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Invitation to Tender

Simplified Request Under the Public Procurement Act
and the Public Procurement Regulations Part I

2023/1301 Tool for handling manual input to data
warehouse solutions, Helse Sør-Øst



Table of Contents

1. Information About the Procurement	3
1.1. The Contracting Authority.....	3
1.2. Purpose and Scope of the Procurement	3
1.3. Information About the Contract.....	4
1.4. The Tender Documents	4
1.5. Timetable.....	4
2. Information About the Tender Process.....	4
2.1. The Procurement Procedure	4
2.2. Communication	4
2.3. Ethical Conditions for Participating in the Tender	5
2.4. Ethical Requirements Applicable to Tenderers During the Contract Period.....	5
2.5. Public Access to Tenders and the Procurement Record	5
2.6. Costs	5
2.7. Alternative Tenders	5
3. Tender Requirements.....	5
3.1. Submission of Tenders	5
3.2. Language	6
3.3. Tender Structure	6
3.4. Validity of the Final Tender	6
3.5. Information About Pricing.....	6
4. Qualification Requirements.....	6
5. Award Criteria	8



1. Information About the Procurement

This document, with enclosed annexes, constitutes the tender documents regarding this competition. The purpose of this document is to give general information about the Contracting Authority, the procurement process, the agreement, the award criteria for the competition and the submission of documents.

1.1. The Contracting Authority

The Contracting Authority for the procurement is The South-Eastern Norway Regional Health Authority (*Helse Sør-Øst*) (hereafter "**The Customer**"). It is the secondary healthcare services provider to 3.1 million people in South-East Norway (57% of the population in Norway). This entity has been established in 2007, and currently has 83 000 employees and turnover NOK 101 billion. It consists of 11 hospital trusts operating in the south-eastern part of Norway. The Customer's vision is high quality health services equal to all.

Sykehusinnkjøp HF will assist the Customer in conducting the tender process. Sykehusinnkjøp HF is owned by the four Norwegian regional health authorities (including The South-Eastern Norway Regional Health Authority) and conducts procurement on behalf of all the hospitals in Norway.

1.2. Purpose and Scope of the Procurement

Today's software solution for manual input in the Regional Data and Analysis Platform (RDAP) and other existing data warehouse solutions must be replaced with a new and better solution to meet the Customer's needs.

The purpose of this procurement is the purchase of a software solution for manual input in RDAP and other existing data warehouse solutions, as well as subscription services.

The Customer would like to invite tenderers to deliver an offer for a new technical solution as described below:

Regional/local needs

Manual input is an important supplement for various reporting and analysis solutions locally and regionally where automatic data capture is not possible or appropriate. Examples of areas of use are:

- Ongoing (daily) updating of staffed beds down on the bed record.
- Group reporting where the data source is manual today (Excel-based).
- Provisions (costs, DRG point 470) - Metadata for various data sources.
- Follow-up data for contract specialists.
- Follow-up data for large new construction projects.
- Various "manual sources". Either an excel sheet that is manually read into the outgoing regional data warehouse solution, or manual updating of a table in the data warehouse solution. There is a need for the person who "owns" the source to be able to update this via the tool.

Please look at Annex 2 Requirement Specification as well as Annex 3 Price Matrix for more information.



1.3. Information About the Contract

When purchasing the software solution, the government's standard purchase agreement (SSA-K) must be used as a basis. For subscription services, the government's standard agreement for ongoing provision of services via the Internet (SSA-L) will be used as a basis.

1.4. The Tender Documents

The tender documents consist of the following:

Dokument	Navn
	Invitation to Tender
Annex 1	Tender Letter
Annex 2	Requirement Specification
Annex 3	Price Matrix
Annex 4	SSA-K Purchasing Agreement
Annex 5	SSA-K Purchasing Agreement Appendix Instructions
Annex 6	SSA-L Ongoing Purchase of Services Agreement
Annex 7	SSA-L Ongoing Purchase of Services Appendix Instructions
Annex 8	Declaration of Commitment – Sub-contractor

1.5. Timetable

The Customer has made a tentative timetable for the procurement process. The estimated times and deadlines may be changed. Updated times will be communicated.

Activity	Time/deadline
Tender announcement	Week 40
Deadline for asking questions regarding the tender documents	Week 40
Deadline for submitting tenders	Week 42
Evaluation of the tenders	Week 43
Information about contract award	Week 43
Contract active from date	Week 44-45

Please note that the dates are tentative and may be changed.

2. Information About the Tender Process

2.1. The Procurement Procedure

The procurement will be carried out in accordance with Act 17 June 2016 no. 73 on Public Procurement and Regulation 12 August 2016 no. 974 on Public Procurement Part I.

2.2. Communication

All communication in the process shall take place via the Merccell platform www.merccell.no. Other communication with persons involved in the decision-making process is not allowed, and other requests cannot be expected to be answered. For questions pertaining to all providers, the Customer will answer this anonymously to all the providers.

The tenderer must provide with the name of the contact person to be contacted with reference to the tender process, with the associated address and e-mail address. If the contact person changes,



the Customer shall be informed. The Customer does not hold responsibility for information that does not reach the Customer because the contact person has changed without informing the Customer in accordance with the rules of competition.

2.3. Ethical Conditions for Participating in the Tender

It is unacceptable for communication to take place between a participating tenderer and its employees and the Customer and its employees other than provided for in the tender documents and in accordance with the Norwegian rules on Public Procurement. The Customer reserves the right to cancel the competition and to reject participating tenderers if attempts to influence the outcome have been made.

