



THE NORWEGIAN ARMED FORCES
The Norwegian Defence Logistics Organisation

2022022828 – Courses on environmental risk factors for
tropical and epidemic diseases.

Part 1 – Tender Invitation

Public Procurement Regulation part I

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1. Introduction

1.1 The Contracting Authority

This procurement is conducted by The Norwegian Armed Forces, represented by the Norwegian Defence Logistics Organisation, hereinafter referred to as NDLO or «the Contracting Authority».

The Norwegian Armed Forces' responsibility is to defend Norway and Norway's values and interests. For more information, please see www.forsvaret.no. NDLO serves to strengthen Norwegian Armed Forces' combat ability and perseverance by way of effective logistics, and is responsible to deliver fully operative equipment as quickly and effectively as possible. NDLO Strategic procurements are responsible for framework agreements and the purchase of goods and services for the entire Norwegian Armed Forces. The department enters into new, and administers existing contracts and agreements with contractors in Norway and internationally.

NDLO is a professional services company with approximately 1,700 employees. The organisation is divided into staff and divisions within maintenance, supply and procurements.

1.2 User

The Contracting Authority executes this procurement on behalf of Norwegian Armed Forces Joint Medical Services.

1.3 Purpose of the procurement

The Norwegian Armed Forces Joint Medical Services need to increase the knowledge of personnel regarding environmental risk factors for tropical and epidemic diseases in order to be able to meet established requirements for medical personnel in international operations (AMedP-8.3). The majority of the staff are emergency personnel with restrictions on how many weeks Norwegian Armed Forces can call them in for education and training during one year (6 weeks). Within these weeks, other education and training are mandatory to maintain training status in line with current preparedness. The opportunity on duration is therefore actually 1-2 weeks for a possible course.

1.4 Scope of the procurement

The Norwegian Armed Forces Joint Medical Services need to contract a supplier to hold courses with a duration of 1-2 weeks (two weeks is the maximum duration) at Sessvollmoen Camp in Norway in October 2022 with 40-50 participants for one course, alternatively two courses with 20-25 participants.

Details of the scope of procurement are shown in Annex B.

1.5 Duration

The duration of the contract is from signing of the contract until completed courses.

1.5.1 Course location

Sessvollmoen Camp
Forsvarsvegen 75
2058 Sessvollmoen
Norway.

1.6 Type of contract

For the assignment, the contract will be entered into with one supplier.

1.7 The structure of the tender documentation

The tender documentation consists of two parts:

Part 1 contains the procedural rules that describe the process until contract award, and forms and templates to be used by the contractors in the preparation of the tender. Part 1 consists of the following documents:

The main document	Tender Invitation (this document)
Annex 1	Deviations from the tender documentation (template)
Annex 2	Declaration of commitment
Annex 3	Self-declaration of ethical commitment
Annex 4	Caution, duty of non-disclosure and conflict of interest
Annex 5	Self-declaration qualification requirements (FOA part I)
Annex 6	Request for visit (template)
Annex 7	Guide for clearance of foreign citizens visiting Norway

Part 2 contains the contract for this procurement including conditions for the performance of the contract. The following documents fall within part 2:

Annex B – Requirements specification
Annex C – Price- and payment terms - Services
Annex D – Price matrix
Annex E – Terms of delivery
Annex G – Ethical guidelines
BI 5052 General Purchase conditions

2. Conduct of the procedure

2.1 Procurement procedures

This procurement is conducted in accordance with the Act and Regulation on public procurement; the Act of 17 June 2016 no. 73 (the Public Procurement Act) and the Regulation laid down by royal decree of 12 August 2016 no 974 (the Public Procurement Regulation) part I.

The Contracting Authority can choose to make clarifications or conduct negotiations as needed, but has no obligation to do so. The contractor is therefore recommended to submit its best tender. Negotiations can take place in writing, orally or in meetings.

2.2 Tender notice

The tender invitation are sent to relevant suppliers.

2.3 Important dates

2.3.1 Progress plan

The Contracting Authority plans to conduct the procurement in accordance with the progress plan below.

