



# BASIS OF TENDER

Limited tender competition  
according to regulations part I and III

procurement of a

new acoustic organ in Fet church in Lillestrøm municipality





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## 1 GENERAL DESCRIPTION

### 1.1 The Employer

The Employer is Lillestrøm kirkelige fellesråd (joint church council).

*Lillestrøm kirkelige fellesråd Org. nr. 922 052 271*

Attn. Department manager, buildings and facilities, Harald Ringstad,  
Storgata 32, 2000 Lillestrøm.

Phone: +47 61 40 03 30/+47 948 42 080

e-mail: [harald.ringstad@lillestrom.kirken.no](mailto:harald.ringstad@lillestrom.kirken.no)

The joint church councils (JCC) are part of the Church of Norway.

The JCC facilitate maintenance of buildings and their interior, helping to organize the work tasks of the local parishes in the best possible way. The joint church councils have power of attorney in several areas on behalf of the local parishes. The JCC is an important organ for common strategy and economy on behalf of the local parishes towards the municipality. An important task for the JCC is building, operation and maintenance of churches, cemeteries, and the inventory of buildings.

Lillestrøm JCC operates on behalf of all the parishes within Lillestrøm municipality, which are: Blaker, Dalen, Fet, Frogner, Lillestrøm, Skedsmo, Strømmen and Sørumsund (cf. the Church Law § 5). Lillestrøm JCC is the burial authority in Lillestrøm municipality (cf. Burial Law § 3).

The Employer's contact person for this procurement is:

*Preambulum orgelkonsult AS*

Attn. Ph.D. Hans Jacob Tronshaug

Ånmyrveien 2

N-2500 Tynset

Phone: +47 906 24 464

e-mail: [preambulum25@yahoo.com](mailto:preambulum25@yahoo.com)

All communication and requests concerning the procurement should be directed to the contact person, and no one else. All communication should go through the KGV.

### 1.2 Description of the procurement

The employer is authorized to procure an acoustical organ with 30 - 35 stops on two manuals and pedal. The present organ has 21 stops and was built in 1969. The lack of foundation stops, and the organ's construction contributes to a weak and meager sound. If possible, a couple of the present stops should be passed on to the new instrument.



The deliverer is free to suggest a new specification, façade and technical solutions, possibly inspired by German/French/English/Scandinavian organ building from the second half of the 19<sup>th</sup> century. Details and descriptions are indicated in Enclosure II - Specific Demands. The deliverer should deliver a complete, mounted organ, carefully voiced and tuned, ready to be used.

*General terms.*

Lillestrøm joint church council, represented by the consultant and project leader Ph.D. Hans Jacob Tronshaug, is the formal and actual employer for this project. The work is to be carried out according to the enclosed Specific Demands.

Delivery and completion are planned for late 2024, but later delivery might be possible.

The total delivery described in Enclosure II, cannot exceed NOK 7 500 000,- excl. VAT. The price should be entered in Norwegian currency (NOK) as a fixed price without possibility to later alterations or additions.

The price and maintenance costs are part of the selection criteria and must be entered.

The work inside the church building should be carried out gently and soundly, with special considerations regarding the church employees and its users.

**1.3 Divided commission**

It is not possible to divide the commission. Clear responsibilities with reduced risks are essential to the employer. It is furthermore clear that there is nothing to gain from a divided commission with regard to the total price offered.

**1.4 Important dates**

The Employer plans to follow this time table:

Activity	Time
Announcement of the competition	17.03.2022
Deadline for questions regarding the qualification	13.04.2022 at 12.00 AM
<b>Deadline for delivering application to be qualified</b>	<b>20.04.2022 at 12.00 AM</b>
Announcement of the result of Step 1	28.04.2022
<i>Inspection of the building site (two hours per provider)</i>	Week 20 (after May 17th)
Deadline for questions regarding the Basis of Tender	27.06.2022 at 12.00 AM
<b>Deadline for delivering the tender</b>	<b>04.07.2022 at 12.00 AM</b>
Opening of tenders	04.07.2022 at 13.00 AM
Announcement of the result of Step 2	Week 32, 2022
Waiting period (10 days)	Week 32/33 2022
Contracting	Week 34, 2022
Period of validity	31.12.2022



Please, notice that some time figures in the table above might be altered after the opening of the tenders. Summertime and holidays might lead to a delayed contracting. A possible extension of the period of validity can, however, only take place with the deliverer's consent.

## **2 COMPETITION RULES AND REGULATIONS**

### **2.1 The provision procedure**

The provision will be carried through according to "Law of Public Provisions of June 17 2016" (LOA), and Regulations of Public Provisions (FOA) FOR 2016-08-12-974 part I and part III. The contract will be assigned according to the Limited Competition Procedure cfr. FOA § 13-1 (1).

This means a two-step competition; first step: application to qualify; second step invitation to deliver a tender.

