

Project:

# Østfold Avfallssortering IKS - MRF



Title:

## Instructions to prequalification and tender phase

for

## Turnkey Contract of Electro-Mechanical delivery

## Sorting Plant

C1		For Contract			
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## 1. IN GENERAL

### 1.1. The Client

The Client for this procurement is Østfold Avfallssortering IKS (hereinafter referred to as **ØAS** or **the Client**).

ØAS is a Norwegian company owned by five municipalities and two inter-municipal companies: Fredrikstad, Sarpsborg, Halden, Rakkestad, Hvaler, Indre Østfold Renovasjon IKS (IØR) and MOVAR IKS.

ØAS shall build and operate a facility for sorting household waste (MRF). The purpose is to increase the recycling rate for the owners, and to provide residents with a good waste disposal solution.

The MRF plant will be located in Viken park industrial real estate area in Fredrikstad municipality, Viken county.

### 1.2. Presentation of the project and delivery

#### 1.2.1. Key information on the Project

ØAS invites suppliers to apply for prequalification as tenderers for a turnkey contract on the electro-mechanical deliveries regarding the facility for sorting household waste (hereafter "The Project" or the "Plant").

The Project has a tentative start up in June 2023, and the estimated start of the guarantee period (after trial period) will be January 2026, in accordance with the tentative time schedule set forth in Appendix C1.

The Plant will be designed to maximize the output of materials for recycling. The sorting process will be fully automated.

The inhabitants separate the following fractions at the source:

- Cardboard and paper fraction
- Food waste (organic)
- Glass and metal
- Textiles
- EE and hazardous waste
- Garden waste

These fractions are collected separately and delivered for further waste treatment to different facilities.

The residual waste (remaining mixed waste) will be collected at the households, and after collection delivered to the MRF plant for sorting.

Key figures:

- Design input capacity:
  - o  $\geq 40$  t/h
  - o 60,000 t/y (one shift of 7,5 hours).
  - o 120,000 t/y (two shifts as future operation)

- Fractions to be sorted out from the residual waste in the MRF plant:
  - o Mixed plastic (2D & 3D)
  - o Metal (magnetic and non-magnetic)
  - o Mixed paper (option)
  - o Plastic and other fractions from fines (option)

The Plant shall be prepared for changes in the market and future development of upstream and downstream possibilities. Hence, additional fractions may be added in the future.

### **1.2.2. Scope of work**

The delivery of the electro-mechanical process plant shall be based on a turnkey contract for the electro-mechanical plant as described in the tender documents.

Building and civil works is not a part of this procurement.

### **1.2.3. Contract terms**

The delivery is governed by an EPC contract (Engineering, Procurement and Construction) for the electro-mechanical works for a sorting plant as described in the tender documents.

The contract (Part 1 and Part 2) is based on the Norwegian Standard General conditions of contract design and build contract, NS 8407:2011, with amendments and customizations for this delivery.

The risk of price increases is split between the parties, so that a proportion of the contract sum and the other prices are subject to index regulation, and a proportion is fixed, regulated in enclosure to Part 1 - Contract Agreement.

## **1.3. Procurement timetable**

The following forms the tentative timetable for this procurement:

Activity	Time
<b>Phase 1: Prequalification phase</b>	
Deadline for submitting questions concerning the prequalification process	14 days ahead of application deadline
Deadline for submission of prequalification application	14.11.2022
Client concludes the prequalification evaluation and selection of the suppliers	November-December 2022
<b>Phase 2: Tender phase</b>	
Invitation to prequalified suppliers	December 2022
Deadline for submitting questions before the first tender	14 days ahead of tender deadline
Deadline for submission of first tenders	20.02.2023
Evaluation of tenders including negotiations	February-June 2023
Tentative deadline for submission of revised or final tenders	April-May 2023
Final decision from the board of ØAS	June-August 2023
Contract award	June- August 2023
Contract signing	10 days after contract award

The acceptance period of the tender is set to 4 months, counting from the deadline for submission of the final tenders.

The procurement timetable, after the deadline for submission of prequalification application, is tentative and may be adjusted due to the course of the procedure.

#### 1.4. The Mergell procurement platform

All applications and tenders are to be submitted using the Mergell-platform ([www.mergell.no](http://www.mergell.no)) in due time ahead of the deadlines. Applications or tenders submitted later than the deadline will be rejected (The system will not allow late submittance).

Applications and tenders may **not** be submitted by e-mail.

Suppliers are encouraged to create an account prior to the first deadline set forth in the procurement timetable. Submission of the tender may take some time. Thus, suppliers are advised to be sure to start out early.

Mergell-support may be contacted for answering questions concerning submission of the application, the tender or other Mergell-functionality:

Telephone: +47 2220 18 860

E-mail: [support@mercell.com](mailto:support@mercell.com)

## 1.5. Supplementary information

In case that a supplier finds that the procurement documents do not provide sufficient or adequate information, it may request supplementary information and/or clarifications.

