

TENDER DOCUMENTS

OPEN COMPETITIVE TENDER

in accordance with part I and part III of the regulations

for the procurement of

**Construction and management of Norway's trade
fair pavilion at Grüne Woche**

Case no. 2021/585578

Deadline for submission of tenders:

28.07.2021
at 12.00

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1 DESCRIPTION OF CLIENT

Innovation Norway's objective is to be the policy instrument of the state and the county authorities for achieving value-creating business development throughout the country.

Innovation Norway's interim goals are: 1) more successful entrepreneurs; 2) more enterprises with capacity for growth; and 3) more innovative business clusters.

Innovation Norway was established by special legislation and is owned by the government and the county councils with stakes of 51% and 49%, respectively. The company is represented in all the counties and approximately 23 countries.

For more information: www.innovasjon Norge.no

Innovation Norway is financed through appropriations from the company's owners and clients.

2 PURPOSE AND SCOPE OF THE PROCUREMENT

2.1 Purpose and scope of the procurement

The purpose of the procurement is to enter into *Framework agreements with one supplier* to deliver design, build, operate, disassemble and store Norway's stand at International Grüne Woche (hereinafter called IGW).

The aim of the pavilion of IGW are varied; marketing and strengthening the reputation of Norwegian local food products using the arena to develop regional cooperation in Norway, marketing and testing food and tourism products against the German market, as well as using IGW as a learning arena for building internationalization skills.

On 21st -30th of January 2022 Norway will participate at IGW in Berlin for the 35th time. The Ministry of Agriculture and Food is behind the project in close cooperation with Innovation Norway and the Embassy in Berlin. IGW is a highly prestigious event for the Ministry of Agriculture and Food, and for many years, a lot of resources have been invested in making Norway's participation an important profiling venue for Norwegian food and tourism.

Information about the event in the following year in the contract period (see section 3 below) will be provided in due time.

Further information about the procurement appears in appendix no. 1, "Requirements specification".

It is difficult to estimate an anticipated *annual value* of the tender, but based on the historical figures, the assumed value is NOK 3.500.000. However, this is not binding for the Client.

The *maximum value* of the tender for the contract period is NOK 16.000.000. Once that limit has been reached the Framework agreement will no longer have any effect.

If the needs of the Client so dictate, another supplier may be used.

Innovation Norway is funded via appropriations from the Ministry of Trade, Industry and Fisheries and other ministries. Continued funding from the ministries is essential for Innovation Norway to perform its necessary activities. Funding is also a prerequisite for the execution of this contract. Furthermore, reservations are made with regard to budgetary changes and the company's priorities affecting the execution of the competition and the contractual relationship.

Furthermore, reservations are made with regard to budgetary changes and the company's priorities affecting the execution of the competition and the contractual relationship. If the needs of the Client so dictate, another supplier may be used. The contract is thus not exclusive.

2.2 Part tenders

It is not possible to tender for parts of the delivery.

3 CONTRACT AND OPTION TO EXTEND

The contract period is from the date of signature and lasts 2 year.

The Client has an option to extend the contract on the same terms by 1 + 1 years, making the total possible term of contract 4 years. Any extension of the contract in accordance with the option will occur automatically unless the Client terminates the agreement. Notice of such termination must be given in writing no later than one month prior to the expiry of the contract.

Either party may terminate the contract at any time with three months' written notice.

The terms of contract are included with the tender documents. The supplier must submit its tender based on the requirements and conditions of the tender documents and the contract including appendices. Upon submission of the tender, the supplier is obliged to have read and accepted the contractual obligations, including, but not limited to, the non-disclosure agreement, wages and working conditions, anti-corruption and ethical guidelines.

4 EXECUTION OF THE COMPETITION

4.1 Procurement procedure

The procurement will be carried out in accordance with the rules set out in the tender documentation, as well as Act no. 73 of 17 June 2016 relating to public procurement (Public Procurement Act) and Regulation no. 974 of 12 August 2016 relating to public procurement (Public Procurement Regulation). The competition form is an open competitive tender in accordance with sections I and II of the Regulation, cf. the Public Procurement Regulation, Section 13-1 (1).

