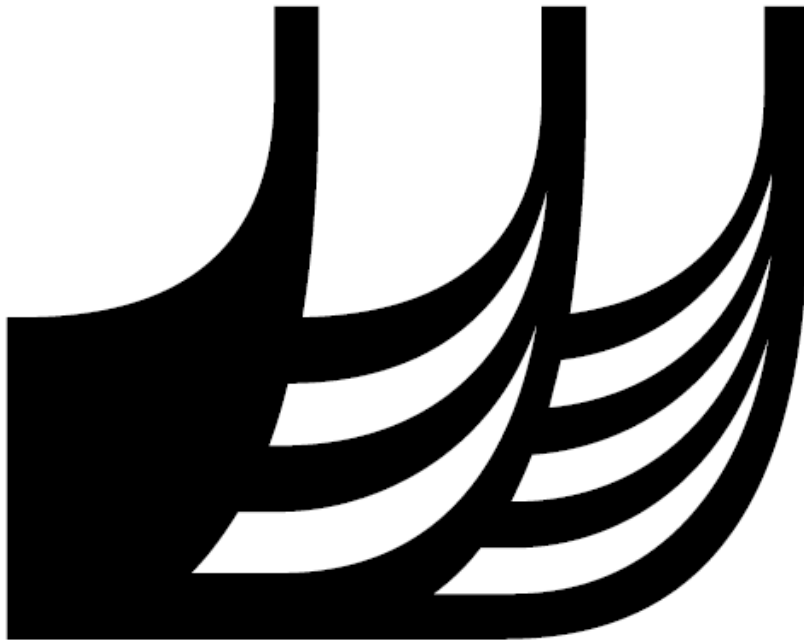


**PROCUREMENT DOCUMENTS
FOR
COMPETITION WITH NEGOTIATION
(Restricted competition)**



Museum of the Viking Age

Project: Museum of the Viking Age

Exhibition design – basic deliveries and additional deliveries

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1 GENERAL INFORMATION ABOUT THE ASSIGNMENT

1.1 Invitation and overview

Statsbygg, as an agent on behalf of University in Oslo and the Museum of Cultural History, will; in connection with project:

nr.: 2021/3001

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

procure the delivery of exhibition design to the new museum, divided into a basic delivery and several additional deliveries, to complete the permanent exhibitions in the Museum of the Viking Age.

The procurement documents comprise the following:

Main document (this document)

Attachment 1: Master Service Agreement (MSA)

Appendix 1: General description of the deliverables

Appendix 2: Supplier Solution Specification

Appendix 3: Project and Progress plan

Appendix 4: Procedures for Issuing SOWs under the MSA

Appendix 5: Potential Agreement Terms and Conditions for SOWs

Appendix 6: Administrative Provisions

Appendix 7: Prices and price provisions

Appendix 8: Changes after the conclusion of the MSA

Appendix 9: Data Processor Agreement

Appendix 10: Principles and Guidelines for Technical Solutions

Appendix 11: Code of Conduct

Attachment 2: Link to document on Museum Cultural history (according to supplier's conference and more); [Documents - Museum of the Viking Age \(uio.no\)](https://www.uio.no)

Attachment 3: Environmental follow-up plan (MOP)

Attachment 4 Statsbygg contract terms for commodity purchases (Red book) *(will only apply for additional services and deliverables of physical products and installations)*

According to the previous pre-qualification, a minimum of 3 and a maximum of 5 suppliers have been selected that receive the tender for the submission of offers, provided that there is a sufficient number of qualified suppliers. Those invited will have received notification by email from Mercell Portal.

1.2 Publication of notice

The procurement was sent for publication on Doffin and TED **19.10.2021**.

1.3 Special conditions

1.3.1 Items not priced

Items that are not priced in the offer will be considered to be calculated in other items, unless otherwise stated in the offer letter.

1.3.2 Unit prices

If the obligation to enter unit prices is defaulted, the offer may be rejected or required specified within the total amount.

1.3.3 Payment for Participation and option to buy case studies

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.

1.4 Contract provisions

The contractual relationship is regulated by the appended contract conditions in the MSA and appendices.