Questions and requests from suppliers are to be submitted in writing using the communication module included in the Merccell-platform. Deadline for asking questions is given in section 1.3.

When answering, the questions and requests will be anonymized, and the answers will be submitted at the same time to all suppliers, emphasizing that only invited suppliers will receive additional information during the second phase (tender phase).

## 2. GENERAL PROCUREMENT CRITERIA

### 2.1. Contract award procedure

The procurement is subject to 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 – FOA) part I and III and the procurement documents presented. All documents concerning both phases of the procedure are included.

The competition is conducted according to the procurement procedure called “negotiated procedure”. This is a two-phased procedure. The first phase is the qualification phase. All interested suppliers may submit a request for participation in the competition. A certain number (3 or 4) of the qualified suppliers will be invited to submit tenders in the next phase (tender phase) of the competition.

The second phase is the tender phase. The invited suppliers submit their first tender, which is the basis for the subsequent negotiations. The negotiations will be conducted in one or more rounds. After each round, the suppliers are invited to submit revised tenders. The negotiations end by the Client setting a deadline for submitting final tenders. Detailed instructions regarding the negotiations are set forth in section 7 below.

### 2.2. Deviations and reservations

Suppliers are encouraged to submit tenders in accordance with the specification of requirements and the contractual terms. Any inputs and proposals for improvement should be submitted prior to the deadline for submitting questions concerning the tender or, at the very latest, during the negotiations.

Any deviations (deviations from the specification of the requirements or reservations concerning the contractual terms) in the tender must be described precisely and concisely in the supplier’s tender, under separate headings.

Any deviations must be priced by the supplier. On the assessment of any deviations, the Client will also make a separate assessment of the financial significance of the deviation, in connection with the selection of tenders. Any such price setting may be discretionary, and the highest amount of either the cost/risk the deviation will represent for the Client, or the advantage it presents for the supplier, will be assumed.

To support the assessment, it may be relevant for the Client to obtain external assistance from third parties.

Final tenders with significant deviations and reservations will be rejected.

### **2.3. Cancellation of the competition**

If there are reasonable grounds cf. FOA § 25-4, the Client may cancel the competition with immediate effect. Reasonable grounds include, but are not limited to, lack of financing or if the tenders exceed the budget of the project. Due to the Client's negotiating position, this budget will not be disclosed.

If the Client decides to cancel the procurement proceedings, at any stage, all suppliers having participated will be informed in writing via the Merccell platform.

### **2.4. Public transparency**

The Freedom of Information Act of May 19th, 2006, no. 16 allows the public access to information related to tenders and procurements. Access does not apply to, among other things, trade secrets, and access may be limited.

When submitting applications or tenders, the suppliers shall submit a copy of the application/tender where all information that, in the opinion of the supplier, is confidential under Norwegian law has been blackened out. The suppliers should be aware that the Client is under obligation to independently assess what information that may be exempted from public access.

### **2.5. Confidentiality**

The Client and its employees and/or its legal representatives shall keep confidential and shall avoid third party access to or information relating to technical implements and/or procedures and/or operational or commercial affairs given to the Client in confidence during the procurement process, and shall not without the written consent of the supplier, divulge to any third party any documents, data or other information, furnished directly or indirectly by the supplier in connection with the Project.

### **2.6. Impartiality**

The provisions concerning impartiality in the Norwegian Act relating to procedure in cases concerning the public administration (Public Administration Act) § 6 to § 10 apply for this tender.

The Client shall not seek out or receive advice that may be used as part of the preparation of the specifications for this tender, from persons or other entities that may have an economic interest in the tender, when this is made on a basis that may exclude competition. A supplier that has been used as advisor as part of the preparation of the specifications for the tender, in a way that may exclude competition, may be rejected from the tender.

### **2.7. Costs**

The supplier's costs for preparing and submitting a tender, is the sole responsibility of the supplier and will not be covered by the Client.



# Phase 1 - Prequalification

## 3. ELIGIBILITY TO PREQUALIFY

The Client will assess whether the qualification requirements are met based on the documentation submitted by the supplier along with the request for participation in the tender.

Any supplier that does not fulfill one or more of the qualification requirements set forth below will be excluded from the tender.

### 3.1. ESPD

The ESPD form is the European Single Procurement Document and is mandatory to use in tenders subject to the Public Procurement Regulation part III. It is a standard electronic form that is prepared by the Client and completed by the supplier.

The ESPD-form is to be submitted by all suppliers as a preliminary documentation stating that no known cause for rejection is present at the time of the deadline of submission of the application. The ESPD-form is available in the Merccell-platform, ready for the suppliers to complete. The ESPD-form will be submitted automatically when submitting the application.

In case of a joint application of more than one individual company as a joint venture, consortium or working partnership, all parties are individually obligated to submit separate ESPD forms. The necessary forms will be generated in the Merccell- platform when the responsible supplier has stated that supporting suppliers (ESPD Part II C) are participating, followed by completing the associated suppliers' requested information. This also applies to Companies that the supplier relies on to meet the qualification requirements, cf. section 3.8.

