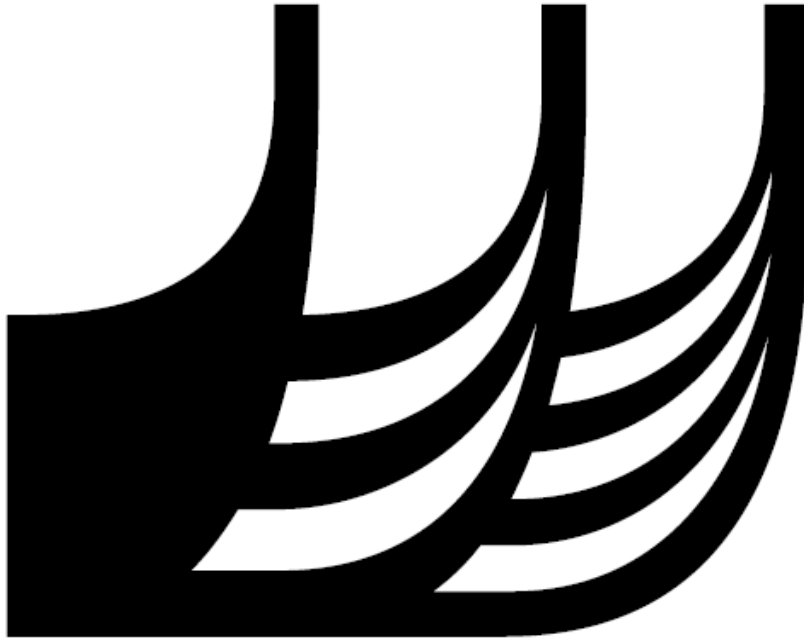


Qualification document

(Restricted competition)



Museum of the Viking Age

Project: Museum of the Viking Age

Exhibition design – basic deliveries and additional deliveries

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1 THE ASSIGNMENT AND COMPETITION

1.1 General information

Statsbygg, as an agent for University in Oslo and the Museum of Cultural History (“the Client”), have the pleasure to invite tenderers to participate a competition for the award of a design and build contract; in connection with project:

nr.: 2021/3001

Exhibition design for the project: Museum of the Viking Age (VTM).

The Client is to procure the delivery of exhibition design and other services to the new museum, divided into a basic delivery and several additional deliveries, to complete the whole permanent exhibition in the Museum of the Viking Age.

The procurement documents comprise the following:

- Main qualification document (this document)
- Appendix 1: European Single Procurement Document (ESPD)
<https://ec.europa.eu/tools/espd/filter?lang=en>
- Appendix 2: Masterplan for exhibitions
- Appendix 3: Exhibition experience
- Appendix 4: Architecture and general exhibition design strategy
- Appendix 5: For other information and material of relevance to the procurement, please see: <https://www.khm.uio.no/english/museum-of-the-viking-age/the-new-exhibitions/documents.html>.
- Appendix 6: Procurement documents (Restricted Competition – negotiated procedure). All procurement documents are to be considered as drafts at this stage.

This Qualification Basis describes the conditions relevant to the actual prequalification only. The procurement documents with appendices have also been enclosed. In the prequalification phase, the procurement documents are for guidance purposes only. The procurement documents will otherwise apply in connection with the subsequent negotiated competition among tenderers selected to participate in this phase.

The qualification document is published in its entirety in electronic format for downloading from the Merccell Portal/database.

Suppliers wishing to participate in the competition are urged to register their interest at Merccell to receive notifications of additional information, corrections and amendments that Statsbygg publishes.

1.2 Publication of notice

The procurement was sent for publication on Doffin and TED, via Mercell, on **15th of October 2021**.

The Client is planning to negotiate in several phases, cf. National procurements regulations FOA § 23-11 (2). A reduction of the number of suppliers that will be part of the negotiations can be done during the tendering phase in accordance with the criteria mentioned in the procurement invitation section 4.2.