Please note that the progress plan is tentative, and that the Contracting Authority may make adjustments during the process. **Tenders that are submitted too late will be rejected.**

ACTIVITY	DATE
Tender Invitation sent out	22.06.2022
Deadline for submission of tenders	04.07.2022 kl. 12:00
Evaluation of tenders and negotiations if relevant	Week 27
Contract award	Week 27
Signing of contract	Week 27
Tender acceptance period	03.10.2022 kl. 12:00

2.4 Questions to the tender documentation

All communication during the procurement process period shall take place via Mercell.

When logged in on the tender in Mercell, please choose the folder «communication». Click on the icon «new message» in the menu. Write the question/information and click «send». The Contracting Authority will then receive the question/information.

All questions will, well ahead of the expiry of the deadline to submit tenders, be answered anonymously and made available as additional information for all those who have notified their interest via Mercell. Additional information is available under the folder «communication» and then under the folder «additional information». Contractors that have already notified their interest will also receive a message by e-mail if additional information is provided in the tender. The contractor can then follow the link in the message to view the relevant tender.

2.5 Correction, supplements and/or amendments to the tender documentation

Within the expiry of the tender period, the Contracting Authority is entitled to make corrections, supplements and amendments to the tender documentation, that are not substantial. Corrections, supplements or amendments to the tender documentation will immediately be sent out to the invited contractors via Mercell.

3. Administrative provisions

3.1 Language

All written and oral communication relating to this tender shall be in Norwegian or English. The language requirement also applies to the actual tender.

3.2 Security

3.2.1 Visit permits

The contractor is responsible to obtain the required visit permits and security clearances for their participation in any meetings in military zones.

Foreign citizens must submit Annex 6 – Request for Visit via their respective embassies to the Norwegian Defence Staff. Annex 6 – Request for Visit must be filled in in accordance with Annex 7 – Guide for clearance of foreign citizens visiting Norway.

3.3 Public access to documents and confidentiality

For the general public's access to documents relating to a public procurement, the Freedom of Information Act and the non-disclosure provisions of the Public Administration Act apply.

The contractors must submit one copy of the tender where the contractor censors what the contractor considers to be trade secrets according to Norwegian law. Examples of such confidential information is information about employees, reference descriptions, information about collaborating partners, unit prices, man-hour rates, etc.

In connection with requests for access to information, the Contracting Authority must independently of the view of the contractors, assess whether the information is of such a nature that the Contracting Authority is obliged to give access.

The contractors shall protect confidential information which is made available to them in connection with the procurement.

3.4 Code of ethics and general requirements to the case handling

Employees in the defence sector and the tender contractors shall act in accordance with good business practice and ensure a high business and ethical standard in their case handling in all phases of the procurement process.

This is further explained in Annex 3 – Self-declaration of ethical commitment and Annex 4 – Caution, duty of non-disclosure and conflict of interest. When submitting tenders the contractor confirms to have read and accepted Annexes 3 and 4 and that any information pursuant to Annex 3 item 3 appears from the tender.

3.5 The contractor's costs relating to participation in the tender

Costs incurred by the contractor in connection with the preparation, submission or follow-up of the tender or the procurement process as such will not be refunded. Participation in this procurement process will not in any way commit the Contracting Authority to enter into contract with the contractor, or impose any type of economic obligations upon the Contracting Authority towards the contractor.

3.6 Deviations from the tender documentation and exclusion

Any deviations shall be specified accurately and clearly in Annex 1 – Deviations from the Tender Documentation. Deviations must appear in this document to be able to be invoked by the contractor. The specification of deviations must refer clearly to the relevant annex and clause in the tender documentation. The contractor must specify clearly the consequences of such deviations for the service, price and/or other circumstances in the tender.

4. Self-declaration regarding qualification requirements

The contractor shall, together with the tender, fill in and submit Annex 5 – Self-declaration regarding qualification requirements as preliminary documentation so that the tender fulfils all qualification requirements specified in clause 5.

The Contracting Authority may, at any time during the tender, ask the contractor to provide all or parts of the documentary evidence if this is necessary to ensure that the tender is conducted correctly. The contractor must therefore make sure to have the documentation available.