### 3.2. National requirements for rejecting a supplier

All the following national requirements for rejections are applicable to this procurement, in addition to the standard requirements, according to The Public Procurement Regulation § 24-2:

- § 24-2 (2): This clause states that the Client shall reject a supplier when he is aware that the supplier has been legally convicted or has adopted a summons for the specified criminal offences. The requirement that the Client must reject suppliers who have adopted orders for the specified criminal conditions is a uniquely Norwegian requirement.
- § 24-2 (3) letter i: The requirement for rejection listed in the standard ESPD form only applies to serious mistakes in the professional practice, while the Norwegian requirements for rejection also includes other serious mistakes that may lead to doubts about the supplier's professional integrity.

### 3.3. Tax statement and VAT statement

Requirements	Documentation demonstrating compliance with requirements
<p>The supplier is required to have fulfilled their obligations on paying taxes (included the employer's tax) and VAT according to the national legislation in the state in which the company is registered.</p>	<ul style="list-style-type: none"> <li>• Tax statement from inland revenue authorities at company (supplier) main office.</li> <li>• VAT statement from tax collector authorities at company (supplier) main office.</li> </ul> <p>(Norwegian companies: Form RF-1316 from <a href="#">Skatteetaten</a>)</p> <p>If providing the above documentation is not possible for non-Norwegian suppliers, equivalent documents and information suited to document compliance with the requirement shall be submitted. If it is not possible to provide such documentation, the supplier shall document this and provide a declaration stating that the requirements are fulfilled.</p> <p>Requested information shall not be older than six months calculated from the submission deadline for the application.</p>

### 3.4. Organizational and legal requirements

Requirements	Documentation demonstrating compliance with requirements
<p>The supplier shall be a legally registered company.</p>	<p>Norwegian companies:</p> <ul style="list-style-type: none"> <li>- Company certificate, "Firmaattest"</li> </ul> <p>Foreign companies:</p> <ul style="list-style-type: none"> <li>- Certificate of registration or legal company index in the country of company registration (Main office).</li> </ul> <p>Requested information shall not be older than six months calculated from the submission deadline for the application.</p>

### 3.5. Economical and financial requirement

Requirements:	Documentation demonstrating compliance with financial requirements
<p>The supplier shall demonstrate sufficient financial and economical solidity</p>	<p>The application shall include company annual accounts of the last three years (balance sheets, P/L accounts etc.), including accountant declaration. Other information relevant to annual accounts shall be added.</p> <p>If the supplier has a justifiable reason not to submit the documentation requested by the Client, the supplier can document its economic and financial capacity by submitting any other document deemed suitable by the Client.</p> <p>If a supplier relies on the capacity of other businesses in order to fulfill this requirement for the supplier's economic and financial capacity, the Client require that they shall be jointly and severally liable for the execution of the contract.</p>

### 3.6. Technical / professional requirements

Requirements:	Documentation demonstrating compliance with requirements
<p>The supplier shall possess sufficient ability to execute and carry out complex projects and cooperate.</p> <p>The supplier shall as a minimum list two (2) plants based on using NIR (Near Infra-Red) technology to sort household waste into recyclables, each with a yearly capacity of minimum the same capacity as for this project. The plants are required to be completed and in satisfactory operation.</p>	<p>The suppliers shall complete the form for reference plants, <b>attachment 1</b>, thereby giving an overview and description of relevant projects carried out during the last years including contract value, year of completion, client's/operator's name, address and contact information.</p> <p>Listed references may be contacted in order to verify the project's relevance and execution. However, it is the supplier's responsibility to document relevance through the description.</p> <p>The Client's own experience regarding the supplier may be considered in the evaluation.</p>
<p>The supplier is required to have personnel resources necessary to execute the delivery.</p>	<ol style="list-style-type: none"> <li>1. The number of staff and labor available at the present and average the last three years. The staff and labor available should be divided into relevant categories/trades/crafts.</li> <li>2. An overview of future and ongoing contracts to be delivered in parallel with this contract, and the number of labor bound to these contracts.</li> <li>3. A description of technical personnel and technical entities available to the supplier to execute the contract.</li> </ol>
<p>The supplier shall have a quality management system according to ISO:2015 9001 or a comparable third-party certification system.</p> <p>The supplier cannot rely on the capacity of another entity in order to fulfil this requirement.</p>	<p>A copy of the valid ISO 9001 certificate, or an equivalent standard.</p> <p>Other documentation of equivalent quality management measures as referred to above will be accepted if the supplier is unable to obtain such certificates within the deadline for the request to participate, and this is not due to the circumstances of the supplier itself cf. FOA § 16-7(3) of the Norwegian Public Procurement Regulations. The supplier must state why it was not possible to obtain such certificates within the deadline, and the grounds for this. The supplier must also prove that the alleged equivalent documentation is in compliance with the requested certificate.</p>

### 3.7. Selection of qualified suppliers

If more than 3 or 4 suppliers are assessed to be qualified, the number of suppliers will be reduced. The selection of qualified suppliers will be based on the Client's evaluation of which of the qualified suppliers best fulfils the selection criteria set out below.

