

To service providers

Date
8.05.2013

Consulting agreement – Oil market monitoring and analyses

Specification of the mandate

**Chosen procedure: Open
FOA part III
13/878**

Index

Consulting agreement – Oil market monitoring and analyses	1
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	3
2.4 Duration	3
2.5 The parties to the contract:	3
2.6 Other.....	3
3 Administrative terms and provisions	4
3.1 Name and addresses	4
3.3 Deadlines.....	4
3.4 Costs.....	5
3.5 Return of tender documents	5
3.6 Updates of tender documents	5
3.7 Errors in the tender documents	5
3.8 Acceptance of conditions	5
3.9 Minimum time frame during which the service provider must maintain the tender	5
3.10 Format	5
3.11 The Freedom of Information Act	7
3.12 Opening.....	7
4 Qualification requirements	7
4.1 Judicial position:	7
4.2 Mandatory documentation	7
5 Award criteria	7
5.1 The consultant’s competence and knowledge within the scope of the contract as specified in the tender and draft contract (50 %).....	8
5.2 The consultant’s understanding of the mandate (30 %).....	8
5.3 Price (20 %).....	8
6 Other	8
7 Appendices	9

1 Introduction

1.1 About the contracting parties

The contracting parties are the Ministry of Petroleum and Energy (MPE or the Ministry) and the Consultant.

1.2 General information about the assignment

The purpose of this agreement is for the Consultant to assist the MPE by providing access to price forecasts, analyses, other reports etc. related to the markets for crude and oil products. Special emphasis should be given to the pricing of North Sea crudes.

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 Mancell portal, www.mercell.no, within the deadline. Tenders submitted too late will be rejected.

2 Description of the mandate

2.1 Introduction

The Consultant shall monitor and analyse oil marked developments, assess marketing and price formation for North Sea crudes and render special consulting upon specific request within a limit of approximately 500 000,- NOK per year ex. VAT.

2.2 Mandate

Se appendices 1 mandate.

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 1st July 2013 and shall last for tree year with one year option (3+1).

2.5 The parties to the contract:

The parties to the contract shall be the Ministry and the chosen consultant.

2.6 Other

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

3 Administrative terms and provisions

3.1 Name and addresses

The contracting parties are:

Ministry of Petroleum and Energy
Akersgata 59,
0033 Oslo

Telephone: (+47) 22 24 90 90

E-mail: postmottak@oed.dep.no

Contact persons:

Within the Ministry:

Kjell Hauge
P.O.Box 8148 Dep
0033 Oslo

or

Jon Ødegård Hansen
P.O.Box 8148 Dep
0033 Oslo

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

Tel (direct): 22 24 90 82
joh@oed.dep.no

Communication

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.

3.2 Language

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

3.3 Deadlines

Date of publication in Doffin 8.05.2013

Time limit for receipt of tenders is 20.6.2013 at 1300.

Tentative timeline for the procurement

Delivery	Date (estimated)
Publication	8.05.2013
Time limit for receipt of tenders	17.6.2013 at 1300.
Evaluation of offers	Weeks 26/27
Notification of award of contract	Weeks 27
Deadline for appeals (10 days notification)	10 days
Signing of contract	Week 28

3.4 Costs

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

3.5 Return of tender documents

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

3.6 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.

3.7 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.

3.8 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.

3.9 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.

3.10 Format

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

filename:	Content / answers:
Qualification requirements	The documents attached to each claim under increased Qualification requirements when providing services via Mercell.
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) (for Norwegian service providers only)	

K 03 - Self-declaration regarding Health, Safety and Environment (for Norwegian service providers only)	
K 04 – Company registration certificate	
Tender documents	Documents are put under step Documents.
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. Reference List of key personnel.
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 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 . 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 , www.buypass.no or www.bankid.no .

3.11 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.

3.12 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);
- Tax certificate VAT not older than six months (RF 1244) (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.

The most economically advantageous tender will be chosen after a consideration of the following criteria for the award of the contract:

5.1 The consultant's competence and knowledge within the scope of the contract as specified in the tender and draft contract (50 %)

- The valuation requires a comprehensive knowledge of the oil market and marketing of North Sea crudes;
- The consultant must be able to demonstrate a track record of performed analyses of the oil market. Emphasis will be put on the presumed ability of key personnel that will perform the Analyses;
- Documented possession of the necessary tools/models for completing the assignment

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

- The names and CVs of the individual persons that will carry out the assignment;
- A list of principal deliveries completed or the main services provided by the key-individuals over the past three years, including values, dates and recipient of the services, as well as two references that can be contacted by the MPE and/or any of its advisers.

5.2 The consultant's understanding of the mandate (30 %)

- The consultant must be able to demonstrate a good understanding of the mandate.

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.

5.3 Price (20 %)

- An estimation of the total cost of the assignment pro anno.

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

- The price should be indicated on the basis of an hourly rate per team member and should be given both exclusive and including VAT. All extra costs, such as copying, travel expenses, and travel time should be covered by the consultant, unless the contrary has specifically been agreed with the MPE.
- The price should also specify the hourly/daily cost of special and additional consulting assignments.

6 Other

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

7 Appendices

- Mandate
- Copy of draft contract