The employer plans to invite 3 - 5 firms to deliver a tender. If more than five firms have been qualified, the invitation will go to the five best qualified firms according to the unbiased and not discriminating criteria published in the Regulations of Public Provisions part II, § 8 – 11. These criteria are given in chapters 4 and 5 below. The qualification requests can also be found in the KGV

### **2.2 Deadlines**

Step 1:

Deadline for delivering application to attend the competition is April 4. 2022 at 12 am.  
The application shall be delivered in the KGV

Step 2:

The deliverers who are invited to deliver a tender must deliver within June 17. 2022 at 12.00 am.

Applications and/or tenders delivered after deadline will be rejected.

### **2.3 Presentation form**

After the first step of the competition is ended, there will be no negotiations.

The tenders cannot be altered after they have been delivered. The employer can reject any tender not following the provisions given in attachment 3 according to FOA § 24-8(1) b. The employer can reject any tender which contains considerable deviations from, or indistinctness according to the provisions given in attachment 3. cfr. FOA §24-8(2) a.

The deliverer therefore is encouraged to follow the directions given in this document with enclosures and ask questions to the consultant for this project, Ph.D. Hans Jacob Tronshaug. All inquiries should go through the KGV.



The tender should be classified in this order:

<b>Documentation</b>
✓ Signed letter of tender. Deviations from the specific demands listed in enclosure 3 must be mentioned and referred to (by pages and/or dots)
✓ Documentation cfr. qualification requests, selection criteria; list of total costs
✓ Final edition of the tender incl. situation drawings/illustrations

#### **2.4 Professional secrecy**

The employer and its employers have the duty to stop others from having admission to or knowledge of information about any part of the competitors tenders. Cfr. FOA § 7-4, Law of Management § 13.

#### **2.5 Period during which the tenderer is bound to keep the tender open**

The tender must be kept open until **December 31. 2022**.

#### **2.6 Adjustments or updates of the document “Basis of Tender”**

Possible adjustments or updates of the “Basis of Tender”, and questions posed anonymously, will be procured to all the invited deliverers.

#### **2.7 Additional information**

If the deliverer finds the “Basis of Tender” insufficient or inadequate, he/she can ask for additional information in writing from the consultant through the KGV.

If there are any errors in the “Basis of Tender” document, this should be procured to the consultant in writing by the KGV.

Any communication in writing should be marked: ”Anbudskonkurranse, ref: Orgelprosjekt Fet kirke” and sent to the consultant by the KGV

### **3 THE EUROPEAN SINGLE PROCUREMENT DOCUMENT (ESPD)**

#### **3.1 General information**



The deliverer must fill out the ESPD which is available in the KGV. The ESPD is part of the application to qualify to enter the competition.

If necessary, the employer can, at any time during the competition, require delivery of the entire documentation, or parts of it, given in the ESPD.

### 3.2 National reasons for rejection

According to ESPD part III: Reasons for rejection, section D: "Other reasons for rejection not stated in the national legislation acts in the employer's member state". The Norwegian procurement rules go further than the ones stated in the EU regulations of public procurements and listed in the standard ESPD form. To clarify this; all reasons for rejection mentioned in the procurement regulation act § 24 - 2, also includes the pure national reasons for rejection, which are:

- §24-2(2). This regulation states that an employer should reject any deliverer who is legally convicted or has accepted fines due to criminal offences. This is a specific Norwegian requirement.
- §24-2(3) letter i. Reasons for rejections in the ESPD form applies only to serious mistakes done during professional practice, while the Norwegian reasons for rejection also includes serious mistakes which could cause doubts about the deliverers professional integrity.

## 4 QUALIFICATION REQUESTS (PART IV OF THE ESPD)

In order to enter the competition and be invited to deliver a tender, the deliverers must enclose documentation to meet the requirements below.

### 4.1 Suitability / Overall indication of the qualification demands

Requirements	Documentation
Registration in a national company register	The deliverer must be officially registered in the firm's native company register or register of trade. As described in enclosure XI of The Directive 2014/24/EU; deliverers from certain member states can be asked to fulfill other requirements mentioned in the enclosure.

### 4.2 Economical and financial capacity

Requirements	Documentation
"Total" annual turnover	<ul style="list-style-type: none"> <li>• Copies of the annual accounts included the board's annual report and the auditor's statement from the last 3 years must be delivered together with the application</li> <li>• A credit rating based on the latest known accounting figures must be delivered. The rating must be carried out by a credit information</li> </ul>



Requirements	Documentation
	enterprise with license to do such ratings. Credit standing without provision of collateral will be sufficient to meet the requirements.
Liability insurance	<ul style="list-style-type: none"> <li>The deliverer should enter the name of the firm's insurance company and the applicable liability amount for the assignment in Fet church.</li> </ul>

