

To service providers

Date 28.04.2014

Research Service on the Global Carbon Markets

**Chosen procedure: "Open competitive tender bidding".
FOA part I and II**

Saksnr: 14/818

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1 Introduction

1.1 About the contracting parties

The contracting parties are the Ministry of Petroleum and Energy (the Ministry) and the web-based service that is providing research on the global carbon markets (the Service Provider).

1.2 General information about the assignment

The purpose of this agreement is for the Service Provider to assist the Ministry by providing a subscription and web-based service (the Service) with market intelligence and analysis of the global carbon markets. The Service shall provide status for the carbon markets, including the EU emissions trading system, the CDM/JI mechanisms, AAU trading as well as emerging carbon markets. The service shall provide explanations of implications of the latest market movements with view to developments in power and gas prices and relevant climate and energy policy, as well as long-term market trends.

The service should be web-based with ease of access and use by the Ministry as a central criterion.

The tender is completed according to the Norwegian Public Procurement Act of 16 July 1999 no. 69 and Part I and II of the Regulations regarding public procurement of 7 April 2006 No. 402. The contract will be awarded in accordance with "Open competitive tender bidding".

2 Description of the mandate

2.1 Introduction

The Service Provider shall provide timely, accurate and relevant market intelligence and analytic products of the global carbon markets ie. explanation of implications of latest market movements as well as long term development trends. The data shall be presented electronically.

2.2 Duration

The assignment will start when both parties have signed the Contract, and shall last for one year, with an optional extension of up to 3 additional years (1+1+1+1). Any such extension shall be decided by the Ministry before each new annual period starts.

2.3 The parties to the contract

The parties to the contract shall be the Ministry and the chosen Service Provider.

2.4 Other

The Service Provider must meet the requirements 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

Contact persons:

Within the Ministry:

Kjell Hauge
P.O.Box 8148 Dep
0033 Oslo



or

Stig Svenningsen
P.O.Box 8148 Dep
0033 Oslo

Tel (direct): 22 24 61 95

Tel (direct): 22 24 62 34

Communication

All communication during the process shall be routed through the Merccell-portal, www.merccell.no. This is to assure that all communication will be recorded. When you are logged on to the competition, select the flag marked "Communication". Select the symbol  "New message". Fill in required information to the principal and then select . The principal will then receive your message. If the question is of relevance to all bidders, the inquiry will be answered 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.

3.2 Language

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

3.3 Deadlines

Date of publication in DOFFIN is 28.04. 2014.

Time limit for receipt of tenders is 27.05.2014 at 1300.

Tentative timeline for the procurement

Delivery	Date (estimated)
Publication	28.04. 2014
Time limit for receipt of tenders	27.05.2014 at 1300
Evaluation of offers	Week 22 og 23
Notification of award of contract	Week 24
Deadline for appeals (10 days notification)	10 days
Signing of contract	Week 26

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 party.

3.5 Return of tender documents

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

3.6 Updates of tender documents

This specification will be available on the DOFFIN's webpage for downloading. Any changes or updates to this document will be published on the DOFFIN webpage (www.doffin.no). The service providers are requested to check this webpage for any changes regularly.

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 Ministry.

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 **30** days from the time limit for receipt of tenders.

3.10 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.

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

The tender is to be answered in the following order:

1. Declaration that all terms and conditions in the notice with attachments are accepted. Any reservations are to be placed under this point. Reasons must be given for reservations, and alternative wording shall be given.
2. Documentation that the qualification requirements as described in this notice are fulfilled.

3.11 Formats and submission of tender

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 Merzell.
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	
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 and made ready for assignment interpretation and implementation
Dok 04 – Price	Price on the various components as outlined in section 5.3
Dok 05 – Time frame	Estimated time for start and delivery
Dok 06 – Public Tender Version	Public edition of the offer
Dok 06 – attachments	Attachments

3.12 Submission of offers

All tenders shall be submitted electronically via the Merzell portal, www.merzell.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 Merzell after the tender deadline.)

If you are not a Merzell customer, or you have questions regarding how the application functions, e.g how to submit a tender, please contact Merzell Support at tel +47 21 01 88 60, or by e-mail to support@merzell.com . It is recommended to submit the tender in adequate time before the deadline.

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 .

4 Qualification requirements

4.1 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)
- To be delivered to MPE before signing of the contract.

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 service providers competence in delivering the services specified in the mandate (50 %)

- Possess carbon market expertise in order to produce high quality global news, market data, price forecasts, comments and analysis of latest market movements as well as long term development trends related to global carbon markets
- Possess power and gas markets experience, and in-depth knowledge of EU climate and energy policy and international climate negotiations, relevant to understand the developments in carbon markets.
- Be among the leading global providers of carbon market services.

- Through information technology deliver information services in an efficient and user friendly format.

5.2 *Price (50 %)*

- Total cost of the assignment pro anno.
- The price should specify what the services include

6 Appendices

- Copy of draft contract