1.3 Specific requirements regarding the competition

The assignment is related to complete exhibition design with project management (services) and additional deliverables in terms of both services and specific products as exhibition area interior, HW/SW, films, interactive solutions, multimedia, AV equipment and more. Display cases to the exhibition areas is procured in another tender.

The Museum of Cultural History is aiming to get a supplier as a partner in developing the whole museal experience based on the conceptual design. The supplier will become a “one stop shop” partner for the museum when it opens in 2026.

The Supplier shall establish the necessary design teams in its organization to prepare visualizations and descriptions of solutions. The Supplier is expected to establish one or more design teams in its own organization to develop design solutions in all exhibition areas of the museum during the planned time. The design teams shall be composed of resources with the following competences:

- Exhibition design
- Experience design
- Interaction design
- Graphic design
- Audio-visual design
- Engineering and technical design
- Lighting design
- Scenography
- Interpretation design
- Script writing
- Storytelling and directing

These design resources shall follow the project until its completion. The supplier must manage his own organization and report on results, time and finances to the Customer's

project manager of the Exhibition project. Through this phase, the Supplier must interact with other parts of the overall project for the Museum of the Viking Age. This especially applies to collaboration with the building project, the architect, ICT/technical department and the supplier of the showcases

For a detailed overview of content and material use in the new museum building project, see the attached specification and procurement draft documents.

1.4 Additional information/corrections of the qualification documents

If any participant finds that the qualification documents do not provide sufficient guidance or contain conditions that the participant is unable to accept, they should make contact via the Merzell portal, and only here, ask questions and ask for additional information

Participants are urged to make contact well before the registration deadline to enable Statsbygg to assess whether the qualification basis needs to be changed, clarified or enlarged upon.

A copy of the questions and Statsbygg's replies, as well as any changes to the qualification documents, will only be published at the Merzell portal, and parties who have registered their interest in the competition, cf. item 1.1. above, will receive notification via email from Merzell.

1.5 Payment for deliveries

Client has decided to award participants a fee of NOK 250 000 for the tender stage. Only the suppliers which gets qualified, but not awarded the final contract, will get paid this fee.

The Client has the option to buy the rights to use (and redesign) the case studies referred to in Appendix 2 "R4", showing the visitor experience, on two of the experience concepts: "*The Gokstad ship*" and "*Trade and networks*", for a fee of NOK 100.000 per concept from the losing tenderers. The option must be exercised within one year after the contract was signed with the winning tenderer. For the winning tenderer, the rights to the concepts are included in the other fees.

No other fees or expenses will be covered for the participation in the competition, including work put into the tender or expenses for travels and accommodation in Norway (Oslo) that might be necessary during the negotiation process.

2 GENERAL QUALIFICATION RULES

2.1 The 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

This procurement follows the “negotiation procedure” (“konkurranse med forhandling”).

2.2 Public disclosure

The procurement protocol's information regarding who wishes to participate in the competition will not be made public before negotiations and the tender evaluation have been completed.

2.3 Cancellation of the competition and total rejection - rejected requests

Statsbygg reserves the right to cancel the tender process on reasonable grounds, e.g. if planned financing is withdrawn, or political approval is not forthcoming.

Statsbygg can choose not to qualify any participants on reasonable grounds.

Rejected requests will not be returned.

2.4 Deadline for submitting an application for an interlocutory measure

The deadline for submitting an application for an interlocutory measure against any decision made by Statsbygg to reject a request to participate in the competition or not select a supplier is 15 days after the date that Statsbygg communicated the decision to the supplier.

3 EVALUATION OF REQUESTS BY STATSBYGG

3.1 Qualification – Selection of participants to submit tenders

In order to be invited to submit a tender, the supplier must complete and deliver the electronic self-declaration form for the competition (ESPD) to the effect that the supplier fulfils all qualification requirements and selection criteria specified below. The supplier must also confirm in the self-declaration that no specific grounds for rejection exist.

