

Tender Document 63/2012

Template for open tendering according to Part I of
Regulations for Procurements below Norwegian national
threshold values

for purchasing of

Fourier Transform Infrared (FTIR) Spectral Library

for delivery to

Forsvarets forskningsinstitutt (FFI)
Norwegian Defence Research Establishment

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1 GENERAL DESCRIPTION

1.1 The customer

Forsvarets forskningsinstitutt (the Norwegian Defence Research Establishment, hereafter named FFI) is a civilian institution of research directly answerable to the Norwegian Ministry of Defence. The establishment has 700 employees, of whom 500 are research scientists and engineers who are engaged in the development of technology and expertise to enable Norway to maintain a modern and effective national defence. FFI is a multidisciplinary enterprise covering such fields as mathematics, physics, information technology, chemistry, biology, medicine, psychology, political science and economics. It is located at Kjeller near Lillestrøm, and also has a smaller division at Horten. For more information, please see our internet web pages www.ffi.no.

1.2 Objective of the procurement

FFI uses, among other analytical techniques, Fourier Transform Infrared (FTIR) Spectroscopy to identify unknown samples. FFI needs to procure several FTIR spectral libraries to upgrade and expand our identification capabilities with this technique.

More information about the procurement, with technical requirements, are specified in point 3 in this document and in Annex A.

The purchase is subject to budgetary coverage, activities and other factors and could be cancelled if those factors change during the period of purchasing or the offered price exceeds the budgeted amount.

1.3 Composition of the tender document

The tender document consists of this template and its associated attachments:

1. Technical requirements for the Fourier Transform Infrared (FTIR) Spectral Library (Annex A)
2. General Purchase Conditions, BI 5052 (Mars 2008) (Annex B)

1.4 Progress schedule

The customer has established the following timescale for the process:

Task	Target dates
Announcement of invitation to submit tenders in Doffin	29 November 2012
Deadline for submission of tenders in Doffin	11 December by 1200
Evaluation of submitted tenders	Week 50, 2012
Awarding of contract and notification to other tenderers	Week 51, 2012
Signing of contract	Week 51, 2012

Please note that the target dates following the opening of tenders are intended as a guideline only and may be subject to change.

2 QUALIFICATION REQUIREMENTS

2.1 Vendor's organisational and juridical position

Requirements - examples	Documentation requirements - examples
The vendor shall be a legally established business enterprise.	<ul style="list-style-type: none">Norwegian firms: Company registration certificate.Foreign enterprises: Official documentation that the company is formally registered in the relevant business directory or formal registry of business enterprises in the country in which it is established.

2.2 Mandatory requirements

Requirement	Required documentation
The vendor should be current and up to date in the payment of income tax and value added tax.	<ul style="list-style-type: none">Paid income tax statement (In Norway, tax statement are issued by the municipal treasurer – Form RF-1244 in Norway and should not be more than 6 months old).Value added tax certificate (VAT certificates in Norway are issued by the department of revenue – Form RF-1244, and should not be more than six months old).

Foreign vendors should provide certificates of compliance issued by the relevant authorities in their own countries.

2.3 Vendor's economic and financial position

Requirements - examples	Documentation requirements - examples
The vendor shall have the economic capacity to deliver/carry out the contract.	<ul style="list-style-type: none">Credit check/rating within the past year based on the last publicly available accounting figures. Credit rating to have been assessed by a publicly approved credit rating institution..

If there are legitimate reasons that prevent the vendor from providing the specific documentation the customer requests, the vendor may provide other supporting documentation acceptable to the customer which proves his economic and financial position.

2.4 Vendor's technical and professional qualifications

Requirement	Documentation requirement
The vendor should be experienced in the relevant line of work and should have successfully executed similar contracts on earlier occasions	A list of references for previous deliveries of comparable systems delivered within the last 3 years. The list shall include the time the system was delivered and contact name and telephone of a reference person in the firm commissioning the contract and to whom the delivery was made.
The vendor should have a functional support and service organization and service policy	A description of the Tenders support and service organization and support policy.

3 SPECIFICATION OF REQUIREMENTS AND ASSIGNMENT CRITERIA

3.1 Specification of technical requirements

The Fourier Transform Infrared (FTIR) Spectral Libraries will be used to upgrade and expand our identification capabilities analysing samples with unknown content using this technique. The libraries will also be useful for other Research and Development projects here at FFI.

FFI normally acquires Attenuated Total Reflectance (ATR) FTIR spectra when analysing samples with unknown content. FFI therefore prefers spectral library with ATR spectra. If ATR spectra are not available for a sub-library, KBr or liquid film spectra libraries can be offered. Mixed libraries are also an option.

The tender must include a guarantee that if a newer version of the spectral library (or part of the spectral library) in the same class is introduced on the market before the agreed delivery date, FFI shall have the right to have the newer version of the spectral library delivered.

