

Request for tenders (RFT)

Open procedure in accordance with the Norwegian Public Procurement

Regulation (FOR-2016-08-12-974)

Parts I and III

Procurement documents for the procurement of

Bench Top Twin Screw Extruder

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1 INTRODUCTION

1.1 The Contracting authority

Nofima is one of Europe's largest institutes for applied research within the fields of fisheries, aquaculture and food. We carry out internationally recognized research and develop solutions that provide a competitive edge throughout the value chain.

Nofima is owned by the following stockholders:

– The Norwegian Ministry of Trade, Industry and Fisheries	56,8 %
– The Agriculture Nutrient Research Foundation	33,2 %
– Akvainvest Møre and Romsdal AS	10,0 %

The main office is located in Tromsø, and the research divisions are located in Bergen, Stavanger, Sunndalsøra, Tromsø and Ås. The institute has around 390 employees and an annual turnover in 2021 of NOK 677 million.

For further information, please visit www.nofima.no

Any questions should be addressed via the communication module in Mercell.

All queries regarding this procurement must be addressed via the communication module in Mercell. Persons at Nofima shall not be contacted for queries concerning this procurement. Tenderers making such contact risk being rejected.

All costs and expenses incurred by the tenderer relating to their participation in this competition shall be borne by the Tenderers exclusively. This Request for Tenders does not constitute an offer or commitment to enter into a contract. No contractual rights in relation to Nofima will exist unless and until a formal written contract has been executed by Nofima. Nofima may cancel this competition at any time prior to a formal written contract being executed without any liability towards the participants.

1.2 The procurement

The purpose of this procurement procedure is to conclude a contract with the tenderer that provides the economically most advantageous tender for the delivery of:

A benchtop twin-screw extruder for the purpose of research and development. The main task performed on this extruder is to achieve homogeneous mixing/compounding of different ingredients as for example different polymers, additives, fillers, and liquids. The equipment should be able to be fed with powders, pellets, liquids, and gasses.

A full description of the Deliverables is set out in Appendix 1.

1.3 Procurement Conference

There will not be held a procurement conference.

1.4 Important dates

Nofima plans to execute the procurement procedure according to the following progress:

Activity	Time and date
Publication of Notice	08.02.2023 00:00
Deadline for submitting questions re: the tender documents	06.03.2023 00:00
Tender Deadline	13.03.2023, kl 1200
Evaluation of tenders	Week 12
Notification of preferred tenderer	Week 13
End of standstill period	Week 13
Contract signing	Week 14
Period for which the tenderer is bound by its offer	4 months after Tender Submission Deadline

The above dates are estimates, and may be changed during the process. The buyer may extend the period for which the tenderer is bound by its offer if the tenderer consents.

1.1 Contents of Procurement Documents

The Procurement Documents are comprised by this document and the listed Appendices:

1. Procurement appendices:

- 1.1. Specifications for **Bench Top Twin Screw Extruder**
- 1.2. Price Form
- 1.3. Form of contract for purchase of goods

2. Tender documents:

- 2.1 ESPD form (European Single Procurement Document) (to be filled inn in the Merzell portal)

2 COMPETITION RULES AND TENDER REQUIREMENTS

2.1 Procurement procedure

This public procurement competition will be conducted in accordance with the open procedure under the Act of Public Procurement (LOV-2016-06-17-73) and the Public Procurement Regulation (FOR-2016-08-12-974) parts I and III.

There will not be held any negotiations based on the submitted tenders. Consequently, it is not possible to change the offer after the Tender Deadline has expired. Furthermore, tenders that contain substantial modification from the procurement documents shall be rejected in accordance with the Public Procurement Regulation § 24-8 (1) b. Nofima may reject tenders that contain modifications from the procurement documents that must not be considered insignificant, cf. § 24-8 (2) a of the regulations.

It is thus important that the tenderers submit their best offers. If the procurement documents are considered to provide insufficient information or are considered to contain mistakes, Nofima asks to be contacted via the communication module in Mercell.

