

Procurement specification – eating utensils for kiwifruit

1. About the procurement

The Invitation to Tender comprises:

- Procurement specification (this document)

Buyer:

Opplysningskontoret for frukt og grønt (OFG) [the Norwegian information office for fruit and vegetables] invites offers for 200,000 pcs. + an additional 100,000 eating utensils for kiwifruit.

All Norwegian primary and lower secondary schools currently have the opportunity to participate in a subscription scheme for fruit and vegetables called Skolefrukt. In keeping with the Norwegian Directorate of Health's dietary advice, the objective of the Skolefrukt subscription scheme is to encourage greater consumption of fruit and vegetables among compulsory school age children. When the children receive kiwifruit, we must also provide a suitable eating utensil with each individual kiwi.

This agreement is based on there being a subscription scheme for all or part of the Norwegian compulsory school system. The scheme may be paid for by the pupils' parents/guardians or by municipalities/schools that purchase fruit for the pupils using their own budgets. Central government currently subsidises each fruit in the amount of NOK 1.60 (including VAT).

Delivery location

The eating utensils must be delivered to our warehouse:

Granada AS
Attention: Lageret – Skolefrukt
Sørliveien 118
1788 Berg i Østfold
Norway

Billing address:

Opplysningskontoret for frukt og grønt
Attention: Skolefrukt
Håndverksveien 31
1405 Langhus
Norway

Requirements for the eating utensils:

- The eating utensils must be made of an environment-friendly wood material, such as bamboo or birchwood.
- Each eating utensil must comprise a knife at one end and a spoon at the other.
- The knife must not be too sharp, yet sharp enough to cut a kiwi in two.

2. Schedule

OFG has the following schedule for the procurement (please note that the schedule after the deadline for bids is merely provisional and may be subject to change):

<u>Activity</u>	<u>Date</u>
Announcement	11 July 2023
Deadline for questions	23 August 2023
Deadline for submitting bids	30 August 2023
Evaluation	04 September.2023
Announcement of the award decision to bidders.....	05 September.2023
Standstill period expiry date:	15 September 2023
Bid expiry date:	30 October 2023

The procurement schedule is tentative for the period after the deadline for bid submissions.

3. Competition rules

3.1 Rules for the procurement

The procurement is being executed pursuant to the Norwegian Public Procurement Act of 17 June 2016 (lov om offentlige anskaffelser av 17. juni 2016). **IMPORTANT:** The contest is a voluntary announcement at TED and follows Part 1.

3.2 Procurement procedure

The procurement is being executed in accordance with the procedure for open competitive tenders.

Please note that in an open competitive tender process, negotiations are not permitted, see section 23-6(3) of the Regulations relating to Public Procurements. This means that it is not possible to amend the bids once the deadline has passed.

3.3 Corrections, additions and changes to the procurement specification.

Until the deadline for bid submissions has expired, the OFG is entitled to make immaterial corrections, additions and changes to the procurement specification. Corrections, additions and

changes will immediately be made available to all suppliers who have registered their interest in Doffin/TED.

3.4 Public disclosure and confidentiality

The right of public access to documents relating to a public procurement is regulated by the Norwegian Freedom of Information Act (offentleglova). Pursuant to section 23 of the Freedom of Information Act, the procurement protocol and bids received are shielded from public access until the supplier has been selected. After this, the documents are open to public access, with the exception of information concerning technical devices and procedures, or matters of an operational or commercial nature which, for competitive reasons, it is important to keep secret. The buyer and its employees have a duty to prevent third parties from accessing or gaining knowledge of such information, see section 7-4 of the Regulations relating to Public Procurements and section 13 of the Norwegian Public Administration Act (forvaltningsloven).

4 European Single Procurement Document (ESPD)

4.1 About the ESPD

In connection with procurements that exceed EEA threshold values, suppliers must submit a European Single Procurement Document (the ESPD form), see section 17-1(2) of the Regulations relating to Public Procurements. The form must be submitted along with the bid. The ESPD form constitutes provisional documentation that the supplier meets the qualification requirements in section 4 below, and that there are no grounds to exclude the supplier.

Before the contract is signed, the selected supplier must document that the qualification requirements have been met, by submitting the documentation specified in sections 4.1–4.3 below. The buyer may, at any previous point during the competition, ask the supplier to submit all or some of the documentation, if this is necessary to ensure the correct execution of the competition.

ESPD forms must also be submitted for subcontractors.

4.2 National grounds for exclusion

Pursuant to ESPD Part III Section D: “Other exclusion grounds that may be established in the national legislation of the contracting authority's or contracting entity's Member State:” All the exclusion grounds set out in section 24-2 of the Regulations relating to Public Procurements, including purely national exclusion grounds, apply to this procurement competition. The purely national exclusion grounds are:

Section 24-2(2): The exclusion grounds cover suppliers that have accepted an administrative fine for the criminal offences concerned.

Section 24-2(3)(i): The exclusion grounds cover all serious errors that call into question the supplier's professional integrity.

4.3 Payment of taxes and public charges

Pursuant to ESPD Part III Section B: “Exclusion grounds relating to payment of taxes, public charges and social security contributions”, the supplier must confirm that it has fulfilled its obligations relating

to the payment of taxes, public charges and social security contributions. Before the framework agreements are awarded, the selected suppliers must submit a certificate of paid tax, VAT and social security contributions. Norwegian suppliers must submit a “Certificate of Tax and Value Added Tax” from the Norwegian Tax Administration Non-Norwegian suppliers must submit a certificate issued by a competent body in the supplier’s home state or the state in which it is established, showing that the supplier has fulfilled its obligations to pay taxes and public charges.

5. Qualification requirements

Qualification requirements are absolute requirements intended to ensure that the supplier has the necessary wherewithal to fulfil the contract and therefore participate in the tender competition. The supplier must submit a completed ESPD form as a (provisional) confirmation that the qualification requirements have been met.

5.1 Organisational and legal position

Requirements	Documentation requirements
The supplier must be a legally established undertaking.	<p><u>Norwegian undertakings</u>: Valid certificate of registration</p> <p><u>Non-Norwegian undertakings</u>: Confirmation that the undertaking is registered in a trade register or register of business enterprises in the country in which the supplier is established.</p>

5.2. Financial capacity

Requirement	Documentation requirement
The supplier must be financially sound.	Annual financial statements for the past three years.

5.3. Supplier’s technical and professional qualifications

Requirement	Documentation requirement
The supplier must have sufficient expertise and resources to execute the assignment.	Description of the organisation at the supplier’s disposal for performance of the contract.

6. Award criteria

The buyer will select the bid that has the best balance between price and quality, based on the following criteria:

- User-friendliness for small children: **Weighting 25%**
 - A length of approx. 14 cm is considered well suited.
 - The item must be easy for the child to hold and manipulate.
 - The spoon must be small enough for a small child to use easily.
 - Other spoon characteristics that make it particularly suitable for children.

The offers will be given points from 10 to 1, where the best offer gets 10 points.

- Price per spoon. **Weighting 40%.**

Linear pricing model. The tender with the lowest price gets 10 points. Offers that end in minus points in the linear pricing model will receive 1 point.

- Environment: **Weighting 15%**
 - The eating utensil is made of an environment-friendly wood material.
 - Description of the organisation's environmental initiatives and certifications.

The offers will be given points from 10 to 1, where the best offer gets 10 points.

- Delivery time: **Weighting 20%**
 - Delivery as quickly as possible is desired.

The offers will be given points from 10 to 1, where the best offer gets 10 points.

7. Contact persons

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