

INVITATION TO TENDER NO.:

SAHF 2022 0037

Description:

RAMAN SPECTROSCOPY EQUIPMENT

RAMAN SPECTROMETER AND MICROSCOPE



SYKEHUSAPOTEKENE HF

HOSPITAL PHARMACY OF SOUTH-EAST NORWAY

DEPARTMENT AT RIKSHOSPITALET, OSLO

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1 GENERAL

1.1 The customer/client: Sykehusapotekene HF (SAHF)

Sykehusapotekene HF (SAHF) is a hospital pharmaceutical enterprise and competence center, wholly owned by the South-Eastern Norway Regional Health Authority (HSØ). We have many suppliers, of which Alliance Healthcare Norway is the largest one. We have a working staff of around 800 persons.

Our main goals is to contribute to increase patient safety, as well as to contribute to reduce costs for the health enterprises in HSØ and its patients, particularly connected to drug procurement, distribution, production and consumption. Cost awareness and customer satisfaction should be the purpose of everything we do. SAHF has 17 local hospital pharmacies and a central administration in Oslo. The 17 local hospital pharmacies are located in owned leased spaces in hospitals all over the region – which serves around 50% of the inhabitants in Norway. Staff at Sykehusapoteket Oslo, Rikshospitalet conduct production, research and development as well as provide laboratory services for internal needs and on behalf of the public hospitals in our region. A separate business area has sales to the public at the hospitals, both of prescription and non-prescription drugs.

Information regarding the client can be found at; <https://sykehusapotekene.no/>

1.1 Scope of procurement

SAHF will procure 1 complete Raman Spectrometer and Microscope and will have the option of buying 1 more under the same conditions within a period of 24 months after the signing of the agreement. This is called the delivered solution, and must include a minimum of 2 (two) year warranty period from the date of delivery. Within the warranty period, no costs shall be incurred for online support, repair or replacement of parts or any software updates. A longer warranty period than 2 years offered by the vendor will be evaluated. For further details, please see Part II Appendix 1 Customer requirement specification, and Part II Appendix 2 Price chart.

1.2 Structure of Invitation to Tender

The Invitation to Tender consists of:

Part I

- Instruction to Tenderer (This document)
- European Single Procurement Document (Self declaration)
- Form for submission of tenders/Tender letter

Part II

- Agreement document
- Terms and conditions for the Purchase of Goods
- Appendix 1 Customer requirement specification
- Appendix 2 Price chart
- Other annexes (if applicable)

2 TIME LIMITS AND SCHEDULE

The hospital pharmacies intends to carry out the procurement in accordance with the following schedule:

Description	Time limit
Contract Notice Doffin/TED	2022-10-28
Deadline for submitting questions regarding the invitation to tender.	2022-11-22
Tender due date	2022-11-28
Scheduled notification of contract award decisions	2022-12-06

Expiration of standstill period/Contract signing	2022-12-16
Validity of tender	2023-04-28

3 PROCUREMENT REGULATIONS AND AWARD PROCEDURE

3.1 Regulations for Public Procurement

The procurement will be carried out in accordance with the Norwegian Act for public procurement of 17th June 2016 no. 73 and the Regulations for public procurement of 18th August 2016 no. 974.

Type of contract: Supply contract.

The procurement is above the threshold value and will follow the Regulations for public procurement Part I and III.

3.2 Selected Procedure

The selected procedure is open tender procedure. This is a one-step procedure where all interested tenderers are invited to deliver a bid.

The evaluation team at SAHF HQ and the Rikshospitalet hospital pharmacy will carry out an evaluation of all tenders.

3.3 Variants

It is not allowed to submit variants.

3.4 Division of Contracts into Lots

The procurement is not divided into lots.

3.5 Costs of participation

SAHF will not cover suppliers incurred costs during the procurement process.

4 COMMUNICATION DURING THE PROCUREMENT PROCESS

4.1 Single Point of Contact

All communication regarding the tenders shall be through the Merccell tendering portal (<https://www.merccell.com/>).

SAHF's single point of contact for this procurement is:

Name: Eystein C. Husebye

E-mail: eysteinch@sykehusapotekene.no

4.2 Language

The communication shall be in English. Norwegian or Scandinavian language may be used when practical.

4.3 Questions regarding the Invitation to Tender

Supplier must submit questions regarding the Invitation to Tender before the time limits stand in Item 2 Time Limits and Schedule.

