

# **Qualification document**

**Competition with negotiations of the Public  
Procurement Act and the Regulations relating to  
public procurement part I and III**

for

Consultancy services

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# 1 GENERAL DESCRIPTION

## 1.1 *Client*

The Norwegian Water Resources and Energy Directorate (NVE) is a directorate under the Ministry of Petroleum and Energy. NVE's mandate is to ensure an integrated and environmentally sound management of the country's water resources, promote efficient energy markets and cost-effective energy systems and contribute to efficient energy use

For more information about NVE, visit our website [www.nve.no](http://www.nve.no)

## 1.2 *Scope of procurement*

NVE, in cooperation with the Angolan Ministry of Energy and Water, will conduct an awareness program on the use of electricity in private households and small commercial establishments in the Angolan capital, Luanda.

The utility in Luanda, Empresa de Distribuição de Electricidade em Luanda (EDEL), is the practical counterpart for the work. EDEL is currently implementing a campaign for introducing pre-payment meters in the city, and they are also planning a campaign for distribution of 5 million compact fluorescent light bulbs (CFL). The awareness raising campaign must take these initiatives into account and be executed in an integrated manner with them. Implementation of the assignment must therefore be carried out in close coordination between the consultant, EDEL and NVE.

In Luanda, a city with at least 5 million inhabitants, there are only about 400,000 electricity customers. Power cuts occur frequently, largely because of network overloads. Only a small number of electricity customers have electricity meters installed and the vast majority of customers pay a fixed price regardless of consumption. The customers hence have no insight into their energy consumption, or incentives to limit this. By the end of 2014, 150,000 electricity customers are expected to get pre-payment electricity meters installed. They will thus start to pay according to actual consumption instead of paying a flat rate.

In connection with the roll-out of the pre-payment meters, a campaign creating awareness about the cost of energy consumption and how to reduce unnecessary consumption shall be carried out. It is expected that the campaign shall empower people to reduce their spending, at the same time as less outages will be experienced.

In the summer of 2013 a survey of electricity use in Luanda was carried out. There is thus good background information for the campaign. The survey collected information about which appliances are used in residential and commercial buildings, and how much the various appliances are used. This study is an important basis for planning the campaign, and a summary of the results are enclosed.

NVE and ENDE are now looking to recruit a partner (hereinafter referred to as the supplier) for assistance in developing a campaign plan.

The assignment will consist of two parts related to planning of the campaign. Two more parts may be awarded as options.

Part 1: Arrange a workshop in Luanda for identification and mapping of target groups for the campaign.

Part 2: Based on an analysis of the workshop results, prepare a campaign plan.

The services may also comprise, as options to be executed after completion of Part 2, of the following two activities:

Part 3: Project management of the campaign

Part 4: Monitoring of the results of the campaign, including establishment of a baseline.

### **1.3 *Partial Tenders***

Partial tenders will not be accepted

Tenders for part of the agreement will not be considered.

### **1.4 *Period of contract***

The anticipated contract period shall be from date of signing contract to 31.12.14

The Client may extend the contract for part 3 and/or 4 (see above) on the same conditions. Such an extension, if required, shall be noticed to the consultant at least 1 month prior to the expiration of the current contract.

### **1.5 *Announcement***

The competition is announced in the MERCELL -database, DOFFIN-database and in the TED-database.

## 1.6 Time schedule

The Client has set forth a preliminary time schedule for the process:

Activity	Time
Deadline for submission of questions concerning the Qualification document	May 9 <sup>th</sup> 2014
Submission deadline for qualification request	May 15 <sup>th</sup> 2014 12:00 noon
Invitation to submit bids	Week 21
Deadline for submission of Bids	Week 25
Opening of bids	After submission deadline
Validity of Bid	90 days after the deadline for submission of bids
Evaluation of bids	Week 26
Negotiations	Week 31/32
Revised submission of bids	Week 33
Selection of winning bid and notification to all bidders	Week 33/34
Deadline for filing complaints	10 days after notification
Signing of contract	After deadline for filing complaints

Dates after submission of qualification request are tentative.

## **2 Competition Rules**

### **2.1 Procedure**

Competition with negotiations, of 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. The competition will be a 2 step competition, where the qualified suppliers subsequently will be invited to submit their bids. Negotiations are allowed.



Negotiations will be held in Luanda, Angola. It is expected that a small team with a mandate to vary the bid shall participate.

The suppliers expenses incurred throughout the tendering phase shall be borne by the suppliers.

### **2.2 Secrecy**

The Client shall treat all bids and their contents in line with the Norwegian Public Administration Act § 13 and Royal Decree on 7 April 2006 No 402, concerning secrecy.

### **2.3 Communication during the tender process**

All communication during the process shall be routed via the Merccell-portal, [www.merccell.no](http://www.merccell.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 send . 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 9<sup>th</sup> of May will not be answered.

### **2.4 Supplements or changes to the tender documentation**

The Client reserves the right to supplement or change the tender documentation before the deadline for presenting tenders. If the changes are of a nature materially changing the scope of work or other important aspects, an extension of deadline will be announced.