Participants shall, within the deadline for submission of the request, cf. item 4.4 below, also document fulfilment of the qualification requirements and selection criteria in accordance with the stipulated documentation requirements in item 3.2, 3.3, and 3.4. Participants regarded as not fulfilling the qualification requirements will not be selected or will be rejected. The selection of participants invited to submit a tender shall then be based on objective and non-discriminatory criteria and regulations, cf. item 3.4 below. Among the qualified participants, 3 to 5 participants will then be invited to submit a tender, providing a sufficient number of suitable participants has been identified.

Selection of the tenderers for participation in the subsequent competitive dialogue will be based on the submitted documentation. It is therefore important for requests to contain all the requested documentation. Participants who do not enclose the requested documentation may be rejected.

3.2 Qualification requirements for this competition – selection criterias

The assessment of participants will be based on the following qualification requirements:

Qualification criteria	Qualification requirements	Documentation
C1: Organisational and legal position	The tenderer is required to have a legally established company.	Norwegian companies: Certificate of registration from the Brønnøysund trade register. Foreign companies: Proof of registration in a trade register or registration in a register of business enterprises as described in the business legislation of the country where the company is established.
C2: Financial capacity	The candidate shall have an economic and financial standing that enables it to fulfil its contractual obligations throughout the entire contractual period.	The candidate's financial statements from the last three years, or extracts from this (as a minimum, income statements and balance sheets) shall be enclosed. An auditor's certificate for each year shall also be enclosed. The attachment of consolidated accounts or parent companies' accounts only will not be accepted. N.B. Statsbygg reserves the right to obtain a credit rating for all tenderers.
C3: Technical and professional qualifications	The candidate shall have substantial experience from similar assignments. The emphasis is on experience of deliveries to Museums, and especially museums with archaeological and historic culture objects where different dissemination techniques is used to put objects in context and to create	The candidate shall provide a list of examples of similar services delivered to customers in the public or private sector. Evidence shall be provided for each example in the form of a declaration from the candidate containing a description of the delivery and its own role in the delivery, the contract amount/value, start date and end date of the assignment, name of the recipient of the service, and a contact person.

	engaging visitor experiences.	A description shall be submitted, comprising up to 4 A4 pages per project, of 4–6 relevant reference projects. The descriptions can be complemented with pictures and videos.
C4: Technical and professional qualifications	The candidate shall have an organisation covering the necessary areas needed to deliver both the services described as “Basic delivery” and “Additional deliveries”.	The candidate shall provide a description of the Suppliers organisation. The organisation can be a company covering all the deliveries herself, a consortium, or a joint venture. In any case with or without sub-contractors. A description shall be submitted, comprising up to 4 A4 pages.
C5: Technical and professional qualifications	The candidate shall have the capacity to fulfil the obligations of the contract. A strong specialist background is required for the preferred supplier. By this we mean that the supplier must demonstrate that it possesses the necessary resources to deliver to the museum sector, especially in the field of collection based museums, with the use of strong scenographic atmospheres and extensive use of digital and interactive dissemination methods.	The candidate shall describe 1) the team of key-personnel to cover the “Basic delivery” as described in appendix 1; 2) the team of key-personnel, or network of sub-contractors (named or description of type of company), to cover the “Additional deliveries” as described in appendix 1; 3) the average annual manpower and the candidate’s managerial staff capacity for the last three years; and 4) the tools, plant or technical equipment available to the candidate for executing the contract. A description shall be submitted, comprising up to 4 A4 pages.

When a supplier intends to rely on the capacity of other enterprises to fulfil the requirements for economic and financial capacity, Statsbygg requires joint and several liability for execution of the contract. Tenderers who intend to rely on another company's economic and financial capacity in order to qualify must prove that they really have the resources in question at their disposal through a declaration of joint and several liability, cf. Section 16-10 of the Procurement Regulations.

Tenderers who intend to rely on another company's technical/professional capacity or expertise in order to qualify must prove that they really have the resources in question at their disposal through, for example, the first page of a signed agreement between the parties

or self-declaration from a subcontractor indicating that co-operation has been entered into, cf. Section 16-10 of the Procurement Regulations.

