

INSTRUCTIONS FOR COMPETITIVE TENDERING

Open competitive tendering process in accordance with
parts I and III of the regulations

governing the acquisition of

HF Ocean current radar

2020/247

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1 GENERAL DESCRIPTION

1.1 *Client*

The Norwegian Meteorological Institute (MET Norway) was founded in 1866, and provides the public with meteorological services for civil and military purposes. The aim of the institute is to provide services for the authorities, commerce and industry, institutions and the general public for the protection of life and property, for planning and for the protection of the environment. The MET Norway's head office is in Oslo, with regional offices in Bergen and Tromsø. It employs about 400 people. The Norwegian Meteorological Institute is a government institution, reporting to the Ministry of Climate and Environment.

1.2 *Client's designated contact person*

Name: Kjetil Stiansen

Please send any enquiries to the contact person by using the Merccell purchurement tool. On matters concerning the competitive tender, there should be no contact or communication with any other Client personnel than the contact person named above.

1.3 *Purpose of acquisition*

This acquisition is for a framework contract for delivery of medium- and long range HF ocean current radars (4-15 MHz). The first five planned radars are long range systems placed on the Norwegian west/Northwest coast aimed to cover the coastal areas and the continental shelf.

1.4 *Partial tenders*

Tenders may not be submitted for only parts of the assignment.

1.5 *Structure of tender documentation*

- This document and its provisions relating to the tender process, qualification requirements and award criteria.
- Technical specification (base for tenders requirement form)

1.6 *Notice*

Notice for this competition has been published in the DOFFIN and TED databases – see www.doffin.no

1.7 *Essential dates*

See dates published on DOFFIN/TED.

Please note that the dates listed after opening of the tenders are intended as a guide only.

The installation of the first systems will happen in autumn 2020 depending on the capacity of the tender.

It is planned to utilize existing infrastructure like housing and power for the planned sites, and MET Norway will participate actively with the contractor in the installation process.

2 RULES APPLYING TO TENDER PROCESS AND TENDER REQUIREMENTS

2.1 Acquisition procedure

Acquisition is to be implemented in accordance with the Norwegian Public Procurement Act of 17 June 2016 and parts I and III of the Norwegian Regulation relating to public procurements, FOR 2016-08-12-974 (the Public Procurement Regulation). The contract will be awarded in accordance with the 'open competition' procedure, cf. section 13-1(1) of the Public Procurement Regulation. Only tenders from bidders who meet the qualification requirements will be evaluated. No form of negotiation will be possible during this competition. Consequently, it will not be possible for bidders to change their tenders after the deadline for submission of tenders has expired. Please note that if there are non-conformities such tenders will be rejected in accordance with section 24-8(1)b and 24-8(2)a of the Public Procurement Regulation. Suppliers are therefore strongly urged to adhere to the instructions given in these instructions for competitive tendering and their attachments, and if necessary direct any questions about issues that are unclear to the contact person for this acquisition.

2.2 Confidentiality

The Client and the Client's employees are obliged to prevent other parties from gaining access to or knowledge of any information about technical systems and procedures, or operational or commercial aspects that would be of competitive benefit if revealed, of section 7-4 of the Public Procurement Regulation and section 13 of the Public Administration Act.

2.3 Deadline for tender validity

The supplier's offer must be valid until the date specified in TED/DOFFIN.

2.4 Price and Cost Analysis

The systems will be purchased DAP (Site) (Incoterm 2010). Shipping addresses for the systems are not available at time of tender, but should be considered DAP Oslo (Incoterm 2010) for evaluation purposes. The systems will be paid for in the supplier's currency.

The tenderer is required to give a detailed breakdown of the total costs for the offer, under each of the following headings:

- Estimate on the total life cycle / total ownership costs for one complete radar system.