2.2 Division into lots

This public procurement competition will not be divided into lots. The tenderers may not provide tenders that cover only parts of the deliverables.

2.3 Variants and parallel tenders

Nofima does not authorize tenderers to submit variants/alternative tenders as provided for in the Public Procurement Regulation § 23-4.

Nofima does not authorize tenderers to submit parallel tenders.

2.4 Tax certificate

Economic operators from States in which the authorities issue tax certificates, shall upon request from Nofima provide such certificate to demonstrate that the supplier is not in breach of its obligations relating to the payment of taxes or social security contributions.

2.5 Confidentiality

The buyer and its employees have an obligation to protect suppliers' confidential or commercially sensitive information, to the extent that such information is protected under FOA § 7-4, cf. Administration Act ("Forvaltningsloven") § 13.

By participating in the competition, the tenderer has consented to disclosure of information that the Buyer is obliged to disclose under the Freedom of Information Act no.16 of 19.05.2006 ("Offentleglova").

2.6 Language

All written and oral communication in connection with this tender competition shall be in English. The language requirement also applies to all tender documents, including all appendices and supporting documentation.

2.7 Modifications of the procurement documents

All responses to queries from the tenderers will be issued by Nofima at the same time to all firms that have registered their interest for the procurement procedure. The queries will be amended to make the sender anonymous.

Nofima reserves the right at any time before the Tender deadline, to update or amend the information in this document and its Appendices and/or to extend the Tender deadline. All updates, clarifications, corrections, amendments and other communication from Nofima in relation to the procurement procedure will also be issued to all interested firms at the same time.

2.8 Insufficient or wrong information in the procurement documents

If the procurement documents are considered to provide insufficient information, Nofima asks to be contacted via the communication module in Mercell.

If the procurement documents are considered to contain mistakes, Nofima asks to be contacted via the communication module in Mercell.

2.9 Period for which the tender is legally binding

The tenderers will be obliged by their tender until the time specified in point 1.4 above.

3 THE EUROPEAN SINGLE PROCUREMENT DOCUMENT (ESPD)

3.1 General information about ESPD

Tenderers must declare by way of ESPD that they satisfy the qualification/selection requirements (meaning the requirements set out below in point 4 concerning “Suitability”, “Economic and Financial Standing” and “Technical and Professional Ability”), and whether any of the grounds for exclusion set out in the Public Procurement Regulation (FOR-2016-08-12-974) § 24-2 are present.

The ESPD must be filled in in the Mercell portal.

3.2 Exclusion grounds

Part III section A and B of the ESPD form sets out «Grounds relating to criminal convictions» and «Grounds relating to the payment of taxes or social security contributions». These are mainly mandatory exclusion grounds, as regulated in the Public Procurement Regulation (FOR-2016-08-12-974) § 24-2 (1) and (2). Self-cleaning measures may avoid exclusion, see § 24-5.

Part III section C “Grounds relating to insolvency, conflicts of interests or professional misconduct” mainly relates to optional exclusion grounds, cf. § 24-2 (3). This means that, subject to the Public Procurement rules, Nofima may at its own discretion exclude tenderers that answered yes in the ESPD.

3.3 National exclusion grounds

Part III D of the ESPD form concerns «purely national grounds of exclusion». Two such grounds are set out in the Norwegian Public Procurement Regulation (FOR-2016-08-12-974), and they apply in this procurement procedure:

§ 24-2 (2). The provision lists several criminal convictions that constitute grounds for exclusion, corresponding to Article 57(1) of Directive 2014/24/EU. The Norwegian provision extends the exclusion ground to acceptance of a fine/punishment for the same criminal offences.

§ 24-2(3) lit. i. The provision extends the exclusion ground relating to «grave professional misconduct», to include other grave misconduct that casts doubt as to the economic operator’s professional integrity.

3.4 Declaration covering all qualification requirements/ selection criteria

In this procurement procedure the economic operators may tick the checkbox in part IV of the ESPD for «α: Global indication for all selection criteria». This means that there is no need to use the selection criteria from A to D in the ESPD to provide individual responses for each qualification/selection criteria.