Businesses that the tenderer relies on must submit a separate ESPD, cf. above.

3.3 Tax and VAT certificates

Norwegian suppliers shall submit joint tax certificates (tax, attachment of earnings, national insurance contributions) and VAT (tax certificate).

A tax certificate may be ordered in Altinn. The certificates must not have been issued more than 6 months before the deadline for submitting a request to participate in the competition.

3.4 Selection criteria for this competition

The best qualified candidates based on the qualification criteria will be chosen to participate in the restricted negotiated competition.

Criteria / Selection Rules

- a) The most qualified candidates to the qualification criteria's "technical and professional qualifications", section C3-C5 in the table above, will be chosen to submit offers.
- b) In selecting, special emphasis will be placed on experience with deliveries of newer date to museum institutions where visitor experiences is based on cultural history collections – especially archaeological objects, spectacular scenography, digital- and participative storytelling.

Documentation Requirements:

- a) The documentation specified in paragraph 3.2 above will be used as the basis for the selection.

Optionally, it may be accompanied by a detailed explanation of experience with relevant deliveries to museums, including museums with historical items and object.

4 REQUIREMENTS FOR REQUESTS TO PARTICIPATE IN THE COMPETITION

4.1 Electronic requests

The request shall be delivered electronically via the Mergell portal: www.mergell.no. The same applies to changing the request. Request delivered otherwise will be rejected.

The following file formats are accepted. The files must be virus free and not encrypted:

Text document: PDF / A, XML, TIFF or Word

Tables: Excel

Image files: JPEG or TIFF
Map: TIFF
Video: MPEG 2
Audio: MP3, PCM or PCM-based Wave

Infected and encrypted files, as well as files in a format other than above, will be rejected in Merccell Portal / Statsbygg's computer system, and the request evaluated as if such files were not delivered.

4.2 Request language

Requests and all associated documents must be submitted in Scandinavian languages or English. Parts of the material from the principal will be prepared solely in English as a result of the exhibition designer who compiles the claim specification using English as the working language. Suppliers who may need translation assistance may contact the client.

4.3 What should be submitted – which file structure/format should be used?

- 1-1 Request letter
- 2 The documentation requested in the qualification requirements table, cf. item 3.2
- 2-1 European Single Procurement Document (ESPD), cf item 3.2-3.3 and 3.4 and attachments
- 2-2 Certificate of registration
- 2-3 Accounts with auditor's report and tax/VAT certificates, cf. item 3.3
- 3 The documentation requested for selection, cf. 3.2 and 3.4
- 4-1 Table of contents

To simplify archiving and retrieval of documentation, participants are urged to follow the above numbering in their requests/tenders and name files as specified above in bold font, with number specified first.

Requests that do not contain all the information and documents requested may be rejected.

4.4 Submission address and registration deadline

The request must be delivered electronically via Merccell Portal. www.merccell.no .

The deadline for submission of enquiries are the **19th of November 2021 at 12:00 CET.**

Requests received after this deadline will be rejected.

Late requests may be rejected.

4.5 Information about the “Merzell Portal”

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 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@merzell.com in good time before the expiry of the deadline

5 CLIENT SIGNATURE

Sted: Oslo Dato: 15.10.2021

For Statsbygg: Bård Sandbæk
 CPO Museum of the Viking Age

This document is digitally approved.

6 ATTACHEMENTS

- Main qualification document (this document)
- Appendix 1: European Single Procurement Document (ESPD)
<https://ec.europa.eu/tools/espdc/filter?lang=en>
- Appendix 2: Masterplan for exhibitions
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- Appendix 4: Architecture and general exhibition design strategy

Appendix 5: For other information and material of relevance to the procurement, please see: <https://www.khm.uio.no/english/museum-of-the-viking-age/the-new-exhibitions/documents.html>.

Appendix 6: Procurement documents (Restricted Competition – negotiated procedure).
All procurement documents are to be considered as drafts at this stage.