With this procedural form, all interested suppliers can submit a tender. Negotiations are not allowed, cf. Section 23-6.

4.2 Submission and formulation of tenders

The tender must be submitted electronically via the Mercell portal www.mercell.no by the deadline. The supplier shall submit the requested information and documentation in accordance with the qualification requirements and award criteria. Tenders must be submitted in Norwegian or English.

The supplier should indicate whether it intends to submit the tender by clicking on the "Jeg ønsker å tilby" tab. To submit a tender, click on the "Submit tender" tab.

If you are not a Mercell user or if you have any questions about the functionality of the tool, for example, how you should submit a tender, please contact Mercell Support on: +47 21 01 88 60 or via email at: support@mercell.com

It is recommended that the tender be sent well in advance of the closing date.

If the supplier desires to change a submitted tender, this can be done by opening the tender, making changes and resubmitting the tender right up to the closing date. The tender submitted last is regarded as the final tender.

During the submission process, an electronic signature may be requested from the supplier to verify that it is the supplier in question who has submitted the tender. An electronic signature can be obtained at www.commfides.com, www.buypass.no or www.bankid.no. Please note that not all BankID Mobile signatures are compatible.

Test the signature well in advance of submitting your tender. Please note that it may take a few days for the delivery of an electronic signature, so that this process should be initiated as soon as possible. The supplier is responsible for ensuring that the electronic signature works so that the tender is delivered within the deadline.

4.3 Reservations and deviations

Should the supplier wish to stipulate reservations with respect to the tender documents (incl. the terms and conditions of the contract) this must be clearly specified and stated in the tender.

The supplier is encouraged to seek to clarify any ambiguities in the tender documents prior to expiry of the deadline for submission of tenders pursuant to clause 4.6, rather than stipulate reservations. Any reference by the supplier to standardised terms and conditions of delivery or similar will be deemed a reservation.

Reservations and deviations shall, if stipulated, be precise and unambiguous such that the Client can evaluate the consequences reservations/deviations will have with respect to performance, price and/or other factors. Significant reservations and deviations will result in the tender being rejected.

4.4 Progress plan

The Client has set out the following time frame for the process:

Activity	Date
Deadline (when the tender must be received by the Client)	28.07.2021 at 12:00 (Norwegian time) (week 30)
Clarifications	Week 31/32
Evaluation of tenders	Week 33
Selection of contractor and notification to suppliers	Week 33/34
Qualifying period	10 days from the time that supplier selection has been announced
Signing of contract	Week 35/36
Period of validity*	3 months from the deadline for tenders

* This means that the supplier is bound by its submitted tender until this date.

Please note that the dates after the deadline for submitting tenders are only tentative.

4.5 Updating of tender documents

Before expiry of the deadline for submission of tenders, the Client is entitled to carry out corrections, supplements or changes to the tender documents that are not of a significant nature.

The corrections, supplements or changes will be sent to all parties that have registered their interest in Mercell. Information that the Client gives following a request from a supplier will be sent to all other stakeholders in anonymised form. Information concerning corrections, supplements and changes will be announced electronically via the Mercell portal.

If the competition documents are revised, this will be indicated by a new version of the same document. Suppliers that have already reported their interest will also receive notice by e-mail that changes have been made to the competition. If you follow the link in this notice, it will take you to the competition in question.

If the supplier has any questions, the supplier is encouraged to direct such questions to the Client no later than 6 days before the expiry of the application deadline. Inquiries shall be made via the Mercell portal.

4.6 Additional information

The Supplier must meticulously familiarise itself with the content of the tender documents. Should the Supplier find any errors, omissions or ambiguities in the tender documents, the Supplier is encouraged to immediately notify the Client and request additional information.

Enquiries regarding additional information shall be presented to the Client's contact person via Mercell. Enquiries concerning additional information shall be presented as quickly as possible such that the Client has an opportunity to deal with them prior to expiry of the deadline for submission of tenders.

