1 Tender Form

Based on the enclosed drawings and bill of quantities, the quantities listed in the tender documents have been determined in accordance with applicable principles in Norsk Standard and customary practices for the respective works, unless specified otherwise. If the bid is based on quantity assessments that differ from those in the tender documents, such differing assessments must be specified in letter of bid.

1.3.2 Bid prices

The final bid must cover all the items specified in the Tender form, including all services, materials and costs of any kind needed to perform the contract in accordance with the requirements in the tender documents, applicable collective agreements between labour unions and employers, relevant legislation or other information provided by the Client, or which have come to light during the pre-tender inspection (including VAT and all add-ons, such as social costs, administration, travel, meals and profit, etc.).

The final bid prices must be fixed and not subject to subsequent adjustments.

General requirements vs. Tender form

All requirements contained in the tender documents must be met, even if they are not included in the attached Tender form.

1.3.3 Omitted prices

Whenever the bidder has not priced an item in the bill of quantities or elsewhere, Statsbygg will regard this item as included in the bid, unless stated otherwise in the letter of bid.

1.3.4 Itemized prices

If a bid does not itemize prices to the extent required by the tender documents, Statsbygg may reject the bid or request the bidder to submit adequate itemisation without changing the bid price.

1.3.5 Norwegian VAT regulations (is only applicable to foreign suppliers)

According to Norwegian VAT regulations, the general rule is that companies must be registered in Norway for the payment of Norwegian VAT when the turnover of service and goods exceeds NOK

50 000 within a period of 12 months. The registration involves an obligation to calculate the fee for taxable turnover.

This procurement is to be treated as a combined service and goods delivery. The reasoning for this is based on the fact that the goods is not deemed to be delivered according to contract until mounting, testing and training of the users is finished. This has to be done in Norway and is thereby taxable in Norway.

Foreign suppliers are responsible for import VAT and customs clearance. They must also calculate Norwegian VAT on the invoice to Statsbygg. **Foreign suppliers must therefore register in Norway.**

Statsbygg urges foreign suppliers to make themselves familiar with the applicable regulations in the current Norwegian legislation and to comply with this. Should council be deemed necessary by the supplier, Statsbygg is willing to provide this.

All extra cost due to the administrating of the aforementioned registration is to be added to the cost of goods in the Tender form (Attachment 7).

1.4 Contractual terms

The contract will be subject to the following terms:

- Statsbygg's general and special conditions of contract for large goods (Red Book).

Please also note that invoices and credit notes must be sent to Statsbygg's invoice address electronically in accordance with the EHF (Elektronisk Handelsformat) standard laid down by Norway's Ministry of Government Administration, Reform and Church Affairs. Invoices and credit notes must be communicated via an access point in the message communication infrastructure administered by Norway's Agency for Public Management and eGovernment (DIFI).

1.5 Supplemental information/Tender documents amendments

Queries regarding this invitation and attached documents, including requests for clarification and suggested amendments, must be posed via the Mercellportalen website. Bidders should make such contact well before the expiry of the bid submission deadline for Statsbygg to have sufficient to time to respond.

All such queries as well as Statsbygg's comments will be published on the Mercellportalen website and automatically forwarded to all the bidders.

Note that the firms posing queries will remain anonymous.

2 General information about the project and the contract

2.1 General remarks

In connection with the merger of the Veterinary College and the Norwegian University of Life Sciences, NMBU, it has been decided that the veterinary education and the Veterinary Institute will be moved from Adamstuen in Oslo and co-located with the NMBU on Campus Ås. The Ministry of Education has instructed Statsbygg to carry out the construction project (SLP) and acquire user equipment (BUT). This is organized as two projects, with a joint project director.

The contract will include delivery, installation and integration of a complete solution for automated sample storage within the specified room.

The contract will be entered into between the supplier and the Norwegian Veterinary Institute. Statsbygg is not one of the contract parties. Statsbygg's role in this procurement is "procedural" and limited to carrying out the procurement process.

After the contract has been entered into, the Veterinary Institute is responsible for the contract management (enforcement of contractual rights and implementation of contractual obligations), such as arrangements, necessary follow-ups/participation in conjunction with installation, testing, integration etc.

After the procurement process is completed and the contract is signed, the supplier must relate to the Veterinary Institute.

2.2 Time schedule

The bidders must take note of the time schedule below.