2.4. Ethical Requirements Applicable to Tenderers During the Contract Period

If the tenderer is going to use a sub-contractor or sub-contractors to perform the contract, then the tenderer shall be obliged to communicate the requirements to its sub-contractor(s) and to support its/their compliance with them.

2.5. Public Access to Tenders and the Procurement Record

Tenders and procurement records can be exempted from public disclosure until the choice of the tenderer is finalised; see § 23, third paragraph, of the Norwegian Freedom of Information Act of 19 May 2006. From this point in time and onwards, access can be requested to these documents, although exceptions may be made for information which is subject to a statutory duty of confidentiality. Typical confidential information is information regarding personal matters and trade secrets (technical devices and procedures, as well as operational or business matters which for competition reasons it is important to keep secret in the interests of the person whom the information concerns).

2.6. Costs

Tenderers are expected to prepare and submit the tender at their own expense and risk. Costs and expenses incurred by the tenderer related to the procurement shall be borne by the tenderer. The Customer undertakes no economic liability for work performed in connection with the tenderer's participation in the competition. The submitted tender documents will not be returned to the tenderer.

2.7. Alternative Tenders

Alternative tenders will not be accepted.

3. Tender Requirements

3.1. Submission of Tenders

All tender must be delivered electronically via the Mercell portal, www.mercell.no, within the deadline. Late arrivals will be rejected. The system does not allow submitting tenders electronically via Mercell after the expiry of the deadline.

If a provider does not have a Mercell user, or has questions related to functionality in the tool, contact Mercell Support on phone: +47 21 01 88 60 or by e-mail to: support@mercell.com.

It is recommended that the tender is delivered well in advance of the deadline. Delivered tenders can be changed until the expiration of the deadline. The last delivered tender is considered to be the final tender.



3.2. Language

The submitted documents relating to the tender shall be written in Norwegian or English.

3.3. Tender Structure

The tender shall have the following structure:

Comment	Structure	Electronic version
See Annex 1	Tender Letter: Fully completed tender letter.	<Tenderer's name_tenderletter.pdf>
See chapter 4 in this document	Requirements Regarding Tenderers' Qualifications: Details of and documentation on the qualification requirements.	<Tenderer's name_qualification.pdf>
See Annex 3	Price: Fully completed price matrix. Pricing in accordance with section 3.5 below.	<Tenderer's name_Annex X_price.xls>
See Annex 2 and this document	Description of the Delivery Being Offered: Details of and documentation on the award criteria other than price.	<Tenderer's name_Annex X_requirements.pdf>
Optional	Any product information/brochures related to the requested information above.	<Tenderer's name_Annex X_Annex Y.pdf>

3.4. Validity of the Final Tender

The tender will be valid and binding for 6 months following the date and time of the final submission.

3.5. Information About Pricing

Price shall be stated in Annex 3 Price Matrix. The price must be in NOK including VAT and all local taxes (if any).

4. Qualification Requirements

Tenderers shall have an organisational structure which is suited to ensure that the contractual obligations are met throughout the contract period. For this reason, there are mandatory requirements relating to technical qualifications and economic and financial strength of the Tenderer.

Tenderers shall describe and document their qualifications in the order and in the manner requested below. Only Tenderers who deliver the required documentation will be qualified to have their tenders evaluated.



Mandatory Requirements:

Qualification Requirement	Documentation
The Tenderer shall have a legally founded business.	A company certificate or certificate for registration in professional registers as decided by law in the country where the Tenderer is situated.
The Tenderer shall operate in an ethical manner.	If the Tenderer has been convicted with final legal effect of corruption, fraud or money laundering in the last five years, or has been convicted of criminal offences relevant to professional conduct, the following must be described: <ul style="list-style-type: none">• The sentence and the circumstances of the case.• The measures that are taken.

Financial Qualifications	Documentation
The Tenderer shall have sufficient economic and financial solidity to perform the contractual obligations.	<p>The Tenderer shall submit the following economic key figures for the last year:</p> <ul style="list-style-type: none">• Operating profit (or loss)• Net profit (or loss) for the year• Total equity• Total debt/liabilities <p>The Tenderer shall submit an independent auditor's annual report for the last fiscal year.</p> <p>Tenderers may be subject to a credit appraisal.</p>

Technical/Professional Qualifications	Documentation
The Tenderer shall have good qualifications and capacity with regard to the contractual obligations.	<p>The Tenderer shall include a brief description of:</p> <ul style="list-style-type: none">• The history, organisation and owners of the institution.• An organisational chart with description of present organisation relevant for the offered treatments and services.• If the Tenderer intends to rely on sub-supplier(s), a declaration of commitment (see Annex 8 Declaration of Commitment - Sub-contractor) shall be submitted that shows that the Tenderer will have the necessary resources at its disposal during the entire contract period.



5. Award Criteria

The award of the contract will take place on the basis of which tender has the best ratio between price and quality:

Award Criteria	Weight	Documentation
Quality	60%	Annex 2 Requirement Specification
Price	40%	Annex 3 Price Matrix

Quality

Under this criterion the tenderer's answers submitted in Annex 2 Requirement Specification will be evaluated. For the award criterion quality, the following components will be considered:

- Safety
- Functionality
- Technical solution / integrations

Price

Under this criterion the prices which are submitted in Annex 3 Price Matrix will be evaluated.

For the award criterion price, the following components will be considered:

- Implementation
- Integration
- Operation, management and development
- Support
- License
- Consultant assistance beyond the agreed scope
- Any other price components

The decision to award a contract will be notified in writing to all providers at the same time in a reasonable time before the contract is entered into. The decision will contain a justification for the choice and provide information about the waiting period before entering into a contract.