

To Service providers

Date: 12.12.2012

## **Services for upstream oil and gas sector analysis:**

- **Tool and data for calculations of  
project and field economics**
- **Upstream oil and gas fiscal system data  
service**

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## Index

1	Introduction .....	3
1.1	About the contracting parties .....	3
1.2	General information about the assignment .....	3
2	Description of the mandate.....	3
2.1	Introduction .....	3
2.2	Mandate .....	3
2.3	Optional Work .....	5
2.4	Duration .....	5
2.6	The parties to the contract: .....	5
2.7	Other.....	5
3	Administrative terms and provisions .....	5
3.1	Name and addresses .....	5
3.2	Language.....	6
3.3	Deadlines.....	6
3.4	Timeline .....	7
3.5	Costs.....	7
3.6	Return of tender documents .....	7
3.7	Updates of tender documents .....	7
3.8	Errors in the tender documents .....	7
3.9	Acceptance of conditions.....	7
3.10	Minimum time frame during which the service provider must maintain the tender .....	7
3.11	Format and Submission of tenders .....	8
3.12	The Freedom of Information Act .....	9
3.13	Opening.....	9
4	Qualification requirements .....	10
4.1	Judicial position: .....	10
4.2	Mandatory documentation .....	10
5	Award criteria .....	10
5.1	The consultant's understanding of the mandate (20 %) .....	10
5.2	The consultant's competence and knowledge within the scope of the contract as specified in the tender and draft contract (40 %)... ..	10
5.3	Price (40 %).....	11
6	Other.....	11
7	Appendices .....	11

## **1 Introduction**

### **1.1 About the contracting parties**

The principal responsibility of the Norwegian Ministry of Petroleum and Energy (MPE) is to achieve a coordinated and integrated energy policy. The contracting parties are the MPE and the Consulting firm.

### **1.2 General information about the assignment**

Section for Analysis & Markets in the Norwegian Ministry of Petroleum and Energy's Oil and Gas Department analyses the economics of upstream oil and gas activities. The Section needs a tool and data for calculations of project and field economics.

The procurement will be conducted in accordance with the Act of 16 July 1999 No. 69 relating to public procurement (LoA) and the Public Procurement Regulations established by Royal Decree. 7. April 2006, No. 402 (FOA), Part III. The contract will be awarded in accordance with "Open competitive tender bidding".

All offers must be submitted electronically via the Merscell portal, [www.merscell.no](http://www.merscell.no), within the deadline. Tenders submitted too late will be rejected.

## **2 Description of the mandate**

### **2.1 Introduction**

Section for Analysis & Markets in the Norwegian Ministry of Petroleum and Energy's Oil and Gas Department analyses the economics of upstream oil and gas activities.

The Section needs Services for upstream oil and gas sector analysis

A. Tool and data for calculations of upstream oil and gas project and field economics.

B. Upstream oil and gas fiscal system data service

Services of A. and B. can be delivered by separate service providers.

### **2.2 Mandate**

A. Tool and data for calculations of upstream oil and gas project and field economics.

Section for Analysis & Markets in the Norwegian Ministry of Petroleum and Energy's Oil and Gas Department analyses the economics of upstream oil and gas activities. The Section needs a tool and data for calculations of project and field economics.

#### **Specification of requirement**

- The contractor needs to have in depth knowledge of the international upstream petroleum activities.
- The contractor needs to have strong competence within the field of financial modeling and economic analysis.
- Access to a detailed modeling tool is required.
- Detailed data for fields and projects both on the Norwegian Continental Shelf (NCS) and outside the NCS is required. The North-Sea basin is of particular interest.
- The tool needs to provide detailed economic analyses/calculations both pre and post tax.
- The tool needs to have the possibility to run sensitivity analysis in respect of changes in key variables as prices, field size, depreciation rate and tax parameters.

#### **Scale and timeframe**

The procurement is assumed to be less than 500 000, - NOK. (inc. VAT) for one year access to the service

#### **B. Upstream oil and gas fiscal system data service**

The Section wants to enhance its understanding of different countries fiscal system for upstream oil and gas activities. In this context the Section wants to enter into an agreement with an independent and highly competent service provider.