Selection criteria	The documentation on which the evaluation will be based
<p>The suppliers that possess the best ability to execute and carry out complex projects and cooperate.</p> <p>The evaluation will include, but is not limited to, number of references, relevance and similarities between the references and this contract.</p>	<p>The same information submitted for the reference plants in attachment 1.</p>
<p>The suppliers that have the best capacity of personnel resources necessary to execute the delivery.</p>	<p>The same documentation submitted under the corresponding qualification criteria.</p>
<p>The suppliers that have the highest share of in-house production.</p>	<p>The supplier shall provide information on inhouse production. An overview of material, main components and equipment produced inhouse and main components that will typically be procured externally shall be enclosed.</p>
<p>The suppliers' environmental management system according to ISO 14001, EMAS or a comparable third-party certification system.</p>	<p>The supplier shall provide copy of a valid ISO 14001 certificate, EMAS certificate, or an equivalent standard.</p>

### 3.8. Support from other companies / businesses

The supplier can choose to rely on the capacity of other companies / businesses to meet the requirements for economic and financial capacity (3.5 above), and technical and professional qualifications (3.6 above), with the exception of the requirements and selection criteria regarding

- Quality management system, and
- Environmental management system

If a supplier relies on the capacity of other companies / businesses in this way, he must document that he disposes the necessary resources of that company, for example by submitting a declaration of commitment from these companies / businesses, or copy of agreements on partnerships, joint ventures etc.

If a supplier relies on the capacity of other companies / businesses in this way, the supporting company must also submit its own, separate ESPD form. This is in addition to the declaration of commitment, copy of agreements on partnerships, joint ventures etc.

This applies regardless of the legal connection between the supplier and the company relied on. That is, even if the company is a parent company, sister company or equivalent, or is a permanent partner or similar.

### 3.9. Information on suppliers selected

The Client will inform unsuccessful suppliers in writing, including in a brief statement, giving reasons for the supplier not being invited to submit a tender.

### **3.10. Invitation to submit tender**

The best qualified suppliers according to the selection procedure, cf. sections 3.7 will receive an invitation to submit a tender.

### **3.11. Deadline for petition for temporary injunction**

A petition for a temporary injunction against the Client's decision to reject a supplier from participating in the competition or not to award a supplier must be presented to the district court no later than 15 days after the Client sends the notification of rejection or selection, cf. FOA § 20-7 (2).

## **4. APPLICATION REQUIREMENTS**

Suppliers submitting an application shall present the documentation in compliance with the qualification requirements and the descriptions below.

The application shall comprise:

- An application letter dated and signed by a person or persons authorized to legally bind the supplier / company, or in the case of a joint venture, consortium, working partnership being the joint supplier – as the case may be – by its/their signature(s).
- An explanation and overview of the supplier organization, including the ownership of the companies / businesses that make up the supplier, as well as an indication and placement in an organizational chart of companies / businesses the supplier relies on. Any group ties/relationships between different companies should be disclosed.
- Documentation listed in section 3 and the index in section 4.2below.

Documentation demonstrating compliance with the qualification requirements shall be outlined in English or any of the Scandinavian languages. If documentation originally outlined in any other language is submitted, an explanatory translation in one of the abovementioned languages needs in addition to be outlined and attached.

The deadline for submission of prequalification application is given in the procurement timetable in section 1.3.

### **4.1. Format for the prequalification application**

The documents, except the "form for reference plants", are to be delivered in PDF-format. Attachment 1, "the form for reference plants", is to be submitted in XLSX-format.

In addition to the application documents, one copy (PDF) should be submitted of every document, where all information has been blackened out, that, according to Norwegian legislation, is confidential. Suppliers should be aware that the Client is under obligation to independently assess what information that may be exempted from public access.

### **4.2. Application index**

The following is listed for convenience only.

Index	Content
1	<ul style="list-style-type: none"> <li>• Application letter</li> <li>• Overview of the supplier's organization</li> </ul>
2	<ul style="list-style-type: none"> <li>• Tax Statement</li> <li>• VAT Statement</li> <li>• Company certificate, "Firmaattest", or documentation from national trade index or legal company index in the country for company registration (Main office).</li> </ul>
3	Company annual reports for the last three years, including accountant declaration
4	Projects relevant to this Project by completed form for reference plants, cf. attachment 1.
5	<ul style="list-style-type: none"> <li>• Overview of staff and labor available at present and the last three years</li> <li>• Overview of future and ongoing contracts to be delivered in parallel with this contract, and the number of labors bound to these contracts.</li> <li>• Description of technical personnel and technical entities available to the supplier to execute the contract</li> </ul>
6	Copies of valid certificates of supplier's quality management systems
7	<ul style="list-style-type: none"> <li>• Documentation on the supplier's in-house production</li> <li>• Copies of valid certificates of supplier's environmental management systems</li> </ul>
8	<ul style="list-style-type: none"> <li>• Declaration(s) of commitment or copy of agreements on partnerships, joint ventures etc, if relying on other company(ies) to fulfill qualifications and selection criterion</li> </ul>
9	<ul style="list-style-type: none"> <li>• ESPD-form from every company taking part in the application or other company(ies) that the Client relies on to fulfill qualifications and selection criteria.</li> </ul>