The time schedule is not final, but approximate. Following signature of the contract, the supplier – in consultation with Statsbygg – must produce a detailed and legally binding time schedule with delay penalties as specified below.

Phase	Date	Daily penalty
Contract	January 2020	No
Handover	Medio 2020	Yes, according to Red book
Takeover	To be agreed	Yes, according to Red book

3 Procedural rules

3.1 The Norwegian Public Procurement Act

The procurement is in accordance with the Norwegian Public Procurement Act (LOV-2016-06-17-73) (Lov om offentlige anskaffelser), and the regulations on public procurement FOR-2016-08-12-974 (anskaffelsesforskriften).

This procurement follows the "competitive dialogue" procedure ("konkurranspreget dialog").

3.2 Principles of the competition

The competition shall be carried out in a factual and responsible manner that provides equal treatment of the tenderers. The tenderers must not, nor through agreement, concerted practice or otherwise, seek to influence the outcome of the competition.

It is not allowed to negotiate after the dialogue phase is completed.

The tenders cannot be altered after the deadline for submission of final bids is expired, except in according to the rules in the regulations on public procurement section 23-9 (2).

3.3 Publicity

The names of suppliers participating in the procurement procedure will be kept confidential until Statsbygg issues a contract award notice.

3.4 Termination of procurement procedure

Statsbygg can terminate the procurement procedure at any stage if such a decision seems justified, such as withdrawal of funding or if political approval is not forthcoming.

Moreover, Statsbygg can reject all bids if such a decision is deemed justified.

Rejected bids will not be returned to the bidder.

3.5 Deadline for interlocutory injunction

Interlocutory relief can be sought against Statsbygg's decision regarding assessment of eligibility and selection of eligible suppliers. The deadline for taking such measures is 15 days from the date the supplier was notified by the decision by Statsbygg.

4 Statsbygg's evaluation of bids

4.1 Contract award

Bids will be evaluated and ranked according to the award criteria specified in section 4.2. As the bid evaluation will be solely based on the information submitted in the bids, the bids must contain all the required documentation. **Bidders who do not enclose the required documentation may be rejected.**

Before contracting, the bidder awarded the contract must document compliance with the eligibility requirements as specified in the bidder eligibility and selection phase, if this has not been done prior to bid submission.

4.2 Award criteria

The contract will be awarded on the basis of which tender offers the best price-solution description ratio according to the following criteria:

Total cost

Total cost means investment cost including shipping, assembly, commissioning, etc. until approved installation. Upgrade from initial 50% to 100% capacity. Service and maintenance cost after installation and warranty period.

Solution description

The evaluation of this criteria will be based on the submitted description of solution. The solution will be graded according to requirements set in attachment 6 Descriptive document, Updated

and final version. Sub criteria that will be emphasized during the evaluation are quality, functionality, design and ergonomics.

Delivery time

According to Gantt diagram.

As documentation the bidder must submit a description of the proposed solution including drawings and sketches or other descriptive means.

Weight	Award criteria	Documentation
40%	Total cost	Complete tenderform.
50%	Solution description	Attached description of solution, including drawings, sketches, pictures or other descriptive means.
10%	Delivery time	Complete Gantt diagram.

In this competition an evaluation model is used where all offers are awarded a score for each of the award criteria from 0-10. The score from each criterion is multiplied by the criterion specified weight. The criterion's weighted points score is summarized and the supplier who has the highest score is considered to have the best relation between price/cost and the solution description.

The award criterion "Total cost" is evaluated proportionally, with the lowest total cost is being awarded the highest score and other vendors awarded relative to the lowest offer's total cost.

The award criteria "solution description" and "delivery time" will be evaluated and given a score based on the offered documentation.

5 Non-conforming bids

5.1 General remarks

The bidders should avoid submitting bids that do not conform with the tender documents, e.g. by not meeting stipulated technical requirements or by stating delivery terms that depart from those in the tender documents. Rather than submitting a bid that might violate the terms of the tender documents, bidders should seek clarification with Statsbygg in the pre-bid phase, cf. section 1.6 above. Please note that bid ambiguities will not be given the benefit of the doubt with regard to non-conformance. Bidders should not submit bids with non-conforming terms before taking into account it might lead to the entire bid being rejected.