The MSA includes requirements for the pay and working conditions of employees who perform work, as well as requirements for documentation and sanctions in accordance with regulations of 08.02.08 no. 112 on pay and working conditions in public contracts.

Please also note that invoices and credit notes must be sent to UiO/KHM invoice address electronically in accordance with the EHF (Electronic Commerce Format standard laid down by the 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 DFØ.

1.5 Supplemental information/Corrections to tender documentation

Tenderers who find that the tender documents do not provide sufficient information or contain matters which the tenderer cannot accept, may through the Mercell portal, and only here, ask questions and ask for additional information. Tenderers are encouraged to make contact well before the tender deadline in order to permit Statsbygg to assess whether to amend, clarify or expand the tender documents.

A copy of the questions in anonymized form and Statsbygg's replies and any corrections to the tender documents will be available in the Mercell portal, and *only* here, without undue delay to all parties who have received the final tender documents. The invited tenderers, according to 1.1 above, will receive an email from the Mercell portal to notify about the answers.

2 BACKGROUND AND SPECIFICATIONS OF THE COMMISSION

2.1 General about the contractor, construction project and user equipment

2.1.1 About the Museum of the Viking Age

The Museum of Cultural History (KHM) at the University of Oslo (UiO) is today running two museums; The Viking Ship Museum and The Historical Museum. The Viking Ship Museum is closed down since 1st of October 2021, and there will open up a new, extended museum complex in 2025/26 – Museum of the Viking Age. The Museum of the Viking Age will be situated on Bygdøy, a few kilometres west of Oslo city centre, on the same property as the Viking Ship Museum has been since its opening in 1928. The new museum will be an extension to the old museum and become three times the size of the current Viking Ship Museum. In total, the new museum will be 13,100 m², of which approximately 9000 m² will be public areas, including approximately 5000 m² of exhibitions. The entire complex will be well equipped with various services designed to cater for a wide variety of individual visitors and groups, including a museum shops, a café and restaurant area, event facilities and a museum park as an integral part of the museum experience.

The Ministry of Education and Research has commissioned the state building agency, Statsbygg, to plan and build the new museum complex. AART architects are responsible for the design. The University of Oslo will be responsible for ensuring that the construction project complies with the project objectives and it will have operational and administrative responsibility for the building after completion. The construction project and equipment (such as display cases, AV/ICT-equipment and lighting) is financed over the National Budget. The University of Oslo and the Museum of Cultural History is responsible for the financing and development of other exhibition solutions, public programmes, research activities,

interpretive concepts and commercial programmes. Museum staff involved in conservation and collection management will collaborate with Statsbygg under a separate project designed to ensure the safe handling of the ships and artefacts during the construction process and the move to the new building.

The current Viking Ship Museum is Norway's most visited museum and saw 570,000 visitors in 2019. The Museum of the Viking Age is planned to have a capacity of 800,000 to 1,000,000 visitors a year. The capacity of the new museum will be restricted to a maximum of 2,000 people in the building at any one time for reasons of fire safety and escape routes.

The construction project received start-up funding in the 2020 National Budget and the building is scheduled for completion during 2025.

2.1.2 About the Collection Exhibition

An internal project group (The Exhibition project) at The Museum of Cultural History has since 2017 been planning for the new museums exhibitions and public programs, as well as operational functions, research centre and commercial offers. The multidisciplinary internal exhibition project (including researchers, conservators, mediators, designers, communicators etc) have developed a masterplan of the exhibitions, including an overview of the academic content and experience concepts for the permanent exhibitions. The overall exhibition experience concept was carried out in collaboration with the German exhibition design company Atelier Brückner GmbH, from November 2020 to May 2021.

Vikings speak to the imagination and curiosity of many people around the world. This museum and its collections serve this interest for discovering the Vikings and their history. The visitor can encounter, absorb, and reflect on this fascinating history through manifold displays, signature objects, and multi-sensorial experiences. To this end, the museum provides a solid research-based foundation for engaging with the Viking cultural heritage.