### 4.3 Technical and professional qualifications

Requirements	Documentation
The supervisor of the project in Fet church must have good skills in any of the Scandinavian languages or English	<ul style="list-style-type: none"> <li>The deliverer must confirm that the supervisor, leading the work at Fet church, must master any of the languages mentioned above, orally and in writing.</li> </ul>
HSE and an overview system at the site	<ul style="list-style-type: none"> <li>The deliverer must present an HSE attestation</li> <li>Furthermore, the company must confirm a system which, at any time, identifies the persons occupied by the project at the building site</li> <li>The deliverer must, at any time, be able to present a list of employees who are or have been working at the building site, earlier and/or present</li> <li>The deliverer is asked, shortly, to present which type of system is used</li> </ul>
Approved training establishment/use of apprentices	<ul style="list-style-type: none"> <li>A confirmation from a national register for training establishments or equivalent, should be delivered.</li> </ul>
The deliverer must document experiences from comparable commissions	<ul style="list-style-type: none"> <li>A description of the 3 most relevant commissions carried out by the deliverer over the last 10 years must be presented.</li> <li>The description must include the financial value of the commission, its technical and musical specifications, picture(s)/drawings, when it was carried through and its recipient (name, telephone and e-mail). The deliverer has the responsibility to document its relevance by the description.</li> <li>The deliverer can document experiences by reference to professional competence in the firm presented by CV's belonging to the most central persons in the firm and/or employees planned for the commission in Fet. Also, the experiences of persons temporarily employed to enter the commission in Fet can be presented i.e. voicers, pipe makers etc.</li> </ul>
The deliverer must guarantee full functionality of the organ with relative air humidity (RAH) between 20% and 70%	





<p>The deliverer must name the persons who are planned to work on the commission in Fet, among them the voicer.</p>	<ul style="list-style-type: none"> <li>• The deliverer must present CVs, experiences and competence of the persons planned for the commission, also the voicer(s).</li> <li>• Reference projects should be mentioned.</li> </ul>
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## 5 SELECTION CRITERIA

If more than five deliverers enter the competition and are qualified, they will be ranked after these criteria:

Selection criteria 1 – 50%: The professional competence in the firm and experiences with actual comparable commissions as the one in Fet church. Additionally, the deliverer must guarantee full functionality of the new instrument if an environment with relative air humidity (RAH) drops down to 20% over a period.

Selection criteria 2 – 40%: The financial state of the firm, and the development over the last 3 years.

Selection criteria 3 – 10%: The voicer’s experiences and competence. CV and reference projects will be considered.

## 6 AWARDING CRITERIA

The contract will be awarded to the organ builder presenting the tender with best balance of quality and costs based on the following criteria:

Award criteria	Weight	Documentation requirements
<p><b>Price / Costs</b>            These factors will be considered:</p> <ul style="list-style-type: none"> <li>• offered price</li> <li>• «life cycle costs»                (maintenance/service over minimum 10 years)</li> </ul>	<p>30 %</p>	<ul style="list-style-type: none"> <li>• Complete cost form</li> <li>• Expected total service- and maintenance costs during the guarantee period</li> </ul>
<p><b>Quality</b>            These factors will be evaluated:</p> <p>a. Visual, technical and timbral concept</p> <p>b. Quality of craft and materials</p>	<p>70 %</p>	<p>a. comprehensive description of the project with drawings/photos of the prospect seen in perspective from downstairs in the church</p>



Award criteria	Weight	Documentation requirements
c. Timbral integration of old and new pipes in a new organ  d. Timbral adjustment of organ registers in churches and/or concert halls, particularly experiences with wooden rooms will be honored  e. Suggested technical solutions		b. description of the construction and materials  c. imply possible style models with specification(s), included suggested measurements for the principals  d. documented list of organs delivered by the firm during the last 10 years, equivalent to the planned organ for Fet, or at least organs delivered to churches with similar climate and acoustical conditions as in Fet  e. Drawings and descriptions of planned technical solutions

## 6.1 Evaluation Method

The elements under Price/Costs (totally 30 %) will be weighted:

- The instrument price (total fixed price) will be emphasized 10%
- Service and maintenance costs over at least 10 years will be emphasized 20%

The qualitative elements will be weighted:

a: 30%; b:10%; c: 10%; d: 10%; e: 10%

## 7. SUBMISSION OF THE APPLICATION TO ATTEND THE COMPETITION

The submission should be delivered via the DOFFIN/KGV

## 8. SUBMISSION OF THE TENDER AND RESERVATIONS

### 8.1 Submission of the tender

This is only for the deliverers who are qualified and have been chosen to deliver a tender after the qualification round (3 - 5 deliverers cfr. chapter 2.1). All deliverers must apply to



qualify in order to enter step 2 of the competition. Deliverers who are not invited, will be noticed in due time.

The Tender should be submitted via KGV within the deadline.

## **8.2 Reservations**

The employer can at any time cancel the competition if there are available factual reasons for this.

## **9. ENCLOSURES**

- I. ESPD IV Qualification Demands
- II. Specific Demands
- III. Drawings with measures of the organ gallery and Fet church