
TENDER DOCUMENT

Interactive visualization software (12/689)

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

Submission deadline: 03.08.12

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.

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

2.2 Scope of procurement

The NPD would like to invite tenders for the procurement of a user-friendly interactive visualization tool for use in analyses, quality control of data and visualization of small and large amounts of data that the NPD manages. This can be supplied either as licenses in the form of a long-term agreement (4 years with an option to extend the agreement by up to 3 years) or as software that the NPD has right of ownership to.

The agreement shall also include maintenance, user support and training.

See appendix 1 for specification of requirements.

2.3 Partial offer

There is no opportunity to submit a partial tender.

The competition is announced in the Merccell database, DOFFIN database and in the TED base, please see www.doffin.no.

2.4 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 Confidentiality

The employer and its employees are required to prevent others from gaining access to or knowledge of information regarding technical devices and procedures or operations and business relationships that for competitive reasons can be important to keep secret, cf Regulations regarding public procurement § 3-6, cf § 13 Public Administration Act.

3.3 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.

3.4 Abidance

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

3.5 Updating the tender documents

Any corrections, additions or changes to the tender documents, including questions and answers in anonymous form, will be communicated to all suppliers who have expressed interest by way of Mercell.



In a revision of the competition, it will show as a new version of the competition. Regarding additional information, it will be presented in the "Additional Information" tab in the Mercell portal. Suppliers who have already registered their interest will also receive a message via an e-mail informing that additional information about the competition has been given, or that there has been a revision of the competition. Click on the link in the e-mail to access the competition.

3.6 Additional information

If the contractor finds that the tender documents do not provide sufficient guidance, he may send, in writing, a request for additional information from the client.

If errors are detected in the tender documents, it is requested that this is conveyed in writing to the client.

3.7 Communication during the tender process

All communication during the process shall be routed via the Mercell-portal, www.mercell.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>Please find suggested form in appendix 3.</p>

4.2 Company registration

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

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 accounting year.

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 and price conditions	30 %	The price must be given as price per user for different usage volumes. The NPD's estimated needs are in the range of 5 – 50 professional users, and a similar number who can use the data in a possibly simpler version of

		<p>the program.</p> <p>It is preferred that the price alternatives be clearly presented in a table or matrix. All expense connected with the equipment must be presented in the price overview.</p>
<p>Quality of offered software</p> <p>This means to what degree the equipment corresponds to the described specification in appendix 1.</p>	50 %	<p>The bidder must present such a comprehensive and detailed description/documentation of the equipment that the NPD can primarily read from the offer to what degree our requirement specifications (see appendix 1) are covered, including documenting that the equipment is an established product with proven solutions and good user experiences by attaching a list of the most relevant users</p> <p>We request that the same numbering/disposition is used here as in the requirement specification.</p> <p>If the NPD finds it necessary to evaluate the offers, all qualified suppliers will be invited in to a technical clarification meeting at the NPD offices shortly after the offer period has expired. Any such meetings are conducted at the supplier's own expense. It is to be emphasized that in the aftermath of such meetings, it is not permitted to amend the submitted offer, of regulatory bargaining ban. Test licenses can be an alternative or supplement to such meetings.</p>
<p>Quality of user support</p>	20 %	<p>Description of user support system regarding response time, availability and manning.</p>

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 Merccell customer, or you have questions regarding how the application functions, e.g. how to submit a tender, please contact Merccell Support at tel +47 21 01 88 60, or by e-mail to support@merccell.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 offer shall be designed in accordance with the disposition resulting from this tender. The supplier is responsible that all questions, requirements and points of clarification are answered/elucidated and documented in the tender.

The offer shall follow this outline:

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	Cf chapter 4.1 in the tender documents
K02 - VAT certificate	Cf chapter 4.1 in the tender documents
K03 - HES self-declaration	Cf chapter 4.1 in the tender documents
K04 - Company registration certificate	Cf chapter 4.2 in the tender documents
K05 - Financial statement	Cf chapter 4.3 in the tender documents
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 - Price matrix	Cf chapter 5.1 in the tender document
DOK03 - Description of software	Cf chapter 5.1 in the tender document
DOK04 - Description of use support	Cf chapter 5.1 in the tender document

7 Appendix

- Appendix 1 - Scope of work/Terms of reference
- Appendix 2 - Contract terms
- Appendix 3 - HES form

7.1 Appendix 1 - Scope of work / Terms of reference

The Norwegian Petroleum Directorate has large amounts of complex data stored in large databases. The equipment required is a user-friendly, powerful and interactive visualization equipment for use in analyses, quality control of data and visualization of the data volumes the NPD manages.

The task consists of:

1. Purchase of software or purchase of licenses. 5 - 50 users. Price matrix is required for the span of users.
2. Maintenance and updating of software

7.1.1 Requirement specification

The software should be able to:

1. Set up one or more visualizations on the same screen as:
 - a. Table
 - b. Cross table
 - c. Bar graph
 - d. Line chart
 - e. Pie chart
 - f. Scatter chart
 - g. Diagram with two (or more) Y-axes
 - h. Charts on maps
 2. Easily add different filters for visualization which is updated in all plots
 3. Input of data
 - a. Very readily retrieve data from different data sources
 - b. Able to link the data to the analysis
 - c. The software must be able to handle very large databases and work quickly with large volumes of data
 - d. The data should be able to be stored directly in the equipment without a link to the data source.
 - e. Add columns and rows from an external source or from its own calculations
 - f. Combine multiple data tables
 - g. Able to group data at different levels
 4. Workflow
 - a. Software should be able to create a standardized workflow for particular issues
 - b. The user should be able to set up the workflow processes fairly easily themselves.
 5. Marking of data
 - a. It must be possible to select different data points and give these a comment (TAG). These comments should be easy to export to other software.
 - b. It should be possible to access all information which is available about a given data points in an easy way
 6. User-friendly
 - a. The software must be easy to use
 - b. There should be buttons and check boxes for easy filtering of data. Limiting values shall also be available as filters.
 - c. It should be easy to scroll through a large number of data sets for the current visualizations.
 - d. Categorizing of data using formatting
 - e. It must be easy to enter data, and data must be able to be linked directly to the source.
 - f. It must be easy to set up different visualizations and workflows.
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The NPD would like the supplier to provide a flexible offer in terms of how many licenses can be purchased or rented.

The offer must include an ongoing development and maintenance of the software. The NPD also hopes that the supplier has helpdesk support with good access online, by e-mail and by telephone.

We want an established and fully developed product with good user experience.

The NPD reserves the right to reject offers that deviate substantially from our specification of requirements.

7.2 Appendix 2 - Contract terms

Appendix 2 – Contract terms is attached the announcement in a PDF file.

Attached is the NPD's standard contract.

The NPD's contract terms can be supplemented by the supplier's own contract terms. These must be attached to the offer. The supplier's terms cannot significantly oppose the NPD's own contract terms. It should be noted that the NPD has the right and duty under the regulations for public procurement to reject offers that contain significant reservations to our contract terms. It is also not allowed to negotiate contract terms.