4.7 Forwarding and clarification of information and documentation

The Client may, in writing, request that the supplier submit, supplement, clarify or supplement received information and documentation on short notice.

4.8 Communications

All communication, such as questions concerning the competition documents, shall take place via the Mercell portal. This is so that all communications are logged. Once stakeholders have entered the competition page, they should choose the "Communication" tab. Click the "New Message" icon on the menu bar, entire the desired text and send the message. If the question concerns all the suppliers, the Client will respond to this in anonymised form by giving a response as additional information. Additional information is available under the "Communications" tab and then under the "Additional Information" tab. Stakeholders will also receive an email with a link to the additional information.

5 CONFIDENTIALITY AND PUBLIC ACCESS

Information submitted to Innovation Norway is, in principle, public information in accordance with Section 3 of Act no. 16 of 19.05.2006 relating to the right of access to documents held by public authorities and public undertakings (Freedom of Information Act).

Exceptions to the right of access to tenders and procurement protocols may be made until the selection of a supplier has been made, cf. Section 23 (3) of the Freedom of Information Act.

The Client is subject to a duty of confidentiality regarding business affairs, cf. Act no. 130 of 19 December 2003 relating to Innovation Norway, Section 27 (1). In the event of a claim for right of access, "commercial aspects" will be redacted.

6 SUSTAINABILITY, SOCIAL RESPONSIBILITY AND ETHICAL REQUIREMENTS

6.1 Sustainability and social responsibility

The Client must contribute to sustainable development, including greater corporate social responsibility in Norway. The Parties agree that their collaboration must be based on high ethical standards, avoid contributing to corruption, violations of human rights, and poor working conditions, and have no deleterious effects on local communities and the environment. The Client expects its suppliers and partners to have guidelines for ethics and corporate social responsibility in their enterprises.

6.2 Anti-corruption

The Client has a zero tolerance policy for corruption, and its anti-corruption policy applies to all of the company's contracted consultants and suppliers. Corruption encompasses a wide range of activities where the purpose is to obtain illegal advantages. Examples of corruption include bribery, improper gifts and favouritism, kickbacks and facilitation payments.

6.3 Consequences

The Client is entitled to terminate the contractual relationship with immediate effect if serious violations of the above are identified.

7 PROCESSING OF PERSONAL DATA

If the Supplier must process personal data on behalf of the Client in order to perform the services, the Supplier shall have the role of data processor and the Client shall be the data controller, cf. the General Data Protection Regulation, Chapter 4, Section 1.

The Client may, at any time, require that the Supplier's processing of personal data on behalf of the Client is regulated in a separate data processor agreement.

8 THE EUROPEAN SINGLE PROCUREMENT DOCUMENT (ESPD) form

8.1 General information concerning the ESPD

The ESPD form must be submitted as preliminary proof of compliance with the qualification requirements and that no grounds for rejection exist. The ESPD form must be submitted in Mercell.

8.2 National grounds for rejection

In section III of the ESPD form, the supplier shall confirm that there are no grounds for rejection. The Norwegian procurement rules go beyond the grounds for rejection stated in the EU directive on public procurement and in the standard ESPD form. It should therefore be noted that all the grounds for rejection contained in Section 24-2 of the Public Procurement Regulation are applicable to this competitive tender, including the grounds for rejection that are purely national.¹

9 QUALIFICATION REQUIREMENTS

9.1 Documentation of fulfilment of qualification requirements

The supplier shall submit an ESPD form to confirm that the qualification requirements are met. The supplier awarded a contract will be asked to submit compliance documentation before it is signed. The Client may still require documents to be submitted at each stage of the process.

Where it is stated in the tender documentation that qualification requirements must be documented (e.g. reference projects), the documentation should be uploaded in Mercell as separate attachments.

¹ The national grounds for rejection include requirements for the client to reject contractors who have been penalised for the specified criminal offences, cf. Section 24-2 (2) of the Public Procurement Regulation, and if the supplier has made serious errors that could result in doubts about the supplier's professional integrity, cf. Section 24-2 (3) (i) of the Public Procurement Regulation.