The artefacts will play a key part in experiences and learning at the museum. They have a central and active role to play in the narratives about people of the past, and provide a link between the past and the present. The artefacts displayed in the Museum of the Viking Age are genuine artefacts from the Viking Age. They generate fascination by themselves and motivate visitors to explore their stories and to look for insights into the research process, which provides us with knowledge. However, some artefacts are also pieces of art and their aesthetic value is an experience in itself.

The Museum of the Viking Age will provide narratives about culture and society in Scandinavia, as well as Scandinavian overseas activities during the Viking Age. Based on remains from the Viking Age, research can tell us about everyday life, ideas and attitudes, kings and wars and about the transformation of Scandinavia from a host of tribes to three kingdoms. The history of the Vikings is not just one; the phenomenon and period are too varied, complex and dynamic for that. The Museum of the Viking Age will tell narratives that

address the entire Viking Age and will show how the Scandinavian world evolved during this period. The main narrative of the exhibitions is “A changing world”. This larger narrative will be told through smaller narratives within a dramaturgy in which rhythm, mood, as well as emotional and rational components contribute to generating curiosity and engagement on the part of visitors. The narratives are told through the about 4000 artefacts displayed in the museum, in a combination with storytelling techniques carried out through scenography, digital and graphical presentations, interactive visitor experiences and in-depth information layers.

During the process of realizing the visitor experiences in the Museum of the Viking Age the coming years, a number of acquisitions will be made. The two largest procurements are;

- Procurement of exhibition design for permanent exhibitions (this procurement)
- Procurement of display cases

2.1.3 Statsbygg

Statsbygg is in this competition acting as an agent for UiO/Museum of Cultural History which will be the contractual part for the supplier.

It is the Project New Viking Age Museum (VTM), a section of the Builders Department in Statsbygg, who will build the new museum.

The user equipment project (BUT) is organized as a separate project, among this the display case contract ect. All acquisitions are made in collaboration with the museum.

2.1.4 Collaboration

With regard to the daily planning and collaboration the winning vendor/tender will have a direct contact person appointed from the project and museum. This person will quality control coordination and secure the necessary information flow for development and production. For all questions regarding budgets and adjustments of milestones/deliveries during the duration of the contract process, the vendor will be required to notice Statsbygg's Contract adviser and the project manager for the Exhibition project at the Museum of Cultural History, at the University of Oslo.

2.1.5 Assembly cooperation

During assembly it will be necessary to collaborate with Statsbygg with regard to existing installations such as data, electrical and AV cables, and other suppliers that deliver products to the museum.

The winning bidder will be required to collaborate with Statsbygg and the Museum (and it's associates). Particular attention should be made to the inherent complexity of both Statsbygg's and the Museum of Cultural History integrated mounting plan for user equipment.

The winning bidder will be required (where specified) to adapt deliveries and installations to the before mentioned mounting plan.

2.2 Interface on site at delivery:

The developer establishes and operates an online system for the registration of deliveries. Each contract receives a user profile / password after startup at the construction site with access to the system. All suppliers are required to provide system deliveries with all necessary information at least one week in advance, so that the builder can coordinate rig and logistics at the site.

In case of delays, each user / contract must ensure that drivers are told to wait outside the city, as there is no possibility of waiting on or outside the construction site. If needed for unloading, this must be clarified with the developer one week in advance. The loss cost will be charged to the contract.

The supplier is responsible for ensuring that adequate protection of the floor and other is in place when the mounting is planned to be commenced. Statsbygg should be contacted if this is not in place before mounting can start. The vendor will be responsible for removing any packing material from the delivery.

2.3 Fire regulations

All materials must comply with the current fire regulations for public buildings in Norway. See also the rules on flammability of mattresses and stuffed furniture.

2.4 FDV

The supplier must upload FDV documentation in accordance with Dalux (images, drawings and illustrations, as well as other relevant documents such as operating tasks, maintenance requirements, etc.) at the designated location (clarified with the client). Documentation should only refer to the product offered and nothing else.

2.5 Building integrations

The floors and walls possess varying weight tolerances between different zones and rooms. All fastening or attachments to the building should be agreed upon for the general principals with Statsbygg.

