

TENDER DOCUMENT

Open competitive tender procedure
pursuant to Parts I and III of the Regulations

for the procurement of

LC-QTOF

Case no 23/01577

1	GENERAL DESCRIPTION	3
1.1	About the client	3
1.2	Description of the client's requirements	3
1.3	Part-tenders	3
1.4	Deadlines	3
1.5	Subcontractors	3
2	RULES FOR COMPLETING THE TENDER PROCEDURE AND TENDER REQUIREMENTS	4
2.1	Procurement procedure	4
2.2	Public disclosure and the duty of confidentiality	4
2.3	Competition rules and agreements	4
2.4	Tax certificate	4
2.5	Confidentiality	5
2.6	Tender validity period	5
2.7	Updating of tender documents	5
2.8	Additional information	5
3	THE EUROPEAN SINGLE PROCUREMENT DOCUMENT (ESPD)	5
3.1	GENERAL INFORMATION ABOUT ESPD	5
3.2	National exclusion grounds	6
3.3	Overall statement for all selection criteria in the ESPD form	6
4	AWARD CRITERIA	6
4.1	About climate and environmental considerations	7
5	SUBMISSION AND STRUCTURE OF THE TENDER	7
5.1	Submission of the tender	7
5.2	Structure of the tender	7
6	APPENDICES	7

1 GENERAL DESCRIPTION

1.1 *About the client*

NIBIO is owned by the Ministry of Agriculture and Food and is an administrative body with special powers and its own board. Its head office is in Ås and the institute has several regional offices throughout the country.

NIBIO is a project-organised institute with an extensive project portfolio and around 700 employees.

NIBIO's clients, customers and projects thereby fall into several categories:

- Research projects allocated, approved and funded by the Research Council of Norway
- Research projects allocated, approved and funded by the Ministry of Agriculture and Food
- Research projects allocated and funded through applications to other public bodies in Norway and abroad, including various EU programmes
- Research assignments won through participation in public competitive tender procedures (typical clients are county governors, county authorities and municipalities)
- Research assignments ordered by private enterprises, foundations and organisations.

Any questions should be asked in writing via Mercell.

People other than the above-mentioned contact persons must not be contacted/communicated with in connection with this competitive tender.

1.2 *Description of the client's requirements*

The client's description of the delivery follows from Appendix 1 Specification of requirements.

1.3 *Part-tenders*

Tenders for parts of the assignment will not be accepted.

1.4 *Deadlines*

All deadlines are available in Mercell.

1.5 *Subcontractors*

The use of subcontractors in the assignment is not permitted.

2 RULES FOR COMPLETING THE TENDER PROCEDURE AND TENDER REQUIREMENTS

2.1 Procurement procedure

This procurement process is carried out in accordance with the Public Procurement Act of 17 June 2016 and the Public Procurement Regulations FOR 2016-08-12-974 Part 1.

The client plans to award the contract without engaging in dialogue with the tenderers except for any minor clarifications/adjustments of the tenders. Negotiations may nonetheless take place if the client, after receiving the tenders, finds this expedient. In such case, the selection will be made following an assessment of the award criteria. It is emphasised that no tenderers can expect a dialogue about their tender and they must therefore submit their best offer.

Tenderers are strongly recommended to follow the instructions set out in this tender document with appendices, and to ask any questions they might have about unclear matters via Mercell.

2.2 Public disclosure and the duty of confidentiality

The Freedom of Information Act applies as regards public access to documents relating to public procurements. The client and its employees are obliged to prevent others from gaining access to or obtaining information about technical devices and procedures or operational and business matters that it is important to keep secret for reasons of competition, cf. the Public Procurement Regulations Sections 7-3 and 7-4 and the Public Administration Act Section 13.

2.3 Competition rules and agreements

The competition and the agreement will be governed by the provisions of this announcement, as well by the agreement SSA-K with attachments.

2.4 Tax certificate

On request, the tenderer chosen must submit a tax certificate for value added tax and a tax certificate for taxes. This only applies if the chosen tenderer is Norwegian.

The tax certificate must not be more than six months old, reckoned from the deadline for submitting a request to take part in the tender procedure or a tender.