9.2 The qualification requirements for this competition

The following qualification requirements apply to this competition:

Requirements – tax and VAT	Documentation requirements
<p>The supplier's affairs must be in order with regard to the payment of tax and value-added tax.</p>	<ul style="list-style-type: none"> • Certificate of tax and value added tax. <p>The certificate must not be older than 6 months, calculated from the submission deadline. Foreign suppliers must submit certificates from authorities that are equivalent to the Norwegian authorities.</p> <p>To be documented when completing the ESPD.</p>
Requirements – organisational and legal position	Documentation requirements
<p>The supplier must be a legally established enterprise</p>	<ul style="list-style-type: none"> • Norwegian companies: Certificate of registration • Foreign companies: Documentation that the company is registered in a trade register/ business register in accordance with the national requirements of the country in which the supplier is established. <p>To be documented when completing the ESPD.</p>
Requirements – professional qualifications	Documentation requirements
<p>The supplier must have relevant skills and experience from similar assignments/deliveries.</p>	<ul style="list-style-type: none"> • The supplier must provide a brief description of the company's relevant competence for the implementation of the assignment. (CVs should not be attached here.) • The supplier shall give details of maximum ten relevant reference projects the last 6 years with a brief description of the assignment, the duration of the assignment, its value and reference persons. <p>The description/report will be put in a separate document and uploaded to Mercell.</p>
<p>Processing of personal data shall take place in the EU/EEA area or so-called secure third countries.</p>	<ul style="list-style-type: none"> • If the supplier or its subcontractors from insecure third countries have access to the personal data, the Supplier must document that the information security in relevant country is in fact equivalent to the requirements in the GDPR before any agreement is entered into. <p>If this requirement is not relevant for the Supplier, please disregard this requirement.</p>

9.3 Requirements in the event of joint participation

If several suppliers jointly participate in the competitive tender, separate self-declaration forms (ESPD) must be submitted.

9.4 Requirements when using subcontractors

The Supplier must state whether they intend to use subcontractors to fulfil the contract. If subcontractors are to be used, this must be specified in section II Pt. D of the ESPD form. The form must show the name and the organisation number of the subcontractor(s) and the specific parts of the delivery that each subcontractor will execute.

If the Supplier must rely on subcontractors to satisfy the qualification requirements, this must be specified in part II Point C of the ESPD form. In addition, a declaration of commitment must be appended from the subcontractor in which the latter commits to providing sufficient capacity in the event of a contract, cf. Section 16-10 (2) of the Public Procurement Regulation, and the subcontractor in question must submit their own separate ESPD form, cf. Section 17-1 (6) of the Public Procurement Regulation.

10 AWARD CRITERIA

10.1 Award criteria

The contract will be awarded on the basis of which tender has the best ratio between price or cost and quality, based on the following criteria:

Criterion	Weighting	Documentation requirements
<p>Price Will be evaluated based on the following:</p> <ul style="list-style-type: none"> - Total price for the delivery 	25 %	The supplier must complete the price schedule in accordance with Appendix 2.
<p>Project solution Will be evaluated based on the following: The Suppliers solution will be evaluated according to appendix 1, including;</p> <ul style="list-style-type: none"> - Design - Functionality - Flexibility 	25 %	<p>The Supplier shall describe its solution and deliver a graphic outline/sketch of the design and construction in accordance with Appendix 1 Requirement specification. The Supplier must describe the functionality and flexibility of the stand.</p> <p>The Supplier shall also deliver a plan for how the Supplier shall assembly, dismantle, store and move the stand, all work must follow and be in accordance with the regulations at Messe Berlin.</p>
<p>Manpowerplan Will be evaluated based on the following:</p> <ul style="list-style-type: none"> - The efficient and sufficient use of manpower will be evaluated. 	15 %	The Supplier shall describe its manpower plan for the execution of the Scope of delivery.
<p>Expertise and experience Will be evaluated based on the following:</p> <ul style="list-style-type: none"> - The relevant competence and experience of the project manager and other personnel will be evaluated. - The project manager must be able to communicate both in German and English. - The project manager's experience regarding construction and management of large pavilions is important in the evaluation. 	35 %	<p>The Supplier shall enclose CVs or other relevant documents for the project manager and other personnel offered providing a description of experience and expertise of the relevant resources.</p> <p>The team's composition shall be described.</p> <p>The supplier should enclose a list of the most important relevant assignments in the past five years.</p>