- Costs for the proposed radar system maintenance including proposed maintenance contract, support and service (both software and hardware).
- Cost of labor for service technicians including typical travel expenses.
- Costs for the proposed hardware and software for all major components down to sub-unit level.
- A complete list with the cost of all spare parts and consumables.
- Cost for participation in a software-upgrade program.
- Cost of shipping, commissioning, installation of the complete radar system.
- Cost of necessary courses and training for met.no's personnel.
- Cost of all applicable duties and taxes for the complete system.
- Terms for the payments.

Prices may be quoted in the tenderer's currency. All prices quoted shall show separately any taxes and duties to be assessed upon the tender in the country of manufacture, and in cases where the tenderer and/or his proposed subcontractor(s) remain(s) subject to the payment of taxes and applicable rates, the corresponding estimated total tax and duty amounts, and the reason why exemption from the tax or duty cannot be obtained. Prices stated in the tender shall be fixed and shall not include any speculative exchange fluctuations or unforeseeable index changes.

Any price reduction that will be admitted to MET Norway, e.g. on the base of number of radar systems ordered, must be stated together with the price and payments terms.

All additional costs whatsoever, arising after the signing of the purchase contract by both parties and before the date of delivery, subject to, say changes or omissions in the tendered system by or due to the supplier, shall be covered by the supplier, unless these can be shown by the supplier to lead to a considerable improvement in the functioning of the system beyond the scope of the original contract. Such improvement must first have been accepted by MET Norway.

2.5 Bank guarantee

See Appendix 7 (Condensed Sale and Purchase Agreement – Payment schedule).

2.6 Updates to the tender documentation

Latest one week before the closing date, MET Norway has the right to make corrections, additions or amendments to the tender that are not substantial.

Any corrections, additions or changes to the instructions for competitive tendering, and any questions and answers in anonymized form will be distributed to all suppliers who have registered their interest in the procurement on Doffin.no no later than one week before the closing date .

2.7 Additional information

If the supplier finds that the instructions for competitive tendering do not provide sufficient guidance, he may ask the Client for additional information by submitting a written request to the designated contact person. If any errors should be discovered in the instructions for competitive tendering, we kindly ask that the Client's

designated contact person be notified of this in writing. Written requests for additional information should be sent to the Client's designated contact person using Mercell.

The final date for requests for additional information is announced on DOFFIN/TED.

3 EUROPEAN SINGLE PROCUREMENT DOCUMENT (ESPD)

3.1 About ESPD

ESPD is a self-declaration of the businesses' financial status, abilities and suitability for a public procurement procedure. The ESPD is integrated in Mercell.

As a preliminary documentation for the fulfillment of qualification requirements, no grounds for rejection and possible fulfillment of selection criteria, the supplier must complete the attached ESPD form. The form must be delivered together with the offer. The contractor (s) to be contracted must, before the contract is concluded, document the fulfillment of the qualification requirements according to the stated documentation requirements.

3.2 National addition

According to ESPD, Part III: Rejections, Section D: 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 emphasized that all the grounds for refusal contained in Section 24-2 of the Procurement Regulations apply, including the purely national grounds for refusal.

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

- §24-2(2). In this provision, it is stated that the principal shall reject a supplier when he is aware that the supplier has been duly sentenced or has passed a prepayment for the specified criminal offenses. The requirement that the principal to reject suppliers who have adopted the submitted criminal offenses is a special Norwegian requirement.
- 24-2(3) i. The grounds for rejection in the ESPD form apply only to serious errors in the profession, while the Norwegian grounds for rejection also include other serious errors that may cause doubts regarding the professional integrity of the supplier.

3.3 Total statement for all qualification requirements in the ESPD form

In this competition, the providers of the ESPD form can provide a comprehensive statement that they meet all of the qualification requirements set forth in this competition document. This is done in the ESPD form part IV section a.