2.5 Confidentiality

The client and its employees are obliged to prevent others from gaining access to or obtaining information about technical devices or procedures or operational and business matters that are important to keep secret for reasons of competition, cf. the Public Procurement Regulations Section 7-4, cf. the Public Administration Act Section 13.

2.6 Tender validity period

The tender must be valid until the date stipulated in Mercell.

2.7 Updating of tender documents

Any corrections, supplements or changes to the tender documents, as well as questions and answers in anonymised form, will be communicated to all tenderers that have registered their interest in the procurement via Doffin.no.

2.8 Additional information

Should the tenderer find that the tender documents do not provide sufficient guidance, additional information can be requested from the client by sending a written request via Mercell.

If errors are detected in the tender document, please notify the client's contact person of this in writing via Mercell.

Written requests for additional information shall be sent via Mercell.

3 THE EUROPEAN SINGLE PROCUREMENT DOCUMENT (ESPD)

3.1 GENERAL INFORMATION ABOUT ESPD

The tenderers must complete the enclosed ESPD as preliminary documentation of fulfilment of the selection criteria and the absence of exclusion grounds. The tenderers must complete the enclosed ESPD as preliminary documentation of fulfilment of the selection criteria, the absence of exclusion grounds and, if relevant, fulfilment of pre-qualification criteria for participating in the tender procedure. The form must be submitted with the tender. The tenderer(s) recommended for the contract must, before the contract can be entered into, document that they meet the selection criteria in accordance with the stated documentation requirements.

3.2 National exclusion grounds

According to ESPD Part III: Exclusion grounds, section D: 'Purely national exclusion grounds'. The Norwegian procurement rules go further than the exclusion grounds specified in the EU directive on public procurement and the standard ESPD form. It is therefore specified that this tender also complies with all the exclusion grounds in the Public Procurement Regulations Section 24-2, including the purely national exclusion grounds.

The following exclusion grounds in the Public Procurement Regulations Section 24-2 are purely national exclusion grounds:

- Section 24-2(2). This provision states that the client shall exclude a tenderer if the client is aware that the tenderer has been convicted of the criminal offences listed and the judgment is final and enforceable, or if the tenderer has accepted a fine for such an offence. The requirement for clients to exclude tenderers that have accepted a fine for the criminal offences listed is a specifically Norwegian requirement.
- Section 24-2(3) letter i). The ESPD form only includes professional misconduct under exclusion grounds, while the Norwegian grounds also cover other serious errors that can give rise to doubts about the professional integrity of the tenderer.

3.3 Overall statement for all selection criteria in the ESPD form

In this tender procedure, tenderers can use the ESPD form to submit an overall statement that it meets all the selection criteria defined in this tender document. This is done in the Part IV Section A of the form.

4 AWARD CRITERIA

The contract will be awarded to the tender that has the best balance between price and quality, based on the following criteria, listed in order of priority:

Award criteria	Weight	Required documentation
The qualities of the equipment and terms and conditions of the delivery	35 %	Suppliers answer to Appendix 1
Price	35 %	Contractors written price offer
Climate and environmental considerations, including, but not limited to: - Low TCO (maintenance, energy use and spare parts) - Recycling	30 %	- Suppliers answer to Appendix 1. Describe your solution. - Provide environmental certification or labelling of the offered system. This can be done with third-party

Award criteria	Weight	Required documentation
		environmental certifications/ scoring/labelling. Examples of environmental labels are TCO, Eco-label, Blue Angel, ACT or similar.

4.1 About climate and environmental considerations

Suppliers are asked to describe the list of the measures over, with any referenced appendices or descriptions referred to in other chapters. The climate and environmental considerations will be evaluated based on the supplier's response on the clauses in the scheme in chapter 4.

5 SUBMISSION AND STRUCTURE OF THE TENDER

5.1 Submission of the tender

The tender shall be submitted via Mancell.

5.2 Structure of the tender

The tender shall be submitted on the basis of the design indicated in the electronic system for submission.

- Signed tender letter. (The attached template must be used)
- Specification of the tenderer's solution. The tenderer's solution to the client's requirement specifications with requested documentation, including a price offer.

The tenderer who wins the competitive tender must also submit a tax certificate if the contract value exceeds 500 000,- NOK ex VAT.

6 APPENDICES

- Appendix 1 Specification of requirements
- Appendix 2 SSA-K with attachments
- Appendix 3 Template for tender letter