10.2 Awarding of points and weighting model

A points scale of 1 to 10 points will be used, where 10 points will be awarded to the best response for a given award criterion and a relatively lower point score to the remaining tenders. A straight line calculation method will be used for calculating the point score for the criterion 'Price'. If the highest price is twice as high as the lowest price, a proportional calculation model will be used for the price criterion. Weighting shall be in accordance with the table above.

11 REJECTION

11.1 Rejection due to formal error

The client will reject a bid when the provisions of the Public Procurement Regulation, Section 24-1 (1) are satisfied. The client may reject an offer when the provisions of the Public Procurement Regulation, Section 24-1 (2) are satisfied.

11.2 Rejection due to circumstances on the part of the supplier

The client will reject a supplier if the terms of the Public Procurement Regulation, Section 24-2 (1) or (2) are satisfied. The client may refuse a supplier if the provisions of the Public Procurement Regulation, Section 24-2 (3) are satisfied.

11.3 Rejection due to circumstances relating to the tender

The client will reject the offer if the terms of the Public Procurement Regulation, Section 24-8 (1) are satisfied. The Client may reject the offer if the terms of the Public Procurement Regulation, Sections 24-8 (2) or 24-9 are satisfied.

APPENDIX 1 – Requirements specification

Main purpose:

Design, build, operate, disassemble and store Norway's stand at Grüne Woche at Messe Berlin in the Brand Norway concept and profile at selected Trade Fairs. The aim of the pavilion is to promote Norway and Norwegian companies.

Innovation Norway has project management responsibility for the setting-up and organising of the national pavilion at the exhibition. Norwegian companies are participating in order to promote their products and businesses as part of the Norwegian brand and pavilion to an audience.

The project is dependent on annual public allocations that will form the basis for a contract.

Design and stand concept

The stand will be at Messe Berlin (see the enclosed map of the area, the hall in 2020 and photos of Norway's stand). In 2020, the stand covered a total area of approx. 410 m² in five blocks. Visually, the stand will market Norway and the regions, and not the individual exhibitors. The stand shall therefore have a national character, with some images from the regions, while the individual exhibitors will only be allowed to bring printed material, PCs and similar with them to present their own enterprises.

The stand shall be based on an open, functional and exciting solution that builds on the existing stand. The main concept is largely repeated from year to year, but it is modified/improved every year. Innovation Norway expects to be given the same space in 2022 as in 2020, but Norway might have to move its stand in the future. The actual booking of the space and payment for it is done by Innovation Norway directly with Messe Berlin, naturally after consultation with the stand builder.

The Brand Norway Profile forms the basis for the colour scheme and images used in the stand area. The profile can be seen here; Norway Brand Centre (brandnorway.no)

The stand contains the following elements:

1. The stand consists of five exhibition blocks of different sizes and two two-storey elements.
2. Two blocks with exhibitors. Innovation Norway chooses three regions that will be represented by exhibitors (and that will have separate project managers) – a mix of food and tourism producers, as well as some national food and tourism enterprises.
3. All the building materials, furniture and graphic material are stored in Berlin and belong to the project. Technical equipment such as the light rigging, big screens, ordinary screens, stoves, refrigerated counters, refrigerators, wireless network and similar are hired every year. (See Appendix 3 for an overview of what is available in storage.)
4. A fully-equipped restaurant with a kitchen and seating area (minimum 60 seats) to serve the public and cater for group visits. In the current sketch, the restaurant comprises a two-storey metal structure that serves as a meeting room and extra restaurant seating. Food is sold both over the counter and from a sales cart.