If a bid does include non-conforming terms, they should be clearly stated in the letter of bid. Non-confirming bid terms must be phrased in a precise and unambiguous manner to enable Statsbygg to assess the terms without having to contact the bidder. Statsbygg will primarily try to subject non-confirming bid terms to a cost assessment. If this is not possible, the bid is likely to be rejected.

Non-confirming terms that challenge basic elements in the tender documents will always cause the bid to be rejected.

A bid based on the supplier's standardised terms of delivery, etc., will be regarded as non-conforming far as such terms deviate from the terms of the tender documents.

The bid must be priced in NOK. The bid prices must be unconditional and final. Terms regarding adjustment of contract prices, including terms related to changed currency values, will not be accepted.

Terms stipulating an advance payment above the amount (%) specified in the attached terms of contract in *Statsbygg's general and special conditions of contract for goods (Red Book)*, will not be accepted.

5.2 Variant bids

Variant bids will not be accepted. Accordingly, bids containing other solutions than the ones specified in the tender documents, or which do not comply with the tender documents in some other way, will be regarded as a non-compliant, see Section 5.1 above.

5.3 Partial bids

Partial bids (i.e. bids that do not offer all the items specified by Statsbygg) will not be considered.

6 Formal bid requirements

6.1 Mode of submission and file format

The following file formats are accepted. Files must be virus-free and unencrypted.

- Test document: PDF/A, XML, TIFF or Word
- Tables: Excel
- Image files: JPEG or TIFF
- Maps: TIFF
- Video: MPEG 2
- Audio: MP3, PCM or PCM-based Wave

Infected and encrypted files, as well as files in a different format from those specified above, will be rejected in Statsbygg's data system and the tender will be evaluated as if such files had not been submitted.

6.2 Period of validity

Tenders are binding for 6 months from the deadline for the submission of tenders (inclusive). The original tender will remain binding even if new tenders are made during negotiations.

6.3 Language

The bid and all attached documents must be written in Norwegian, Swedish, Danish or English.

6.4 Bids – what to submit, content and structure

- 1-1 Final bid /Tender letter**, stating the tender sum and any deviations / reservations from the tender documents. The tender letter must be signed.
- 2-1 Tender form**, completed and signed
- 3** The documentation requested in the contract award criteria table, see section 4.2
- 3-1 Description of solution provided**
- 4 Gantt Diagram**
- 5-1 Table of contents**

To facilitate Statsbygg's handling of the bids and its attachments, suppliers are urged to use the above file numbering system and file names (number first and file name second, both in bold fonts) in their bids. Please avoid sub-files.

Bids that do not contain the above information and documents or that do not meet the stated formal requirements may be rejected.

6.5 Place of submission and deadline for tenders

The deadline for submission of bids to the Merzell-portal is 8th of January 2020, 14:00 local time.

Bids that are submitted after the deadline has expired will be rejected.

(Notice that the system does not allow submission of bids electronically via the Merzell-portal after the deadline.)

6.6 Information about the "Merzellportalen"

To be able to submit a request via Merzell Portal, you must have a user and log in with this.

It is recommended that the request should be delivered in good time, at least 1 hour before the expiry of the deadline. Delivered offers can be changed until the deadline expires. The last request is considered the final request.

The request requires electronic signature upon delivery. Electronic signatures can be obtained from different suppliers, eg www.commfides.com, www.buypass.no or www.bankid.no.

NB! We note that it may take a few days to receive electronic signature so that this process should be initiated as soon as possible.

Statsbygg recommends that you test the signature with the certificate you have available as soon as possible (in due time before the deadline). Test functionality is in the registration / offer submission steps.

If you have questions about functionality in the tool or if you are having trouble getting a request, please contact Merzell Support on phone: 21 01 88 60 or e-mail: support@mercell.com in good time before the expiry of the deadline.

7 Statsbygg's signature

Sted: Ås Dato: 13.12.2019

For Statsbygg: Per Roar Nordby
prosjektleder

Dette dokumentet er elektronisk godkjent.

8 Appendix

1. Requirement specification with attachments
 - a. Training requirement
 - b. Maintenance and service requirements
 - c. ICT requirements
2. Statsbygg's general and special conditions of contract for large goods (Red Book)
3. Business procedures/administrative provisions
4. Contract draft
5. Descriptive document, updated and final version.
6. Tender form
7. Delivery time form (Gantt diagram)
8. Q & A K923.18 Automated sample storage system – dialogue fase 04.12.19
9. Tube formats at the NVI, 02.12.19.