Supplier must submit all questions through the single point of contact. SAHF will respond to the questions in an anonymized form, and will submit questions and corresponding answers simultaneously to all suppliers that have registered their interest in Doffin/TED.

4.4 Corrections, Alterations or Supplementary Information to the Invitation To Tender

SAHF may make corrections, alterations or provide supplementary information to the Invitation To Tender that does not constitute a significant change. Such corrections, alterations or supplementary information will be announced to all suppliers that have registered their interest in Doffin/TED.

5 PARTICIPATION IN THE PROCUREMENT PROCEDURE

5.1 Qualification Requirements and Exclusion Criteria

Qualification requirements are basic compulsory requirements to a supplier's ability to comply with his contract obligations.

5.1.1 European Single Procurement Document

The European Single Procurement Document (ESPD) is a preliminary evidence that supplier fulfils the qualification requirements, and that there are no grounds to exclude the supplier from the procurement process.

5.1.2 National Exclusion Grounds

The hospital pharmacies emphasizes that national exclusion grounds are applicable for this procurement, see the Regulations for public procurement (anskaffelsesforskriften).

The hospital pharmacies may, in accordance with §24-2 (2) also reject suppliers when suppliers have accepted a fine regarding the offence. This comes in addition to when suppliers have been convicted by an enforceable judgement.

The hospital pharmacies may, in accordance § 24-2 (3) reject suppliers when the hospital pharmacies can document that supplier has committed a grave professional misconduct.

5.1.3 Completion of ESPD

The ESPD must be completed in Merccell.

Any subcontractor(s) that the supplier relies on to meet qualification requirements must also answer the questions in a separate ESPD form, completed in the same way. The supplier shall ensure that the correct information from the subcontractor is entered in the ESPD form.

NB! Subcontractors that the supplier relies on to fulfil qualification requirements must also submit a signed declaration of commitment to this tender/contract.

5.2 Qualification Criteria

The criteria set out below are minimum requirements for participation in this procurement procedure. The ESPD form serves as preliminary proof of the suppliers' fulfilment of the Qualification Criteria.

The hospital pharmacies may require suppliers to submit all or part of the required documentation at any time during the procurement procedure, if this is necessary to ensure the proper execution of the procedure. At the latest, the hospital pharmacies will require the supplier with the winning tender to submit up-to-date documentation before contract award.

Criteria	Requirement	Documentation Requirement
1.	<u>The vendor must be a legally established company.</u>	Norwegian suppliers: - Company certificate. Foreign suppliers: - Confirmation that the company is registered in a business register or a trade register in the state in which the provider is established. (Cf. Annex XI to Directive 2014/24/EU).
2.	<u>Obligations relating to the payment of taxes</u>	Norwegian suppliers shall submit a certificate regarding taxes and VAT, issued by the tax collector's office (Skatteetaten), no older than 6 months. Suppliers that are not registered in Norway shall submit corresponding certificates issued

		<p>by the competent authorities in the country and/or state in which they are registered that document their compliance with obligations to pay taxes, VAT and other dues.</p> <p>If the national authorities does not issue such certificates, the supplier shall forward a statement signed by the tenderer's Chief Financial Officer and auditor that confirms that such taxes and dues have been paid, on such format as is satisfactory to the hospital pharmacies.</p>
3.	<p><u>The vendor must have sufficient financial strength to be able to fulfill the contract. A rating in the "Good creditworthiness" category is required</u></p>	<p>A credit rating based on the latest known accounting figures. The rating must be carried out by a credit information service that has a license to operate such a service.</p> <p>Providers who do not meet the requirement, e.g. companies with a lower rating, start-up companies, can compensate for this with a satisfactory guarantee from a bank and/or a guarantee from the parent company which provides a similar security for the ability to implement. When using a parent company guarantee, it must be documented that the parent company meets the qualification requirement.</p> <p>The client reserves the right to carry out a credit assessment himself. Financial strength is assessed in relation to turnover, profitability, solvency and liquidity.</p>
4.	<p><u>The vendor must have good capacity, competence and sufficient execution ability.</u></p>	<p>A short and overall description of the business must be given, including:</p> <ul style="list-style-type: none"> - An explanation of the company's business idea and core competence related to the scope of delivery. - A description of how the supplier is organized for the implementation of this contract. - A description of the supplier's personnel and technical units which it disposes of to fulfill the contract, including CVs for key personnel - A description of the training programme, i.e. how they ensure that their employees have sufficient training to be able to carry out relevant tasks, such as the delivery including the maintenance period
5.	<p><u>Quality management system</u></p>	<p>A valid certificate of compliance with the ISO 9001 QMS or equal system, including a brief description of system for</p> <ul style="list-style-type: none"> - Quality deviation processing