5. Two bars (one serving aquavit/beer and one serving special dishes. The bars are stored in Berlin as separate modules.
6. Four back rooms with water/sinks/storage shelves/refrigerator etc. – the room behind the restaurant has the most advanced solution.
7. In addition to the actual restaurant, the stand shall comprise one or two seating areas.
8. In the middle block, a wooden house has been built that is used as the back room/kitchen for the middle block and that serves as the main changing room for the stand. The house is stored in Berlin as a module.
9. There is a big steel bridge at the end of the hall. Further development of the use of the bridge should be considered. The bridge can potentially be used as additional space for guests of the restaurant.
10. The stand needs four large refrigerated containers, one freezer container and two dry goods containers that will be used by the stand for storing food, drink, brochures, disposable material and similar, most of which comes from Norway.
11. The stand needs a suitable meeting room (at least ten seats) where people can withdraw and hold meetings without being disturbed by noise from the trade fair.
12. The Brand Norway Profile forms the basis for the colour scheme and images used in the stand area

The tender shall comprise

The tender shall comprise the following elements:

- Design, building, erection and dismantling of the stand based on elements and concepts described in the first part of the requirements specification. All work must comply with and be in accordance with the regulations for Messe Berlin.

- Installation and follow-up of all facilities, elements and technical equipment that form a natural part of the stand (screens, furniture, power supply, hot water taps, internet connection, containers, refrigeration counters, graphic material etc.). The details are shown in the enclosed sketch.

- The development of design sketches, graphics and print files.

- Follow-up and chief responsibility for day-to-day cleaning, and all technical assistance in the stand area. Any use of subcontractors must be described in the tender. The stand builder shall be responsible for all contact with relevant subcontractors. See also section 9.4.

- The stand builder has the main contact with Messe Berlin as regards technical responsibility, obtaining all permits during rigging and dismantling, waste (containers), security, storage containers, parking etc.

- Any necessary minor adjustments, modifications and moving of elements shall, as far as possible, be included in the tender. When planning capacity, account must be taken of significant changes to the stand that will be carried out during the planning period, but any such changes will come as additions to the submitted tender. Deviations from the financial limits must be agreed in advance and any additional costs must be specified and approved.

· Meetings, continuous contact with the person in Innovation Norway with technical responsibility for the stand. Most of the contact about the exhibitors' needs will go via the project manager, but some contact with regional managers and individual exhibitors will be required.

- Physical presence at Messe Berlin both during rigging and dismantling phases and for the duration of the trade fair. The stand builder will be responsible for all technical matters and the day-to-day running of the stand for the duration of the period, and this must be attended to either by the stand builder being present or through a local representative who has been assigned this responsibility. It must be possible to resolve problems quickly, and the stand builder/representative must have the required knowledge about Messe Berlin and the services offered there.

- The tender should include considerations/ assessments concerning the possible moving of the stand to another hall in the future.

- Moving of all stored goods from the existing storage in Berlin to the trade fair area and back into storage after dismantling.

- Storage of the stand in Berlin.

- The stand builder must be able to communicate in both German and English.

The stand builder will be part of a team led by Innovation Norway's project manager. Close cooperation with the project manager is expected, as well as great flexibility in relation to problem solving and any adjustments. The stand builder must act professionally vis-à-vis customers and consult with the project manager in the customer dialogue with the exhibitors.

Specific reservations

Because of the ongoing corona pandemic, Innovation Norway must take some reservations regarding the execution of the trade fair. The following scenarios may occur:

1. International Grüne Woche 2022 is cancelled or postponed by the exhibition organiser and Innovation Norway will have to terminate the contract with the Supplier for the relevant year.
2. Travel restrictions and/or other restriction related to infection control may affect participation and may result in fewer exhibitors.
3. Travel restrictions may affect the ability of Innovation Norway's project leader and the Supplier's project manager to travel to Spain. The applicable travel restriction is the official travel restriction issued by the Norwegian government. In this case, Innovation Norway will terminate the contract with the Supplier for the relevant year.
4. International Grüne Woche 2022 is cancelled by the exhibition organizer before signing the contract in this tender. In this case, Innovation Norway will cancel the tender

without signing any contract. Innovation Norway will issue a new tender in due time for International Grüne Woche 2023 og 2024.

