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# TENDER DOCUMENT

*Data for petroleum areas near the Norwegian Continental Shelf*

*(Ref no. 13/247)*

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

*Submission deadline: 14.05.13*

*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](http://www.npd.no).

### 2.2 Scope of procurement

The Norwegian Petroleum Directorate (NPD) requests tenders from suppliers of a product that can deliver detailed data for petroleum areas near the Norwegian shelf, and for infrastructure that is relevant for the Norwegian shelf. The scope is limited to northern Europe. Data for U.K. continental shelf is of particular interest. Overviews comprising fields and information regarding discoveries and possibilities for new discoveries are requested. Requested data are e.g. ownership, capacity, cost structure, lifetime, future decisions, geological conditions, remaining resources and production and transport profiles, and preferably also cost profiles (profile = estimate per year).

Also additional information, e.g. use of different types of technology, recovery rate and other information which makes possible comparisons with the Norwegian shelf, would be positive. Corresponding data for the Norwegian shelf would make comparisons easier, and would be an advantage, but is not a requirement.

The service should also include information on regulations and financial frameworks in the other areas, for example the tax regime.

The product may be made available as a web-based database, alternatively as a downloadable database. Access to analysis is preferable. The service must include access to specialists that can assist with technical questions or questions regarding the database and its contents.

The product must be a ready-made commercially available product, and is not to be developed within the scope of this contract.

The data quality will be important, as well as frequency of updates. How, and with what resources the data is gathered by, must be described.

It must be easy to locate and extract information for further use in standard software (for example Microsoft Office).

The NPD intends to sign a 1-year contract that can be extended 1 year at a time, up to 4 years in total. The contract will be automatically extended unless the NPD gives notice otherwise.

Please find NPD standard contract terms in annex no 2. The supplier shall submit its own contract terms, if any. See also section 3.2 for information regarding reservations.

### 2.3 Public announcement

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

## 3 Competition rules

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### 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 3 months after the submission deadline.

### 3.4 Communication during the tender process

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.

## 4 Qualification requirements

### 4.1 General requirements

| Requirement   | Documents required  |
|---|---|
| <b>Circumstances regarding the bidder's tax remittances shall be in order (this only applies to Norwegian companies).</b> | <ul style="list-style-type: none"> <li>• Tax certificate</li> <li>• VAT certificate</li> </ul> <p>More information: <a href="http://www.skatteetaten.no/no/Alt-om/Skatteattest/">http://www.skatteetaten.no/no/Alt-om/Skatteattest/</a></p> |

|   |   |
|---|---|
| <b>The bidder shall have a HES-system in line with current regulations.</b> | <ul style="list-style-type: none"> <li>A HES self-declaration from the bidder</li> </ul> <p>Suggested form is enclosed.</p> |
|---|---|

## 4.2 Company registration

| Requirement   | Documents required   |
|---|--|
| <b>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.</b> | <ul style="list-style-type: none"> <li>Copy of company registration Certificate or similar.</li> </ul> |

## 4.3 Financial strength

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

## 4.4 Experience

| Requirement  | Documents required   |
|--|--|
| <b>The bidder must have experience with similar assignments.</b> | Description of the most relevant previous assignments. The description must include an overall description of the assignment, 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  |
|--|--------|---|
| <b>Price</b>   | 30 %   | Yearly costs in lump sum. All costs regarding the service must be included in the lump sum.   |
| <b>Quality</b> , meaning the degree to which the aforementioned specified requirements are met | 70 %   | Description of: <ul style="list-style-type: none"> <li>The extent of available data</li> <li>How the Quality assurance activities is</li> </ul> |

|  |  |   |
|--|--|---|
|  |  | <ul style="list-style-type: none"> <li>performed</li> <li>How frequent the data is updated</li> <li>In what extent NPD have access to specialists with regards to data and analysis for the relevant petroleum regions. The specialists competence must also be described.</li> </ul> |
|--|--|---|

## 6 Submission and disposition of tender

### 6.1 Submission of tender

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 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](http://www.commfides.com), [www.buypass.no](http://www.buypass.no) or [www.bankid.no](http://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   |
|---|--|
| <b>Qualification requirements</b>             | <b>Documents are to be enclosed in the step Kvalifikasjonskrav/Qualification requirements when you submit the tender in Mercell.</b> |
| <b>K01 – Tax certificate</b>                  | Ref. section 4.1 in tender document  |
| <b>K02 – VAT certificate</b>                  | Ref. section 4.1 in tender document  |
| <b>K03 – HES-self declaration</b>             | Ref. section 4.1 in tender document  |
| <b>K04 – Company registration certificate</b> | Ref. section 4.2 in tender document  |
| <b>K05 – Financial strength</b>               | Ref. section 4.3 in tender document  |
| <b>K06 – Experience</b>                       | Ref. section 4.4 in tender document  |
| <b>Documents required</b>                     | <b>Documents are to be enclosed under the tab Dokumenter/Documents when you submit the tender in Mercell.</b>                        |

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|   |   |
|---|---|
| <b>DOK01 – Cover page</b>                         | 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. |
| <b>DOK02 – Financial proposal</b>                 | Ref. section 5 in the tender document   |
| <b>DOK03 – Description of the product/quality</b> | Ref. section 2.2 and 5 in the tender document   |

## 7 Annex

- Annex 1 – HES self-declaration form
- Annex 2 - Contract terms

## **7.1 Annex 1 - HES self-declaration**

The HES self-declaration form is enclosed in a separate file.



## **7.2 Annex 2 - Contract terms**

Annex 2 - Contract terms is enclosed the in a separate PDF-file.