
TENDER DOCUMENT

Development of a strategic plan for enhancing national participation in the oil and gas industry in Uganda

(Sak 2012/456)

Open tendering competition of the Public Procurement Act and the Regulations relating to public procurement part I and III

***Submission deadline: 30.05.12
12:00 noon local time (Norway)***



**NORWEGIAN PETROLEUM
DIRECTORATE**

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2 General description

2.1 About the Norwegian Petroleum Directorate

The Norwegian Petroleum Directorate (NPD) is a governmental specialist directorate and administrative body established in 1972.

The paramount objective of the NPD is to contribute to creating the greatest possible values for society from the oil and gas activities by means of prudent resource management based on safety, emergency preparedness and safeguarding of the external environment.

In addition, the NPD contributes administrative competence, mapping of resources and petroleum data administration for the development aid programme "Oil for Development". This tender is a part of an Oil for Development programme on behalf of Ministry of Energy and Mineral Development in Uganda implemented in Petroleum Exploration and Production Department (PEPD).

For more information about NPD, visit www.npd.no.

For more information about PEPD, visit <http://www.petroleum.go.ug>.

2.2 Scope of procurement

Over the last twenty years, Uganda has implemented a successful effort to promote its petroleum potential. This effort has led to intensified exploration work being undertaken in the Albertin Graben as a result of licensing oil companies in the country. The exploration effort culminated in confirmation of the existence of substantial Oil and Gas resources in the Country during 2006.

The Ministry of Energy and Mineral Development requires a consultant or consulting firm to formulate a Strategic implementation Plan for enhancing National participation in the Oil and Gas Sector. The Plan should be quantitative with specific and clear implementation strategies.

For detailed description of the assignment, see annex 1.

2.1 Alternative tenders

Alternative tenders will not be accepted.

2.2 Public announcement

Tender competition is announced in the Merccell-database, DOFFIN-database and in the TED-database.

3 Competition rules

3.1 Procedure

Open tendering competition, cf the Public Procurement Act of 16 July 1999 No. 69 as amended, see also the Regulations relating to public procurement, laid down by Royal Decree on 7 April 2006 No 402. This type of procedure does not allow for contract negotiations. Only bidders that fulfil the qualification requirements will have their tenders evaluated. Bidders are not allowed to change the tender after the submission deadline.

3.2 Reservations and non-conformity

If the supplier has reservations regarding parts of the tender documentation, required specifications, contract or other tender documents, it shall be clearly stated in the bid. Any reservations must be specified, including consequences for performance, prices or other conditions.


The same applies to non-conformity. Reservations and non-conformities shall be stated precisely and unambiguously. They shall be stated in the bid letter in such a manner that the contractor can evaluate them without it being necessary to contact the supplier, cf. Section 20-3 of the Public Procurement Act. Substantial reservations, and reservations or non-conformities that can result in uncertainty regarding evaluation of the bid compared to other bids, will result in the bid being disallowed, cf. Section 20-13(1) of The Public Procurement Act.


If the supplier's reference to standardized terms of delivery, or something similar, deviates from existing tender or contract provisions, it will be regarded as a reservation.

3.3 Abidance

The bidder must abide by his/her tender until 2 months after the submission deadline.

3.4 Communication during the tender process

All communication during the process shall be routed via the Merccell-portal, www.merccell.no. This is to assure that all communication will be logged. When you are logged on to the competition, chose the flag marked "Communication", click on the symbol  "New message". Enter the

information to the authority and then click . The authority will then receive your message. If the question regards all bidders, the authority will answer the inquiry anonymously by giving the answer as additional information. Additional information is available under the flag "Enquiry", then the flag "Additional information". You will also receive an e-mail with a link to the additional information.

Requests received later than 5 working days prior to the deadline for the offer will not be answered.

4 Qualification requirements

4.1 General requirements

Requirement	Documents required
Circumstances regarding the bidder's tax remittances shall be in order (this only applies to Norwegian companies).	<ul style="list-style-type: none"> Tax certificate VAT certificate <p>More information: http://www.skatteetaten.no/no/Alt-om/Skatteattest/</p>
The bidder shall have a HES-system in line with current regulations.	<ul style="list-style-type: none"> A HES self-declaration from the bidder <p>Suggested form: http://www.anskaffelser.no/filearchive/hms-engelsk-versjon.doc</p>

4.2 Company registration

Requirement	Documents required
The bidder shall be registered in the "The Register of Business	<ul style="list-style-type: none"> Copy of company registration Certificate or similar.