Regarding point 1 and 3:

In case of cancellation, sections 1.6 in the Framework agreement will apply with the changing of the wording of section 1.6, 3rd: "The Client may terminate the contract in case of cancellation of the IGW 2022 with one months' written notice. Such termination shall not affect previously call-off." In the event of such termination, the Client pays an agreed price for the part of the delivery that was contractually delivered before the Agreement was terminated, in addition to any unavoidable obligations imposed by the Client that the Supplier has undertaken in connection with the execution of the Delivery.

Regarding point 2:

In the case of fewer exhibitors, the offered total price will be adjusted according to the reduced size and construction cost of the pavilion.

Furthermore, in case of fewer exhibitors and potentially other requirements for other areas such as lounge areas, the prices will be reduced proportionally adjusted according to the reduced exhibitors.

Innovation Norway will keep the suppliers continuously informed if there is anything that affects the execution of the trade fair. Innovation Norway are sorry that we have to make such reservations, but the impact corona has on the execution is beyond our control.

APPENDIX 2 – Price schedule

The price schedule must be completed by the supplier. Incorrect or inadequate completion may result in rejection of the tender. Prices must be specified as single prices and not in intervals. If prices are specified in intervals, the highest price will be used. All prices must be stated in NOK, excl. VAT.

The price shall be the same for the event in 2022 and 2023. Consequently, in the price schedule, the supplier shall state the prices for each year based on the average cost.

Total price	NOK ex. VAT.
IGW 2022	
IGW 2023	

All costs relevant regarding the assignment must be included.

APPENDIX 3 – Equipment stored in Berlin (approximate)

Every year, the whole stand is dismantled and stored in Berlin. It is not currently used at other events in Berlin. How the things look can be seen from the photos / stand map.

Items listed under 'Miscellaneous' shall be handled by the project manager on the stand, but they must be brought to and from the stand and stored.

The following is stored:

- All images / graphics on the stand. Text on boards / walls will probably have to be renewed.
- Bridge and two-storey steel construction with wooden finishing. Left-hand side – dismantled and stored as elements / material depending on what is expedient.
- Norwegian woodwork in bars / walls behind bars / seating area and the little house in the middle is put together and stored as elements. Other materials such as glass, bar counters etc. are stored. Included the cushions.
- Other structures made from wooden boards on the stand are dismantled and stored as elements / materials.
- The structure made from boards and the bridge support on the right-hand side of the bridge are built around an aluminium pipe structure leased from Capital Services, Messe Berlin for the event. Stairs are also required on this side as part of the aluminium pipe structure. The structure around the big screen is coordinated with the supplier of the screen.
- Back rooms in the main kitchen, behind bars, behind the block on the right-hand side and in parts of the house in the middle. All the back rooms have power distribution panels. All sections have a water supply. Differently equipped in relation to stoves/ washing machines etc.
- All doors on the stand – are stored.
- Floors on the whole stand – laminate + baseboards + mouldings.

Furniture

The furniture showing in the graphic overview is stored in Berlin. Additionally there are stored some more chairs, benches and tables which is used on the second floor. The supplier and project manager will discuss more/ less furniture when the stand is being completed closer to the event.

Miscellaneous

- Approx. 500 beer glasses
- Approx. 200 aquavit glasses
- Approx. 50 regular glasses
- Knives, forks, spoons
- Disposable equipment + misc. kitchen equipment, (relatively big amount, must be coordinated with new purchases – approx. 10 pallets)
- Dinner service – stored at the embassy.

The following is leased for each event and not stored by us:

All refrigeration counters, refrigerators, cookers, lighting/ light rigging, coffee makers, dishwashers, screens, DVD players, big screens incl. computer system, sound system in meeting room (below two-storey structure), lockable cabinets (for valuables), sinks with taps and other plumbing equipment, all electrical equipment, wireless internet router for the stand, changing room equipment. Outdoor storage containers; 4 refrigerated, 1 freezer and 2 dry goods containers.

APPENDIX 4 – Graphic overview and stand construction

Se separate document for **graphic overview** and **stand construction**.