4 QUALIFICATION REQUIREMENTS

4.1 *Mandatory requirements*

Requirement	Documentation required
The supplier's tax and VAT affairs shall be in order.	<ul style="list-style-type: none"> • Tax certificate • VAT certificate <p>A certificate for tax and a VAT payment certificate, issued either by the local Tax Office or the Tax Collector's Office linked to the area in which the supplier's head office is situated. The certificates shall be no more than six months old on the date of the deadline for submission of tenders. See: (http://www.skatteetaten.no/no/Alt-om/Skatteattest/)</p> <ul style="list-style-type: none"> • Suppliers located outside Norway must submit certificates from their equivalent authorities.
The supplier shall have experience from comparable assignments.	Description of the supplier up to 3 most relevant assignments over the last 3 years. The description must include the assignment's value, time and recipient (name, telephone and e-mail). It is the supplier's responsibility to document relevance through the description. The supplier can document the experience by referring to the competence of personnel he has and can use for this assignment, even if the experience has been accumulated while the staff has performed service for another supplier.

5 AWARD CRITERIA

Only tenders submitted by qualified bidders who meet the mandatory requirements and specifications stated in the instructions for competitive tendering, including the contract proposal and requirement specification, will be assessed in relation to the award criteria. The award will be on the basis of which tender is the most financially advantageous, based on the following criteria:

Criterion	Weight	Documentation required
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Technical qualifications	30-40%	Completed list of compliance based on the technical specification.
Cost	30-40%	Complete price breakdown form
Supplier, support, and maintenance	30-40%	Overview and description of skills and expertise. Reference list. Maintenance points on list of compliance.

Costs

Including weighting of procurement costs, cost of options, training and life cycle costs.

Supplier, support and maintenance

Including weighting of supplier's skills and expertise and association with manufacturer, maintenance, services, time of delivery and supplier references.

Technical qualifications

Including weighting of quality, architecture, administration and system references.

5.1 Weighting model

Points between 0-10 will be awarded to each criterion in the table above, and weighted accordingly.

6 Contract

The Norwegian Government's Standard Terms and Conditions for IT Procurement, SSA-K 2015 shall be used for this purchase.

<https://www.anskaffelser.no/verktoy/kontrakter-og-avtaler/kjopsavtalen-ssa-k>

The appendix showing the payment plan to be used is available on TED/DOFFIN. Changes to this plan can be negotiated during contract negotiation.

7 SUBMISSION AND FORMAT OF TENDERS**7.1 Submission of tenders**

The tender shall be submitted electronically by using Merccell.

7.2 Format of tenders

The format of the tender shall be in the layout indicated by these instructions for competitive tendering. The supplier is responsible for ensuring that all questions, requirements and points to be clarified are answered or illustrated and documented in the tender. The format of the tender shall be in the following layout (note that some of these point shall be ans:

- Tender letter signed by a responsible representative of the supplier. The tender letter must contain the following:

- o Acceptance of the terms and conditions of the instructions for competitive tendering.
- o Any reservations must be stated here in accordance with the provisions regarding reservations and non-conformities stated in these instructions for competitive tendering. The letter must also contain the name and contact information of the supplier's contact person
- Filled out list of compliance.
- Additional information regarding the degree of compliance and quality of the solutions proposed, including technical solutions, features and performance, in regard to the different paragraphs of the technical specification and list of compliance.
- A price and cost analysis, including the total radar system cost, composed of the specific subunit.
- Packaging: number, size, weight, precautions, standards observed and allowance, if any, for returnable container or package material.
- Time and terms of delivery in accordance with Incoterms 2010.
- Time schedule and terms for the installation of the system.
- For goods to be imported, country of origin and tariff number.
- Terms for the proposed maintenance, support, warranties and training, including terms for the proposed maintenance contract (for both software and hardware).
- Terms for participation in the spare part pool, if available.
- Terms for participating in a software-upgrade program.
- Description of the supplier's three most relevant contracts over the past three years.
- List of key personnel and their CV.

8 Appendix

- Technical specification
- Contract Appendix 7 (Payment plan).