Enterprises” in Brønnøysund or registration in a trade register or the like as set out in the laws of the country of registration of the bidder.	
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4.3 Financial strength

Requirement	Documents required
The bidder must have a sufficient financial and economic position to fulfil the assignment.	<ul style="list-style-type: none"> Statement on company’s total turnover for the last 3 accounting years.

4.4 Experience

Requirement	Documents required
The bidder must have experience with similar assignments.	Description of the most relevant previous assignments. The description must include an overall description of the assignment, extract of the study, value, timing and contact information of the client.

5 Award criteria

Only tenders that is submitted by qualified bidders and that meet the requirements and specifications given in the tender document will be considered.

The NPD will choose the most economically advantageous tender, based on the following criteria:

Criteria	Weight	Documents required
Price	30 %	Man-hour rate in NOK, max 3 categories.
The consultant’s formal technical qualifications and relevant experience ref annex 1 section 4.0.	55 %	CVs of the consultants. The consultants relevant experience with similar assignments, especially in Africa, must be thoroughly described in the CVs.
How the bidder propose to solve the assignment	15 %	Description of how the bidder proposes to solve the assignment.

6 Submission and disposition of tender

6.1 Submission of tender

All tenders shall be submitted electronically via the Merccell portal, www.merccell.no by the tender deadline. Tenders delivered after the deadline will not be accepted. (The system does not permit tenders to be sent electronically via Merccell after the tender deadline.)

If you are not a Mercell customer, or you have questions regarding how the application functions, e.g. how to submit a tender, please contact Mercell Support at tel +47 21 01 88 60, or by e-mail to support@mercell.com. It is recommended to submit the tender in adequate time before the deadline. A minimum of 1 hour before the deadline is suggested.

If the authority should provide additional information that results in you wanting to change your tender before the deadline, you can access your offer, open it, make the necessary changes and send it again right up to the deadline. The last submitted tender will be regarded as the final one.

The tender requires an electronic signature when it is submitted. When sending the tender electronically, an electronic signature will be requested to confirm that you are the actual bidder who has submitted the tender. An electronic signature can be obtained at www.commfides.com, www.buypass.no or www.bankid.no.

We would like to remind you that it can take some days to acquire an electronic signature, and therefore recommend that this process be initiated as soon as possible.

6.2 Disposition of tender

The tender shall be enunciated in English and as in this disposition:

File name	Contents
Qualification requirements	Documents are to be enclosed in the step Kvalifikasjonskrav/Qualification requirements when you submit the tender in Mercell.
K01 - Tax certificate	See section 4.1 in the tender document
K02 - VAT certificate	See section 4.1 in the tender document
K03 - HES self-declaration	See section 4.1 in the tender document
K04 - Company registration certificate	See section 4.2 in the tender document
K05 - Financial statement	See section 4.3 in the tender document
K06 - Experience	See section 4.4 in the tender document
Documents required	Documents are to be enclosed under the tab Dokumenter/Documents when you submit the tender in Mercell.
DOK01 – Cover page	Signed by a responsible/liable representative for the bidder. Confirmation that the NPD's contract terms are accepted. Reservations with reference to specific contract clauses must be quoted with alternative proposals, as this type of procedure does now allow negotiations. Name and contact information of the bidder.
DOK02 - Man-hour rates	See section 5 in the tender document
DOK03 - CVs	See section 5 in the tender document
DOK04 - Description of how to solve the assignment	See section 5 in the tender document

7 Annex

- Annex 1 - Scope of work/Terms of reference
- Annex 2 - Contract terms

7.1 Annex 1 - Terms of reference

Terms of reference are enclosed the announcement in a separate file.

7.2 Annex 2 - Contract terms

NPDs standard contract terms is enclosed in a separate file.

The following will be also incorporated in the standard contract terms:

The supplier is an independent company and the consultant is an employee of the supplier.

- The supplier shall keep his personnel and equipment properly insured according to legal requirements, and at the latest at the signing of the Contract, take out insurance to cover the suppliers liabilities under the Contract, including professional liability and third party liability insurance.
- The supplier is responsible for possible security/safety issues concerning the consultant, and must familiarize with possible official travel advice etc

Anti-corruption

- The supplier must counteract corrupt practices in the execution of the Contract. Further, the supplier is committed not to accept, either directly or indirectly, as an inducement or reward in relation to the execution of the Contract, any kind of offer, gift, payments or benefits, which would or could be construed as illegal or corrupt practice.