## Phase 2 - Tender phase

### 5. AWARD CRITERIA

#### 5.1. Award criteria

Invited suppliers may attend the competition and submit their tender. The contract will be awarded the supplier having submitted the tender resulting in the most favorable ratio between price and quality, based on the following award criteria:

Award Criteria	Weight	Documentation requirements
Cost/price: <ul style="list-style-type: none"> <li>• Prices</li> <li>• Cost for the Client</li> </ul>	40%	Refer 5.1.1
Quality: <ul style="list-style-type: none"> <li>• Performance</li> <li>• Implementation</li> </ul>	50%	Refer 5.1.2
Environment	10%	Refer 5.1.3

##### 5.1.1. Cost/price

For the award criteria “cost/price” the criteria will be evaluated based on a combination the offered prices set forth in the price sheet, appendix B2, and certain predefined costs the Client may incur with that specific tender / offered solution.

Price criteria	Documentation
<b>Price</b>  Offered contract sum and other prices	Completed Price sheet, appendix B2, refer 6.3 sec. 2.1

Other cost relates to the presumption that different offered solutions of the electro-mechanical delivery, may entail different costs for the Client for adjacent civil works, and operating the Plant. Some of these are identified and listed below, with a simplified calculation model. The supplier must in its tender give relevant data / information regarding these cost factors, from which an estimated cost will be calculated and added to the offered contract sum and other prices, when evaluating which tender entails the lowest price/cost for the Client.

Cost criteria	Documentation
<p><b>Cost for the Client due to necessary m<sup>2</sup>.</b></p> <p>The supplier's offered solution of the electro-mechanical delivery and need for area (m<sup>2</sup>) in waste reception area, process hall and storage area.</p> <p>The relative difference in area required will be evaluated based on cost of 2.000 €/m<sup>2</sup>.</p>	<p>Completed Cost sheet, appendix B2, sheet 2.6.3, "area requirement", refer 6.3 sec. 2.1</p> <p>Relevant drawings, refer 6.3 sec. 4.5</p>
<p><b>Operating and maintenance cost</b></p> <p>Different solutions of the electro-mechanical delivery presume to require different number manning for operating and maintenance. The estimated cost will be calculated.</p> <p>The supplier is to give a binding estimate of the necessary manning (persons / year) for respectively operation and maintenance for their offered solution.</p> <p>The cost for the Client will be calculated with a factor of €70.000 per person / year over a period of 2 years.</p>	<p>Completed Cost sheet, appendix B2, sheet 2.6.2, stating necessary manning (persons / year) for operation and maintenance, refer 6.3 sec. 2.1</p>
<p><b>Electricity costs</b></p> <p>Different solutions of the electro-mechanical delivery presume to require different amounts of electricity, affecting the Clients cost, and also having an environmental impact. The Client values a delivery with a low electrical consumption.</p> <p>The supplier is to give a binding estimate of the necessary electrical consumption per hour of full operation of the Plant.</p> <p>The cost for the Client will be calculated with a factor of 0,20 €/kWh over a period of 10 years.</p>	<p>Completed Cost sheet, appendix B2, sheet 2.6.1, stating yearly electrical consumption in full operation, refer 6.3 sec. 2.1</p>

### 5.1.2. Quality

There are two sub-criteria contained in the quality-criteria: Performance and implementation. Under each sub-criteria, several subjects will be evaluated:

Criteria	Documentation
<p><b>Performance</b></p> <ul style="list-style-type: none"> <li> <b>Capacity</b>            Guaranteed hourly capacity of the Plant, capacity of the individual equipment like shredder, shredder bag opening rate and baler capacity will be evaluated based on supplier's guarantees given in appendix A4. Better guarantees will receive higher score.         </li> </ul>	<p>Completed form appendix A4 - performance guarantees, refer 6.3 sec. 3.1</p>