For confirming the technical quality of the spectral library, FFI will reserve the right to contact laboratories where spectral libraries that meet the specified criteria are installed and are in use. The feedback from such laboratories may be considered as important factors when deciding on which spectral library to purchase.

FFI reserves the right to both accept and deny offers that deviate from the technical requirements.

3.2 Prices

Prices should be given in accordance with requirements in Annex A. The prices shall be fixed for 60 days from the tender due date and not subject to changes due to later currency amendments in that period.

3.3 Delivery time

Delivery of the FTIR spectral library before the end of 2012 would be highly preferable.

3.4 General Purchase Conditions

General Purchase Conditions, Form 5052 (March 2008), of The Armed Forces of Norway will be applied in this competition.

3.5 Assignment criteria

FFI will award the contract to the tenderer who submits the most advantageous tender based on the following criteria set up in priority

- Technical specifications and documentation
- Cost of procurement
- Delivery time

4 RULES FOR THE SUBMISSION OF TENDERS

4.1 Procurement procedure

Procurements are to be made according to the Law of Public Procurement of 16 July 1999 (Norwegian, "*Lov om offentlige anskaffelser av 16. juli 1999*" or LOA), and the Regulations Governing Public Procurements of 7 April 2006, no. 4022 (Norwegian, "*Forskrift om offentlige anskaffelser (FOA) av 7. april 2006 nr. 4022*"). The procurement process will be conducted through the system of open tendering in accordance with Part I of the Regulations (under the Norwegian national threshold value). The type of procurement is "Purchase of goods".

The system of open tendering offers all interested bidders the opportunity to submit tenders in free and open competition. There is no pre-qualification of vendors, and tenderers should submit supporting documentation proving their qualifications with the submission of their bids.

Norwegian Ministry of Defence regulations on procurement will be adhered to where the Law of Public Procurement (LOA) or the Regulations Governing Public Procurement (FOA) do not apply.

4.2 Announcement of contract notices/invitation for tenders

Contract notices/invitations to submit tenders will be publicly announced in the Norwegian national tender notification service DOFFIN. In addition certain suppliers will be notified.

4.3 Language

All written and oral communication with regards to this competition shall be in Norwegian or English.

4.4 Merzell Sourcing Service's Purchasing Tool (KGV)

The competitive tendering process will be administered through use of Merzell Sourcing Service's Purchasing Tool (KGV). All inquiries concerning the invitation to tender should be made through the Merzell communication module so that they may be documented and registered. Verbal responses and descriptions will not be considered unless they are formally documented in writing.

Please contact Merzell support, e-mail support@merzell.no or phone no +47 21 01 88 60 with questions.

4.5 Qualification requirements

The supplier must fulfil the qualification requirements for participation in the selection process in the competition:

Documentation of the qualification requirements is answered as described under pkt 3 "Qualification Requirements" in the Tender Document.

4.6 Formulation and submission of the tender document

Tenders should address all of the areas specified below. In order to facilitate a proper and thorough evaluation of bids, it is essential that tenderers adhere to the bid outline as shown.

Bids should be submitted through the Merzell Purchasing Tool (KGV).

The following files should be attached to all bids:

- Formal written letter of tender providing a short description of the vendor/supplier and an accept of the terms of the purchaser's tender document
- Price according to the specification of the requirements (see specification in Annex A). It can also be included in the letter of tender.
- Filled in form "Technical requirements for Fourier Transform Infrared (FTIR) Spectral Library"
- Eventually other attachments or technical documentation. Fulfilment of specification requirements. Description of how the offered goods/service fulfils each point of customer's specifications and requirements.
- Documentation proving their qualifications, ref point 2 Qualification requirements

The letter of tender shall also include

- Reference to the tender document number and title.
- The vendors address, telephone/fax number and VAT number
- Contact person at the vendor with telephone number and e-mail address
- Accept of all terms applied in the tender document. Any reservations shall be listed in the letter of tender with reference to the actual point in the tender document.
- The tender document shall be dated and signed by a person who has power to commit the company.

Bidders should address all questions, requirements and clarification points requested in point 3.1 "Specifications of technical requirements" in the tender document.

FFI will not reimburse bidders for expenses incurred in connection with the preparation, submission, or following up of a tender, nor for product demonstrations or showings etc.

Submitted tenders and their accompanying documentation and materials are considered FFI property and will not be returned.

4.7 Deadline for submission

The deadline for submission of tenders is set for **Tuesday 11 December 2012 by noon (1200 p.m.)**. Late tenders will be rejected.

4.8 Validity of offer

Offers should be valid for a minimum of 60 calendar days after the closing date for submission of tenders.

4.9 Withdrawal of tender and/or changes

Submitted tenders may be withdrawn or changed until the submission deadline. Withdrawal of tenders should go through the Merccell Purchasing Tool (KGV). Changes in the tender will be considered to be a new offer.

4.10 Award of contract and and argument

Tenders which have joined the competition will receive a written response with name of the chosen contractor together with our argumentation for the decision.