#### **Specification of requirement**

- The contractor needs to have in depth knowledge of the international upstream petroleum activities.
- The contractor needs to have strong knowledge on different countries fiscal, regulatory and contractual terms applicable to upstream oil and gas activities.
- The service needs to give easy access to detailed information on different countries fiscal, regulatory and contractual terms applicable to upstream oil and gas activities.
- The service needs to give comparative analysis of petroleum projects in different countries. The North-Sea basin is of particular interest.
- The service need to describe how different regimes are compared and rated by the industry.
- The service needs the possibility to run sensitivity in project economy and governmental take with respect of changes in key variables as prices, field size and depreciation rate.

## **Scale and timeframe**

The procurement is assumed to be less than 500 000,- NOK. (inc. VAT) for one year access to the service

### **2.3 Optional Work**

The MPE may request further work to be undertaken by the Consultant to be compensated separately.

### **2.4 Duration**

The assignment will commence from the signature date. Duration of the contract will be one year.

### **2.5 Compensation**

The procurement is assumed to be less than 500 000,- NOK. (ex. VAT) for one year access to the service per assignment.

### **2.6 The parties to the contract:**

The parties to the contract shall be the MPE and the chosen Consultant.

### **2.7 Other**

The Consultant should have the qualifications to meet the requirement in the description of the assignment and the drafted Contract.

## **3 Administrative terms and provisions**

### **3.1 Name and addresses**

#### **The contracting parties are:**

The Norwegian Ministry of Petroleum and Energy  
Akersgata 59,  
0033 Oslo

Telephone: (+47) 22 24 90 90

E-mail: [postmottak@oed.dep.no](mailto:postmottak@oed.dep.no)



### **Contact persons with the MPE:**

Kjell Hauge  
P.O.Box 8148 Dep  
0033 Oslo

Tel (direct): 22 24 61 95  
[kjell.hauge@oed.dep.no](mailto:kjell.hauge@oed.dep.no)

### **Communication**

All communication during the process shall be routed via the Mercell-portal, [www.mercell.no](http://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

#### **3.2 Language**

All documents/communication regarding this tender shall be in English or Norwegian.

#### **3.3 Deadlines**

Date of publication in Doffin 12.12.2012.

Time limit for receipt of tenders is **Monday 22.01.13 kl 1300**.

### 3.4 Timeline

<b>Delivery</b>	<b>Date (estimated)</b>
Publication	12.12.12
Time limit for receipt of tenders	<b>22.01.13 at 1300</b>
Evaluation of offers	Week 5-8
Notification of award of contract	Week 9
Deadline for appeals (10 days notification)	10 days
Signing of contract	Week 11

### 3.5 Costs

Costs incurred by the consultant in connection with the preparation, delivery and follow up of the tender will not be refunded by the MPE.

### 3.6 Return of tender documents

Documents received in relation to the tender will not be returned.

### 3.7 Updates of tender documents

The service providers are requested to check this webpage for any changes regularly. Information on corrections, additions and changes will be announced via the electronic Mercell portal.

### 3.8 Errors in the tender documents

Should a service provider discover an error in the tender documents, the service provider should give immediate notice to the MPE.

### 3.9 Acceptance of conditions

The service provider must declare that all the terms and conditions in the notice with attachments and in the draft contract are accepted.

### 3.10 Minimum time frame during which the service provider must maintain the tender

The offer must be valid for at least **60** days from the time limit for receipt of tenders.

### 3.11 Format and Submission of tenders

It is the responsibility of the service provider to ensure that all questions and requirements in the tender are answered and documented.