<ul style="list-style-type: none"> <li>• <b>Availability</b> Guaranteed availability based on supplier's guarantee given in appendix A4. Better guarantee will receive higher score.</li> </ul>	Completed form appendix A4 - performance guarantees, refer 6.3 sec. 3.2
<ul style="list-style-type: none"> <li>• <b>Performance Guarantees</b> Guaranteed yield and purity for the fractions based on supplier's guarantee given in appendix A4. Better guarantees will receive higher score.</li> </ul> <p><i>This subject will be given more or significantly more weight than the other subjects listed under Quality</i></p>	Completed form appendix A4 - performance guarantees, refer 6.3 sec. 3.3
<ul style="list-style-type: none"> <li>• <b>Layout and process</b>  The waste and requirements to sorted material will change over time and waste sorting technology is developing. The sorting plant must be able to adapt to changes as well as meet future requirements.</li> </ul> <ul style="list-style-type: none"> <li>- Flexibility and possibility for optimizing the sorting plant with minor adjustments, e.g to change from sorting positive/negative to sorting positive/positive.</li> <li>- Arrangement of equipment with regards to utilization of space, access for operation and maintenance.</li> <li>- Preparation for later installation of options and new process equipment with minimal of downtime in existing process plant.</li> <li>- Number of conveyer belts with cleats (should be minimized).</li> <li>- Number of supports/legs down to floor (should be minimized).</li> <li>- Enable good access for cleaning of ground floor with minimized area without access caused by restrictions below 2 meters.</li> <li>- Layout enabling good fire protection. Sorting plant have high fire risk and layout shall focus on quick extinguishing to minimize any consequences of a fire. Focus on           <ul style="list-style-type: none"> <li>o Location of equipment exposed for fire risk (shredder, baler) to minimize risk for fire spread to other sections/ equipment.</li> <li>o Location of bunkers for sorted plastic versus other process equipment to minimize risk for fire in bunker to spread</li> </ul> </li> <li>- High automation level, good man-machine interface, easy extraction and presentation of data.</li> <li>- Alternative solution for intermediate storage and loading of residual waste to truck for transport to incineration. Flexible solution meeting the Client's requirements will get higher score.</li> <li>- Standardization of components like electrical motors, starters, frequency converters, conveyor wear parts to reduce need for spare parts will receive higher score.</li> <li>- Material Quality and thickness. Better material quality and thickness for intended use will receive higher score.</li> <li>- Spare parts: quality, availability and comprehensiveness</li> </ul>	<ol style="list-style-type: none"> <li>1. Block diagram / PFD, refer 6.3 sec. 4.1</li> <li>2. Mass balance, refer 6.3 sec. 4.3</li> <li>3. Detailed description of the supplier's proposal describing the function, flexibility, possibilities, technologies etc., refer 6.3 sec. 4.2</li> <li>4. Description of control and monitoring system (CMS), refer 6.3 sec. 4.4</li> <li>5. Drawings, refer 6.3 sec. 4.5</li> <li>6. Detailed descriptions (brand, type/model) and technical characteristics of all machines and equipment, refer 6.3 sec. 4.6</li> <li>7. Completed data sheets (appendix E), refer 6.3 sec. 4.7</li> <li>8. Description of electrical system, el consumption, frequency converters, MCC, refer 6.3 sec. 4.8</li> </ol>

<p><i>This subject will be given more or significantly more weight than the other subjects listed under Quality</i></p>	
<b>Implementation</b>	
<ul style="list-style-type: none"> <li>• <b>Project organisation and key personnel dedicated to the project</b></li> </ul> <p>Key personnel are here defined as Project manager, Process manager and Site manager. Experience from other similar projects of the key personnel is valued. CVs should clearly and comprehensively show relevant education and experience.</p>	<ol style="list-style-type: none"> <li>1. Organization chart, refer 6.3 sec. 5.1</li> <li>2. CVs for key personnel:           <ul style="list-style-type: none"> <li>• Project manager</li> <li>• Process manager</li> <li>• Site manager, refer 6.3 sec. 5.2</li> </ul> </li> </ol>
<ul style="list-style-type: none"> <li>• <b>Main time schedule</b></li> </ul> <p>The supplier shall include a main time schedule for the delivery. The offered schedule shall be based on main dates in appendix C1, and shall specify and improve this.</p> <p>The following will be evaluated:</p> <ul style="list-style-type: none"> <li>- Number of days from contract signing to delivering design data for civil works.</li> <li>- Number of days from contract signing to start installation.</li> <li>- The time needed from “Building closed, ready for start process installation” to “1<sup>st</sup>. waste in plant”. Less time needed will receive higher score.</li> </ul>	<p>Supplier’s main time schedule, refer 6.3 sec. 6.1</p>
<ul style="list-style-type: none"> <li>• <b>Training and operational assistance</b></li> </ul> <p>Supplier shall draft and describe their offered program for training of Client’s personnel, based on contents and requirement in <i>Appendix A10 – Training of Clients personnel</i>.</p> <p>Amount of training of operator and maintenance personnel – both theoretically and practically. Participation during installation and testing will be evaluated. Possibility to train personnel in similar plants in operation will be appreciated.</p>	<p>Draft of program for training of Client’s personnel, including binding first draft of key elements of training, defining the minimum level of training in the finished program, refer 6.3 sec. 7.1</p>