During the negotiation procedure Statsbygg will include discussions with the building contractor (AF-Gruppen), architect (Aart) and the display case manufacturer (not yet chosen), to ensure that the supplier and the building contractor and designers will collaborate on the necessary details of the scope before production.

2.6 Scope of the delivery

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 Customer from the contract signature until the museum opens in 2026. Contract is to be considered as an design and built partnership.

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.

2.7 Capacity requirements

It is vital that the supplier has sufficient working capacity during the period stipulated, as well as back-up solutions in the event of a fluctuation in resources. The supplier must be available to participate in pre-agreed meetings in Oslo. The suppliers project manager must be present in person when needed during the installation period.

2.8 Schedule

Suggested timeline for the commission (subject to potential delays in the construction project or changes in opening date).

Milestone	Our date	Details	Your date
Exhibition design tender / negotiations	October/ November 2021 – March/April 2022		
Exhibition designer (and team) engaged	April 2022		
Project plan with production details	June/July 2022	To be developed and detailed along with the constructor and museum	
Production of adjusted and approved elements	Tentative April 2023	After approval of the technical drawings by the design team and the museum contact person for the tender.	
First delivery	Tentative May 2024	All deliveries and installation should be done room by room, if not otherwise agreed upon.	
Mounting room by room starts	Tentative May 2024	All deliveries and installation should be done room by room, if not otherwise agreed upon.	
All deliveries finished and approved	December 2025	Room by room approved during the mounting time. Snags corrected also room by room. Last delivery should be done by this date.	

The milestones detailed here are tentative. During the negotiations some adjustments will be made. Upon contract a detailed delivery plan will be made. This will be binding, and penalties will be given for the milestones agreed between the Customer and Supplier.

2.9 External environment

Statsbygg has environmental requirements and environmental objectives for all projects, referring to Statsbygg's environmental strategy. That is, environmental requirements and environmental goals have been set for the project. *See attached plan (MOP).*

3 GENERAL RULES FOR THE IMPLEMENTATION OF THE COMPETITION

3.1 Public Procurement Act

The procurement is covered by the Public Procurement Act of 17. June 2016 No. 73 and the Public Procurement Decree of 12th August 2016 No. 974 (Procurement Regulation). For this acquisition, the above applies, as well as the rules in this offer invitation and prior qualification basis.

This acquisition follows the procurement procedure "Competition with Negotiations".

3.2 Negotiations/completion of the competition

The competition must be conducted in an objective and sound manner that gives equal treatment to the providers. Providers are not entitled to contract, concerted practice or otherwise attempt to influence the outcome of the competition.

It is possible to negotiate all the pages of the offer, such as business terms, price and technical specifications. Statsbygg reserves the right not to negotiate.

Any negotiations will take place in several phases. A reduction in the number of providers invited for negotiations will be based on the award criteria. A first reduction in the number of providers can take place in advance of the negotiations. Against this background, and because Statsbygg has reserved the right not to negotiate, the providers are encouraged to deliver their best offer at the time of submission.

3.3 Public disclosure

Opening of the tenders will not be carried out in public. The procurement protocol's information regarding the participants will not be made public until the negotiations and the tender evaluation have been completed.

3.4 Cancellation of the competition and total rejection – rejected tenders

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

Statsbygg may reject all tenders if the result of the competition provides reasonable grounds for doing so.

Rejected tenders will not be returned.

4 STATSBYGG'S EVALUATION OF THE TENDER

4.1 Contract award

The offers will be evaluated in relation to the listed award criteria, and the evaluation will be based on the submitted documentation. It is therefore important that the offers contain all the required documentation. **Providers who do not attach requested documentation may be rejected.**

The contracting supplier (s) must, before entering into a contract, document the fulfillment of the qualification requirements in accordance with the stated documentation requirements in the qualification basis, if this has not already been done before the submission of tenders. The Customer may also ask for updated documentation concerning the qualification criteria before signing a contract.