Before contract award, the Contracting Authority may require the selected contractor to submit updated documentary evidence.

5. Qualification requirements

5.1 Regarding the qualification requirements

The qualification requirements are absolute requirements. Failure to fulfil qualification requirements will result in an exclusion from the tender.

5.2 Fulfilment of qualification requirements by reliance on the capacity of other entities

The contractor can choose to rely on the capacity of other entities in order to fulfil the requirements to the contractor's economic and financial capacity and to technical and professional qualifications. Other entities include for instance parent companies, collaborating partners, subcontractors etc.

If the contractor relies on the capacity of other entities to fulfil the qualification requirements to economic and financial capacity and/or for technical and professional qualifications, the contractor must document that it possesses the necessary resources. This can be documented by for instance enclosing a signed declaration of commitment from these enterprises. The enterprises shall submit separate self-declarations, cf. clause 4. If more than one contractor participate jointly in the tender, the participating contractors must submit separate self-declarations, cf. clause 4.

5.3 Requirements the contractors' technical and professional qualifications

REQUIREMENT	DOCUMENTATION REQUIREMENT
The contractor must have the sufficient experience from similar deliveries.	<p>Overview over the contractor's 3 most relevant assignments during the past 3 years. The overview must specify:</p> <ul style="list-style-type: none"> • The value of the assignment • Time • Recipient (name, telephone and e-mail) • Brief description of the delivery <p>It is the contractor's responsibility to document relevance in/through the description.</p>
The supplier must be an academic organization approved for higher education.	Documentation that proves that the requirement has been met.
The contractor must have sufficient expertise to execute the contract.	<p>Description of education and experience of the personnel available to the contractor to execute/in the performance of the contract.</p> <p>CVs are not requested.</p>

6. Tender

6.1 Award criteria

Award criteria	Documentation requirement	Weight
Price/cost Under this criterion the following is assessed <ul style="list-style-type: none"> - Price 	Contractor must complete/fill in the price matrix.	60 %
Quality Under this criterion the following is assessed <ul style="list-style-type: none"> • Content and quality of additional fulfilment cf. requirement 3.1.12 to 3.1.16. • Suppliers access to experts cf. requirement 3.1.20. • Additional courses with extended content cf. requirement 3.1.21. • How much of the course is practical exercises cf. requirement 3.1.23. 	<i>The supplier must response to all requirements in Appendix B.</i>	40 %

6.2 Assessment

6.2.1 Assessment model

The prices will be assessed based on the following model:

Model	Explanation	Chosen
Proportionate	Non-linear model where the tender with the best price scores 10 points. Other tenders are awarded points based on relative deviation from best price.	<input checked="" type="checkbox"/>

Award criteria relating to quality will be given points on the basis of an assessment model where the best tender under each award criterion scores 10 points. The other tenders score points based on relative difference from the best tender.

The tender that scores the highest total number of points is the winner.

6.2.2 The basis for the assessment

The qualitative assessment will be based on the supplier's specified description of the course, which provides an academic content beyond the minimum requirements.

7. Submission and preparation of tenders

7.1 Submission of tender

All tenders must be submitted electronically in Merccell within the deadline stated in clause 2.3.1.

The contractor may, before expiry of the deadline for submission of tenders, make amendments and submit a new tender. The last submitted tender is considered the final tender.

7.2 Tender structure

The tender shall/must contain the following documents:

Document number	Document	Annex/Appendix
1	Any filled in deviation from the tender documentation	Annex 1
2	Any declaration of commitment if the contractor relies on other entities to fulfil qualification requirements	Annex 2
3	Self-declaration regarding qualification requirements	Annex 5
4	Filled in price matrix	Annex D
5	Reply to the requirement specification	Annex B
6	Any censored/redacted versions of tender	See clause 3.3
	Other relevant information	

8. Conclusion of the tender

8.1 Notification of award

The Contracting Authority will inform all contractors of which contractor the Contracting Authority intends to award the contract to as soon as the selection of contractor has taken place.