3.5 Supporting documentation concerning exclusion grounds

As a starting point Nofima will consider the declarations in the ESPD as sufficient documentation that there are no exclusion grounds concerning the tenderer. Nofima will therefore not request all possible supporting documentation from the tenderers. This does not in any way affect Nofima's right to request the supporting documentation at any point of time during the procurement procedure. If Nofima becomes aware of any grounds for excluding the tenderer at a later point in the procurement process, Nofima reserves the right to exclude the tenderer.

If a tenderer is aware of any exclusion grounds concerning their competitors, Nofima encourages the tenderer to inform Nofima about it.

4 QUALIFICATION REQUIREMENTS/SELECTION CRITERIA

Tenderers are required to complete and submit with their tender the European Single Procurement Document (ESPD) in the Mercell portal.

In the ESPD the tenderer will have to confirm that the qualification requirements set out below are satisfied, and that they are able – upon request and without delay – to provide the supporting documentation specified below as Documentation requirements. This means that the tenderer does not have to provide the documentation listed under documentation requirements below *with* the tender.

Before Nofima issues its award decision, the tenderer(/s) that will be awarded the contract will be asked to submit the supporting documentation requested below.

4.1 Suitability

Requirement	Supporting documentation
Enrolment in a relevant professional register The supplier is enrolled in relevant professional registers kept in the Member State of its establishment as described in Annex XI of Directive 2014/24/EU.	<ul style="list-style-type: none"> • Certificate of enrolment in the relevant trade register, and/or other relevant professional register. • Proof that the economic operator is enrolled in relevant professional registers kept in the Member State of its establishment as described in Annex XI of Directive 2014/24/EU; economic operators from certain Member States may have to comply with other requirements set out in that Annex. • Proof that the economic operator is enrolled in trade registers kept in the Member State of its establishment as described in Annex XI of Directive 2014/24/EU; economic operators from certain Member States may have to comply with other requirements set out in that Annex.

4.2 Economic and financial standing

Requirement	Supporting documentation
<p>The economic operator shall have the sufficient economic and financial standing to fulfill the contract.</p> <p>A credit score demonstrating that the economic operator is creditworthy without the need for collateral/security will be sufficient to fulfill the requirement.</p>	<ul style="list-style-type: none"> • Credit score/rating based on the last available financial accounts. The rating must be conducted by a licensed credit scoring agency. • Nofima reserves the right to request supplementary evidence for the supplier's economic and financial standing, and to conduct its own research in that regard.

Where the tenderer is unable, for a valid reason, to provide the specified documentation, the tenderer must inform Nofima of the valid reason as to why the documentation cannot be supplied and, if Nofima considers the reason to be valid, provide such other suitable alternative documentation to prove to Nofima their economic and financial capacity.

4.3 Technical and professional ability

Requirement	Supporting documentation
<p>The supplier has experience from similar deliveries as this contract.</p>	<ul style="list-style-type: none"> • Information concerning the three most relevant contracts/deliveries that the supplier has delivered within the last three years. • The documentation must include a description of the deliverables in each of the reference contracts, information on the value of the contract, the period and the recipient (name, phone contacts and e-mail). The description must demonstrate the relevance for and similarities between the reference contract and this contract. • The experience may be acquired through the supplier's personnel, even if the personnel was not working for the supplier at the time of acquiring the relevant experience.

4.4 Environmental measures

Requirement	Supporting documentation
<p>The supplier has taken appropriate measures to ensure environmental protection and that it complies with applicable environmental obligations</p>	<ul style="list-style-type: none"> • Description of the most important measures the supplier has implemented to ensure environmental protection relevant for this contract, cf. the Public Procurement Regulation § 16-6 nr. (1) lit g. • If the supplier has a certified environmental management system, the certificate should be enclosed. If the certificate accords to the Eco-Management and Audit Scheme (EMAS) of the Union or to other environmental management systems as recognized in accordance with Article 45 of Regulation (EC) No 1221/2009, the above requested description is not necessary.