4.2 Award criteria in this competition

The award is based on which offer has the best relationship between price or cost and quality based on the following criteria:

Main criteria	Description	Documentation
Price/cost 20-40 %		Completed appendix 7 The Customer reserves the right to introduce pricing cases during the negotiations as part of an evaluation process.
Quality 60-80 %	R1: Process and cooperation	Descriptions as described in appendix 2 to the MSA: Supplier Solution Specification
	R2: Project quality – management and quality assurance	
	R3: Project quality – testing and handover	
	R4: Project quality – engaging visitor experiences	
	R5: Competence	

5 DEVIATIONS FROM TENDER DOCUMENTATION

5.1 General remarks on reservations and deviations

Statsbygg encourages tenderers to submit tenders that do not contain reservations or deviations. Instead of submitting tenders with reservations and deviations, tenderers should address questions to Statsbygg, cf. Section 1.6 above. It is stressed that tenderers bear the risk for ambiguity in their own tenders and that ambiguity, reservations and deviations may result

in rejection. Before submitting a tender with reservations or deviations, tenderers should consider the associated legal consequences.

If reservations or deviations are included in tenders, then this is to be clearly stated in the letter of tender. Reservations/deviations are to be precise and unambiguous, so that Statsbygg can assess these without having to contact tenderers. Reservations/deviations that cannot be priced by Statsbygg, are likely to result in a rejection of the tender.

Comments on the requirements etc. can be stated in the relevant location, but in such case, they must also be listed in the offer letter with reference to page numbers and code.

It is not permitted to include material reservations to the tender documentation.

References to standardised terms of business, etc., will be regarded as reservations in so far as such terms deviate from the tender rules and terms of contract. Such reservations may result in the tender being rejected.

5.2 Alternative tenders

Alternative tenders may not be submitted. Tenders for another solution other than the specified solution, or which in some other way are not in accordance with the tender documents, shall be regarded as a tender with reservations or deviations, cf. item 5.1 above.

5.3 Tenders for parts of the commissioned task

Tenders may not be submitted for parts of the assignment.

6 TENDERING REQUIREMENTS

6.1 Electronic tender submission

The tender shall in its entirety be submitted electronically via the Merccell portal; www.merccell.no. The same applies to changes/supplement of tenders

Offers delivered differently, will be rejected.

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

Text 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 the Merccell portal/Statsbyggs 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. The original tender will remain binding even if new tenders are made during negotiations.

6.3 Language of the offer

Tenders and all associated documents must be submitted in Scandinavian languages or English.

6.4 What is to be delivered - what file structure should be used?

For the competition phase of the description of the delivery might be adjusted or described in more detail.

- 1-1 Offer letter, specifying the offer price and any deviations / reservations from the tender documents. The offer letter must be signed.
- 2-1 Bidding form in completed and signed condition (attachment to the MSA).
- 3 It requested documentation in the allocation criteria table, cf. section 4.2 above and attachment Appendix 2 int the MSA, cf. R1-R5.
- 4-1 Table of Contents

In order to facilitate archiving and retrieval of documentation, the vendors are asked to follow the above numbering upon the disposal of their offer and name the files as shown above in bold, with the number first, without the use of subfolders.

Offers that do not contain all information and documents that are requested or which do not meet the requirements for the design of the offer that Statsbygg has provided may be rejected.

6.5 Submission and deadline

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

The deadline for submission of tenders is(date) hours.

.....(NB! Final date and time of submission deadline will be specified after prequalification and selection of finalists. This will be notified to participants together with the final invitation and accompanying attachment).

Late arrivals will be rejected.

(Note that the system also does not allow to deliver offers electronically via Mercell Portal after the expiry of the deadline.)

6.6 About the Mercell portal

In order to be able to deliver offers via the Mercell Portal, you must have a user, and log in with this user.

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

The offer 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.

Mercell recommends that you test the signature with the certificate you have available as soon as possible (well in advance of the offer deadline). Test functionality is in the registration / offer submission steps.

If you have any questions about functionality in the tool, such as how to bid, contact Mercell Support on phone: 21 01 88 60 or e-mail: support@mercell.com in good time before the expiry of the deadline.

7 SIGNATURE OF THE PRINCIPAL

Sted: Oslo Dato:

For Statsbygg:

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