### 5.1.3. Environment

Criteria	Documentation
<ul style="list-style-type: none"> <li>• <b>Good working environment – odour, dust extraction and noise pollution</b></li> </ul> <p>Location of extraction points, amount of air extracted, covering of odour and dust emitting areas will be evaluated based on the supplier’s description.</p> <p>Guaranteed dust maximum emission behind the filter system lower than Client’s requirement in appendix A4 will receive higher score.</p>	<ol style="list-style-type: none"> <li>1. Data sheets (air extraction, noise data, drawings, description and extraction points), refer 6.3 sec. 8.1</li> <li>2. Completed form appendix A4 – performance guarantees, refer 6.3 sec. 8.2</li> </ol>

<p>Supplier's guaranteed values for noise lower than Client's requirement in appendix A4 will receive a higher score. Low noise emittance, refer datasheet, from equipment will be awarded with good score.</p>	
<ul style="list-style-type: none"> <li>• <b>Climate and environmental qualities</b></li> </ul> <p>The described and offered concrete and binding measures, advantage and qualities with the supplier's delivery which have a climate and environmental benefit and advantage.</p>	<p>The supplier shall provide a description of the benefits for climate and the environment that come with choosing their offered solution / delivery</p>

## 5.2. Award of contract, justification and stand still period

The suppliers who are invited to submit tender will receive a written response as to whom the Client will enter into a contract with and reasons for the award.

A stand still period will be set and will start the day after the notification of the contract award has been announced to the prequalified and selected suppliers. The Client may not enter into the contract with the awarded supplier before the expiry of the stand still period.

## 5.3. Guarantee statement before signing

For this procurement the Client will require that the awarded supplier, before signing of the contract, provides a legally binding statement from an approved EU/EEA finance institution confirming that the institution will provide on demand guarantees in accordance with the agreed payment plan. The maximum aggregated guaranteed amount is estimated to be up to EUR 6.000.000.

## 6. TENDER REQUIREMENTS

Suppliers submitting a tender shall present the documentation in compliance with the award criteria and the descriptions below.

The tender shall comprise:

- A tender covering letter dated and signed by a person or persons authorized to legally commit and bind the supplier / company, or in the case of a joint venture, consortium, working partnership being the joint supplier – as the case may be – by its/their signature(s). If the signatory(ies) is(are) not the same persons as the certificate of registration shows to hold authorization or power of attorney to bind the companies, duly signed authorization by the companies must also be submitted.
- If applicable, a listing of any reservations or deviations in accordance with instruction in section 2.2.
- Documentation listed in section 5.1 and the index in section 6.3 below.

The tender documentation shall be outlined in English or any of the Scandinavian languages. If documentation originally outlined in any other language is submitted, in addition an explanatory translation in one of the abovementioned languages needs to be outlined and attached.

### 6.1. Alternative Tenders

Alternative tenders will not be accepted.

If a supplier wishes to submit more than one tender, each tender must be completed containing all requested documentation, cf. section 6.

### 6.2. Format of the tender

The tender documentation should be outlined in PDF- format. The price-form and data sheets shall in addition be submitted in XLSX-format. 3D drawings should be in .ifc format.

Further, the submitted documentation should be indexed, and the tender should be outlined according to the following description below.

### 6.3. Tender index

The following documents shall be submitted as part of the supplier's tender. Documents shall be clearly named with Section number for easy identification.

Sec.	TENDER LETTER	
1.1	Tender covering letter with authorized signature including:	
1.2	Reservations and deviations, if any	
	<b>PRICE AND COSTS</b>	
2.1	Completed price form and cost elements	Appendix B2
	<b>GUARANTEES</b>	
3.1	Guaranteed capacity	Appendix A4
3.2	Guaranteed availability	Appendix A4
3.3	Performance guarantees	Appendix A4
	<b>LAYOUT AND PROCESS</b>	
4.1	Block diagram / PFD.	
4.2	Detailed description of the supplier's proposal describing the function, flexibility, possibilities, technologies etc.	
4.3	Overall mass balance, quantities, characteristics, and qualities of outputs	
4.4	Description of control and monitoring system (CMS)	
4.5	Drawings <ul style="list-style-type: none"> <li>- General arrangement and layout of equipment in the halls with dimensions</li> <li>- Section of equipment in 0,5 m height, 1,0 m height, 1,5 m height and 2,0 m height.</li> <li>- General arrangement and layout of dust filter with fans and stack</li> <li>- 3D visualization of process equipment (3D model)</li> <li>- Layout of arrangement in MCC room with cross-section</li> <li>- Layout of arrangement in compressor room with cross-section</li> </ul>	
4.6	Detailed descriptions (brand, type/model) and technical characteristics of all machines and equipment	
4.7	Complete Data sheets filled out for all machines	Appendix E