		- Customer complaints
6.	<u>Environmental management system</u>	A valid certificate of compliance with the ISO 14.001 EMS or equal system, including a brief description of system for <ul style="list-style-type: none"> - Handling of any waste generated in connection with the performance of the delivery and the maintenance period, in a responsible manner and in accordance with current guidelines and laws
7.	<u>Customer references</u> Completed delivery in the last three years, of similar products to businesses that are subject to the same regulations as the hospital pharmacies. Excerpt from the Norwegian medical authority manufacturing authorisation for the hospital pharmacies (in Norwegian): Vilkår for tillatelsen: ... <i>Tilvirkingen skal foregå etter bestemmelser i Ph. Eur., Norsk legemiddelstandard (NLS) og forskrift av 26. juni 2001 om tilvirkning av legemidler i apotek. I tillegg kan deler av Volume 4, Good manufacturing practices, Medicinal products for human and veterinary use, og da spesielt Annex 1, legges til grunn</i> ...	List of 1 – 3 deliveries containing: <ol style="list-style-type: none"> 1) Time of delivery 2) Customer 3) Relevant regulations 4) Contact: "name", "telephone", "email" It is the supplier's responsibility to make the relevance visible in its own documentation.

6 AWARD CRITERIA AND OFFER CONTENT

6.1 Award Criteria and Corresponding Documentation Requirement

The hospital pharmacies will select the tender with the best cost-quality ratio. The evaluation will be based on the below listed criteria. The tender must contain the information stated as Documentation Requirement.

Weight	Criteria	Documentation Requirement
50 %	Total cost	
	<u>Price</u> Prices of the offered products and services. Specifications of the costs that make up the sale item's total purchase price, but also price items under other price categories can be included in the evaluated sum to obtain equivalent functional solutions between vendors	Vendor's reply in Appendix 2 Price chart
50 %	Quality	

	1) <u>General requirements (G)</u>	Vendor's reply in Appendix 1, requirements G8, G14, G15, G19 and G27
	2) <u>General requirements for service and maintenance (V)</u>	Vendor's reply in Appendix 1, requirements V2, V3, V6, V9, V10 and V12
	3) <u>Technical requirements (T)</u>	Vendor's reply in Appendix 1, requirements T4, T10, T11, T14, T17, T19, T20, T21 and T22
	4) <u>Functional requirements, software and user interface (F)</u>	Vendor's reply in Appendix 1, requirements F4 and F6

It may be relevant to make contact with references to verify the vendor statements as part of the tender.

6.2 Freedom of Information – Redaction of Confidential Information

The Freedom of Information Act grants the public access to public procurement related documents. The tenders are exempted from public access until the contract award. Some information is also exempted after contract award. This applies to "business secrets", which is further defined in the Public Administration Act §13 (Forvaltningsloven).

Hence, tender must upon request deliver a copy of the tender in which information, which is exempted from public access, is redacted. SAHF is however obliged to make its own appraisal of the legal grounds for exempting the information from public access.

6.3 Exceptions to the Procurement Documents

SAHF will reject offers with substantial deviations to the procurement documents.

Supplier must state any reservations and deviations in the tender document.

6.4 Tender Due Date

The tender must be received by SAHF not later than the tender due date stated in item 2 Time Limits and Schedule.

6.5 Validity of Tender

The Tender must remain valid for a minimum period of six months after the tender due date.

6.6 Recall of Tender

Supplier may recall their tender until the tender due date. Recall of tender must be done in writing.

7 REJECTION OF TENDER

SAHF's obligations and discretions regarding rejection of tenders is stated in §24-8 of the Regulations for public procurement.

8 TERMINATION OF THE TENDER PROCEDURE

8.1 Cancellation

The hospital pharmacies may cancel the tender procedure with immediate effect until the contract is signed if there is a reasonable cause for such termination.

8.2 Notice of Contract Award Decision and Standstill Period

The hospital pharmacies will notify the suppliers about the contract award decision before entering in to an agreement with the selected supplier.

The notification will give a justification for the decision and state a standstill period up to the contract signing.