5 CONTRACT AWARD CRITERIA

5.1 General

The most economically advantageous tender shall be identified on the basis of the best price/cost-quality ratio, which will be assessed from the following criteria:

Award criteria	Weighting	Documentation
Price	40 %	Price form
Quality: <ul style="list-style-type: none"> • Technical solution • Training, support, service 	60 %	Response to Appendix 1, description of delivery according to specification of requirement

5.2 Price

The Quotation/Price shall be submitted by a single payable figure, which includes all costs, fees and expenses chargeable under the contract.

The Contracting Authority's budget is NOK 2,5 million eks. VAT. Tenders higher than this will not be accepted.

5.3 Quality

Quality will be assessed based on (a) the technical proposals and (b) the training, support and service offered. Technical proposals will be given more weight in the evaluation than training, support and service.

The evaluation will be based on the provided responses and descriptions according to the sub-criteria as stated below, and feedback from reference customers. The supplier shall provide a list of at least two reference customers that have used, or use, the equipment offered, and that can be contacted by the Buyer during the evaluation period. The Buyer does not commit itself to contacting all references.

(a) Technical Solution

In appendix 1 we have set out requirements referred to as "Technical solutions". The tenderer must confirm that the tender/equipment complies with these requirements. The Buyer has a right to reject the tender if there are any deviations from these quality standards but may accept deviations if the overall tender is deemed responsive.

Performance beyond the required quality standards will be awarded a higher score. The performance of the equipment under "Technical solution" will form a significant part of the evaluation of the tenders under the Quality award criterion. The tender should include answers/comments to all of the requirements, and a further description where appropriate – highlighting the functionality of the system and its user friendliness. The description should also include any additional functionality or other options that adds value for the Buyer.

(b) Training, support and service

Training, support and service will be evaluated based on the supplier's description and offered service. The description must include the proposed training of the Buyer's staff included in the price, what support mechanisms are provided (chat, email, phone, etc.), response time for necessary maintenance and repairs (– please specify), availability and price of spare parts, and any other features of the offer or options that adds value for the Buyer.

6 SUBMISSION OF AND REQUIREMENTS FOR TENDERS

6.1 Submission

All offers must be submitted electronically via the portal Merccell, www.merccell.no within the deadline. Tenders submitted too late will be rejected. (Nor will the system allow bids to be submitted electronically via Merccell after the deadline.)

If you are not a Merccell-user, or if you have questions related to the functionality of the tool, e.g, how to make an offer, please contact Merccell Support on tel.: +47 21 01 88 60 or e-mail: support@merccell.com .

It is recommended that offers are submitted at least 1 hour before the deadline.

If purchaser gives additional information that makes you to want to change your offer before the deadline expires, you can open your offer, make changes and re-submit before the deadline expires. The last submitted offer will be your final and valid offer.

The offer will require an electronic signature at submission

During the submission of your offer, you will be asked for an electronic signature to confirm that the relevant bidder is making the offer. You can get electronic signatures from the following web-sites: www.commfides.com , www.buypass.no or www.bankid.no

Please note that it may take a few days to get an electronic signature so this process should start as soon as possible.

Electronic signature outside Norway

We remind you that the Merccell portal supports the following electronic signatures from Sweden and Denmark: Sweden: Svensk Bank ID, Nordea; Denmark: Nem ID, TDC/OCES

Within the EU Merccell uses a service delivered by Unizeto (<http://unizeto.eu>) through an agreement with DIFI and the EU PEPPOL project (<http://www.peppol.eu>) This supports most X.509 certificates, but it is unfortunately not possible to list all certificates.

You may test your electronic signature, and how this works, before submitting the bid itself. This way you will avoid uncertainty on whether you have a certificate that works or not, and will be reassured that everything is ready when you want to submit your bid electronically.

After you have clicked "I want to make a bid" and started the process, there will be a button called Test e-signature available.

6.2 Organization/presentation of tender documents

The tender must be organized as the electronic submission system indicates.