4.8	Description of electrical system, el. consumption, frequency converters, MCC	
<b>PROJECT ORGANISATION AND KEY PERSONNEL</b>		
5.1	Organization chart	
5.2	CVs for key personnel: <ul style="list-style-type: none"> <li>• Project manager</li> <li>• Process manager</li> <li>• Site manager</li> </ul>	
<b>MAIN TIME SCHEDULE</b>		
6.1	Supplier's main time schedule	
<b>TRAINING AND OPERATIONAL ASSISTANCE</b>		
7.1	Draft of program for training of Client's personnel	
<b>GOOD WORKING ENVIRONMENT</b>		
8.1	Data sheets (air extraction, noise data, drawings, description and extraction points)	
8.2	Guaranteed values for noise and emission	Appendix A4
<b>CLIMATE AND ENVIRONMENTAL QUALITIES</b>		
9.1	Description of benefits for climate and the environment	
<b>OTHERS</b>		
10.1	List of subcontractors, if relevant	Appendix H

## 7. Negotiations

### 7.1. Invitation to negotiations

The Client will contact the suppliers who submits a tender, with an invitation to negotiations. The Client will admit a reasonable time between the invitation and the date and time for the negotiations, but the suppliers must reserve time to participate in such negotiations in accordance and within the estimated times set out in section 1.3 above. If the date and time does not fit the time schedule of the supplier, the Client will seek to set a new time for the negotiations. However, if the supplier is not able to participate in the set times for negotiations, this is the responsibility of the supplier.

### 7.2. Conducting the negotiations

In the negotiations, it is allowed to negotiate about all aspects of the supplier's tender, such as business terms, price, and technical specifications etc.

The supplier shall not prepare a new tender or offer improvements during the negotiations. The supplier shall note what emerges and is communicated during the negotiations, and later submit a revised tender. New tenders or improvements made during the negotiations will not be given weight, if they are not also included in the revised tender.

During the negotiations, the suppliers bears the responsibility and risk for which parts of the tender may and should be improved. The Client has no obligation to point out all aspects of the suppliers' tender that can be improved. The Client may, at its own discretion, point out a matter if it will be given significant or decisive importance in the subsequent award evaluation, or has been of importance to the disadvantage of the

supplier in question. This applies in particular if the relevant supplier's tender is very similar to the best tender, and the matter can thus be decisive.

It is also permitted to negotiate about less important aspects of the tender documents, requirements, and terms, as long as any changes are not considered significant. Any changes to the tender documents resulting from the negotiations will be immediately sent to all the remaining suppliers and apply equally. This applies in particular to Part 2 Particular conditions, where it may be relevant to make changes to the tender documentation to a greater extent than might otherwise be applicable. This includes a.o. the provisions regarding intellectual property rights, and the price index regulation, in enclosure to Part 1 - Contract Agreement.

In addition to this, the negotiations will be conducted in accordance with the provisions set forth in FOA §§ 23-7 and 23-10, including the requirements for equal treatment and the provisions on confidentiality. In particular, the Client must ensure that no information is given about the content of other supplier's tenders or that may place some suppliers better than others.

## 8. Overview of the procurement documents

<b>Part 1</b>	<b>Contract agreement</b>
<b>Part 2</b>	<b>Particular conditions of contract</b>
	<b>NS8407 (link to standard)</b>
<b>Part 3</b>	
<b>Appendix A</b>	<b>SCOPE OF WORK, summary</b>
Appendix A1	General requirements
Appendix A2	Design data
Appendix A3	Plant and process description
Appendix A4	Performance Guarantees
Appendix A5	Commissioning, performance tests and take-over
Appendix A6	General mechanical requirements
Appendix A7	Electrical equipment
Appendix A8	Control and monitoring system (CMS)
Appendix A9	Civil works (by Client)
Appendix A10	Training of Client's personnel
Appendix A11	Interfaces
<b>Appendix B</b>	<b>PRICE FORM AND PAYMENT TERMS</b>
Appendix B1	Payment schedule
Appendix B2	Price sheets
<b>Appendix C</b>	<b>TENTATIVE TIMESCHEDULE</b>
Appendix C1	Tentative time schedule
Appendix C2	Document delivery schedule
<b>Appendix D</b>	<b>ADMINISTRATIVE REQUIREMENTS</b>
Appendix D1	PA Manual (Project Administration)
Appendix D2	Quality plan
Appendix D3	SHE plan
Appendix D4	Environment management program
Appendix D5	Coding system plant and process
<b>Appendix E</b>	<b>TECHNICAL DOCUMENTATION AND DATA SHEETS</b>
Appendix E1	Data sheets
Appendix E2	Technical documentation
<b>Appendix F</b>	<b>DRAWINGS</b>
<b>Appendix G</b>	<b>CLIENT SUPPLIES</b>
<b>Appendix H</b>	<b>SUBCONTRACTORS/SUBSUPPLIERS</b>
<b>Appendix I</b>	<b>INSURANCE</b>
<b>Appendix J</b>	<b>BANK GUARANTEES</b>