Any changes in the tender documentation will be published on in the Merccell-database. The changes will take precedence over previous versions of the tender documentation.

If the supplier becomes aware of lack of information or ambiguities in the tender document that may affect the implementation of the assignment, pricing etc., the Client shall be made aware of this immediately.

## **2.5 Cancellation of competition**

The Client may cancel the competition or reject all bids if adequate reasons are found to be existent.

## **2.6 Sub-contractors**

There shall be one main contractor responsible for the assignment.

The main contractor may use sub-contractors for parts of the assignment. In such case, the tender shall include information regarding which sub-contractors will be used for which parts of the work.

If the Consultant intends to sub-contract any part of the assignment, the Client will require documentation of the agreement, either in the form of a signed letter of intent, or a copy of a signed contract between the Consultant and any sub-contractor. The main contractor is fully responsible to the Client for the sub-contractors engaged and for committing them contractually to fulfil the requirements in the standard agreement.

### 3 Qualification requirements

Requirement	Supporting documentation
Supplier shall be in good order with respect to payment of tax and VAT.	Company tax certificate; Value added tax certificate. A certificate of tax and a certificate of payment of tax issued either by the local tax office or the tax office where the supplier has its headquarters. Foreign suppliers must submit certificates from the corresponding and relevant authorities
Supplier shall have a functioning HSE system.	HSE self-declaration
Supplier must be a legally established company.	Norwegian companies: Company registration certificate. Foreign companies: Confirmation that the company is registered in a trade or business register as prescribed by the law of the country where the supplier is established.
Service provider shall have the financial capacity to undertake the assignment / contract	Annual accounts including management report and auditor's notes If service provider has valid reasons to not submit the documentation requested by the award authority, he may prove his economic and financial position by submitting any other documentation that award authority can accept.

Requirement	Documentation
The supplier shall have experience with similar assignments	The supplier shall submit a list of five of the most important contracts in the past three years, including information about the value, date and client (name, phone number and e-mail). References will be contacted if necessary.
The supplier shall have adequate capacity to carry out the services.	Details of the supplier's total staff Organization chart An indication of the proportion of the contract value the supplier intends to use subcontractors
The supplier shall have local representation in Luanda.	Commitment from subcontractors Proof of local representation (may be sub-contractor)
A well functioning quality assurance system for the services is required.	A description of the suppliers system for quality assurance and management.
The supplier must deliver electronic invoices to NVE (Elektronisk handlesformat (EHF))	Confirmation from supplier. For further information see, <a href="http://www.anskaffelser.no/e-handel/artikler/web-faktura-leverandorer">http://www.anskaffelser.no/e-handel/artikler/web-faktura-leverandorer</a>



From the 1st of July 2012 all state entities shall demand electronic invoices from their suppliers.

## 4 Submission of Tender

Special information for overseas Suppliers:

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.

The request for qualification shall be structured according to the structure presented below, accompanied with a signed cover letter.

The supplier is solely responsible for answering all questions, criteria are answered and/or reviewed.

The application shall have the following structure:

1. Acceptance of terms. If the supplier has reservations regarding parts of the tender documentation, required specifications or other tender documents, it shall be clearly stated in the qualifying application. 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. .
2. Tax- documentation (payment of in-come tax)
3. Tax- documentation (payment of VAT)
4. HSE-self declaration form
5. Documents providing information on the legal status of the Supplier
6. Annual accounts including management report and auditor's notes
7. Other documentation needed to support qualification requirements

8. Confirmation that the supplier can submit electronic invoices to NVE
9. Documentation of contractual obligations with sub-contractors
10. Self declaration form on salary and working conditions

## **Annex 1 – HSE self declaration**

See separate document

# **Annex 2 – Self declaration on Salary and working requirements for personnel under service contracts with Norwegian public institutions**

With reference to the Circular dated 16 July 2005 from the Ministry of Administration and Reform, Norwegian public institutions shall ensure that the use of personnel engaged under service contracts complies with ILO Convention No. 94 regarding work clauses to guarantee equal working conditions regardless of nationality.

The provider shall therefore ensure that its own employees and employees of any sub-contractors enjoy the salaries and working conditions laid down in tariff agreements, regulations or whatever normally applies to the place and work in question. The manager of the entity is responsible for ensuring compliance with this regulation.

All contracts that the provider enters into that cover work under this contract shall include these provisions.

If the provider fails to comply with these provisions, the Client is entitled to retain part of the payment until compliance is documented. The amount to be withheld shall equal twice the amount saved by the provider.

The provider shall upon request present documentation regarding the salaries and documentation used.

I hereby confirm that systematic measures have been implemented to meet the above requirements in connection with salary and working requirements for personnel under service contracts with Norwegian public institutions.

Place: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: : \_\_\_\_\_

## **Annex 3 – contract conditions**

<http://www.difi.no/artikkel/2009/11/avtale-om-konsulentbistand-ssa-b>

(English version)

List of contract annexes will be provided in the request for proposals after the qualification of suppliers.