<b>filename:</b>	<b>Content / answers:</b>
<b>Qualification requirements</b>	<b>The documents attached to each claim under increased Qualification requirements when providing services via Mercell.</b>
K 01 - Company tax certificate and value added tax certificate not older than six months (for Norwegian service providers only); (RF 1244)	
K 02 - Tax certificate VAT not older than six months (RF 1244)	
K 03 - Self-declaration regarding Health, Safety and Environment (for Norwegian service providers only)	
K 04 – Company registration certificate	
<b>Tender documents</b>	<b>Documents are put under step Documents.</b>
Dok 01- Tender letter	Any disclaimer is placed below this point. Reservations must be justified and alternative wording or contract can be attached.  The Service provider shall in connection with the submission of the offer confirm that the organization is neutral and objective in relation to the matters to be discussed.
Dok 02 – Expertise	CV of persons responsible for carrying out the delivery.
Dok 03 – Assignment Solution	It must be described / made ready for Assignment interpretation and implementation.
Dok 04 – Price	Price on the various components as outlined in section 5.3
Dok 05 – Public Tender Version	Public edition of the offer.
Dok 06 – attachments	attachments

#### SUBMISSION OF OFFERS

All tenders shall be submitted electronically via the Mercell portal, [www.mercell.no](http://www.mercell.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 Mercell 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](mailto: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 offer will be your final and valid offer.

The tender requires an electronic signature when it is submitted. During the submission of your offer, you will be asked for an electronic signature to confirm that the relevant bidder is making the offer.

An electronic signature can be obtained at [www.commfides.com](http://www.commfides.com) , [www.buypass.no](http://www.buypass.no) or [www.bankid.no](http://www.bankid.no) .

### **3.12 The Freedom of Information Act**

The Freedom of Information Act (Act of 19 May 2006 No. 16 on the right of access to documents in the Public Administration (offl.) came into force on 1 January 2009.

The law applies to all procurements subject to the Act and the Public Procurement Regulations from clients who are subject to the Freedom of Information Act. Providers to the MPE is therefore requested to submit an electronic copy of the offer intended for the public in connection with the submission of the tender.

The MPE is of the opinion that the offers are subject to public disclosure in its entirety, with the exception of hourly rates. However, the total price, which is based on an average price calculation, should be specified. If you have any objections to this, we ask for a reasoned evaluation.

It should also be noted that the MPE on request has a duty to make an independent assessment of what should be exempted from public disclosure. The MPE regularly receives requests for access to the document, as well as our evaluation table, and they are subject to public disclosure.

### **3.13 Opening**

There will no public opening of the tender documents.

## **4 Qualification requirements**

### **4.1 Judicial position:**

Qualification requirement:

- Legally established company.

Information and formalities necessary for evaluating whether the requirements are met:

- Company registration certificate.

### **4.2 Mandatory documentation**

- Company tax certificate and value added tax certificate not older than six months (for Norwegian service providers only);
- Self-declaration regarding Health, Safety and Environment (for Norwegian service providers only)

## **5 Award criteria**

Only offers that successfully complete the mandatory requirements in the tender and draft contract will be considered in relation to the award criteria.

The contract will be awarded on the basis of the most economically advantageous tender.

### **5.1 The consultant's understanding of the mandate (20 %)**

- The consultant must be able to demonstrate a good understanding of the mandate and the needs of the MPE in this process, included training of users.

Information and formalities necessary for evaluating whether the requirements are met:

- The consultant should describe its understanding of the mandate, how the assignment should be conducted. Maximum 3 pages with font Times New Roman and font size 12.

### **5.2 The consultant's competence and knowledge within the scope of the contract as specified in the tender and draft contract (40 %)**

- See 2.2 Mandate

Information and formalities necessary for evaluating whether the requirements are met:

- The names and CVs of the persons responsible for the accomplishment of the assignment;

### **5.3 Price (40 %)**

The work on the assignment will be compensated within fixed price per year inc. VAT.

Documentation Requirements (attached acc. Paragraph 3.11):

- Fixed price for services inc VAT.
- All additional costs (eg copy) shall be borne by the Consultant.
- Hourly Rates shall be given for any additional work.
- Total price framework for the assignment should be set.

## **6 Other**

Upon award of the contract the chosen service provider will be expected to sign a duty of confidentiality.

## **7 Appendices**

- 1. Copy of draft contract