

Tender Document 24/2014

Template for open tendering according to Part I of
Regulations for Procurements below Norwegian national
threshold values

for purchasing of

**An in vitro system for exposure of smoke, aerosols
and gases to cell cultures**

for delivery to

Forsvarets forskningsinstitutt (FFI)
Norwegian Defence Research Establishment

Deadline for submission of tender:
23. June 2014, 12.00 pm

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1 GENERAL DESCRIPTION

1.1 The customer

Forsvarets forskningsinstitutt (the Norwegian Defence Research Establishment, hereafter named FFI, is a civilian institution of research directly answerable to the Norwegian Ministry of Defence. The establishment has 700 employees, of whom 500 are research scientists and engineers who are engaged in the development of technology and expertise to enable Norway to maintain a modern and effective national defence. FFI is a multidisciplinary enterprise covering such fields as mathematics, physics, information technology, chemistry, biology, medicine, psychology, political science and economics. It is located at Kjeller near Lillestrøm, and also has a smaller division at Horten. For more information, please see our internet web pages www.ffi.no.

1.2 Objective of the procurement

Delivery of an in vitro system for exposure of smoke, aerosols and gases to cell cultures.

More information about the procurement, with technical requirements, are specified in point 3 in this document.

The purchase is subject to budgetary coverage, activities and other factors and could be cancelled if those factors change during the period of purchasing or the offered price exceeds the budgeted amount.

1.3 Composition of the tender document

The tender document consists of this template and its associated attachments:

1. General Purchase Conditions, BI 5052 (Mars 2008) (Annex B)

1.4 Progress schedule

The customer has established the following timescale for the process:

Task	Target dates
Invitation sent to certain tenders	10 June 2014
Deadline for submission of tenders	23 June 2014, 1200 pm
Evaluation and negotiations of submitted tenders	Week 26/27, 2014
Awarding of contract and notification to other tenderers	Week 27, 2014
Signing of contract	Week 27, 2014

Please note that the target dates following the opening of tenders are intended as a guideline only and may be subject to change.

2 QUALIFICATION REQUIREMENTS

2.1 Vendor's organisational and juridical position

Requirements - examples	Documentation requirements - examples
The vendor shall be a legally established business enterprise.	<ul style="list-style-type: none"> Norwegian firms: Company registration certificate. Foreign enterprises: Official documentation that the company is formally registered in the relevant business directory or formal registry of business enterprises in the country in which it is established.
The vendor should be current and up to date in the payment of income tax and value added tax.	<ul style="list-style-type: none"> Paid income tax statement (In Norway, tax statement are issued by the municipal treasurer – Form RF-1244 in Norway and should not be more than 6 months old). Value added tax certificate (VAT certificates in Norway are issued by the department of revenue – Form RF-1244, and should not be more than six months old).

Foreign vendors should provide certificates of compliance issued by the relevant authorities in their own countries.

2.2 Vendor's economic and financial position

Requirements - examples	Documentation requirements - examples
The vendor shall have the economic capacity to deliver/carry out the contract.	<ul style="list-style-type: none"> Credit check/rating within the past year based on the last publicly available accounting figures. Credit rating to have been assessed by a publicly approved credit rating institution..

If there are legitimate reasons that prevent the vendor from providing the specific documentation the customer requests, the vendor may provide other supporting documentation acceptable to the customer which proves his economic and financial position.

2.3 Vendor's technical and professional qualifications

Requirement	Documentation requirement
The vendor should be experienced in the relevant line of work and should have successfully executed similar contracts on earlier occasions	A list of references for previous comparable system delivered within the last three years. The list shall include the time the system was delivered and contact name and telephone of a reference person in the firm commissioning the contract and to whom the delivery was made.

3 SPECIFICATION OF REQUIREMENTS AND ASSIGNMENT CRITERIA

3.1 Specification of technical requirements

The equipment shall be used to evaluate toxic effects of emissions from smoke, gases and aerosols. The exposure system must be designed to lead the emission (smoke, gases and aerosols) from where it is produced onto cultivable cells, such as lung cells. Endpoints to be analyzed are DNA-damage, oxidative stress, cell viability, cytokine formation and other immune responses. We shall use the system to expose cells to smoke collected in a type of tent or to aerosol from an aerosol generator. We also intend to expose cells to individual gases such as CO. The module(s) containing the cells must be designed in a way that enables transfer and evenly distribution of the emission directly onto the cell. The cells are cultivated against an atmospheric environment and not submerged into liquids.

The module containing the cells must be equipped with 3 or more wells containing the cells. Each well must represent one separate exposure unit and it will be a benefit if each well can be used with different types of transwell inserts (6.5, 12 and 24 mm) from standard commercial suppliers. To evaluate the amount of aerosols and particles that is transferred to the cells, the system/module must contain equipment for dose monitoring (e.g. microbalance/weight) that can be used simultaneously with the exposure. The emissions contain a large variety of substances, such as micrometer and nanometer sized particles. Repulsion of charged or non-charged nano sized particles may be a challenge and it is an advantage that the supplier has thoughts/equipment which can handle such issues.

We ask for a tender on a fully equipped system and if the supplier observe that additionally equipment is required other than listed below they should include it in the tender. The list of items below can be regarded as preliminary/tentative and we if the supplier identifies items that are missing to fulfill a fully functional system these items should be included in the offer. We prefer to have the equipment prized individually since it is not decided yet if we shall invest in one or more exposure modules or need one or more microbalances. We are open for discussion about our need of equipment to fulfill our goal.

We ask for a tender for a fully equipped ready to use system, and the tender should include:

1. A distribution system of aerosol, particles and gases.
2. Flow controller
3. Modules containing the cells
 - a. Each well should preferably be able to supply medium individually both static and continuously. I
 - b. One module for exposure and one module for clean air control
 - c. Equipment for dose-monitoring (e.g. microbalance/weight)
4. Vacuum pump and vacuum flow controller
5. Water bath including pump and connections
6. Software
7. Training and installation

3.2 Support

The vendor should have a functional support and service organization and service policy
Please attach a description of the Tenders support- and service organization and support policy

The vendor should also have a functional applicationsupport and method development policy.
Please attach a description of the Tenders application and method development support policy.

3.3 Prices

Prices should be given in accordance with requirements in point 3.1.

The prices shall be fixed for 60 days from the tender due date and not subject to changes due to later currency amendments in that period.

3.4 Delivery time

As soon as possible

3.5 General Purchase Conditions

General Purchase Conditions, Form 5052 (March 2008), of The Armed Forces of Norway will be applied in this competition.

3.6 Assignment criteria

FFI will award the contract to the tenderer who submits the most advantageous tender based on the following criteria:

- Technical specifications and documentation in general
- Support and service organization
- Cost of procurement
- Time of delivery

4 RULES FOR THE SUBMISSION OF TENDERS

4.1 Procurement procedure

Procurements are to be made according to the Law of Public Procurement of 16 July 1999 (Norwegian, "*Lov om offentlige anskaffelser av 16. juli 1999*" or LOA), and the Regulations Governing Public Procurements of 7 April 2006, no. 4022 (Norwegian, "*Forskrift om offentlige anskaffelser (FOA) av 7. april 2006 nr. 4022*"). The procurement process will be conducted through the system of open tendering in accordance with Part I of the Regulations (under the Norwegian national threshold value). The type of procurement is "Purchase of goods".

The system of open tendering offers all interested bidders the opportunity to submit tenders in free and open competition. There is no pre-qualification of vendors, and tenderers should submit supporting documentation proving their qualifications with the submission of their bids.

Tenderers are recommended to give their best offer within the specified closing date of the competition, but FFI reserve the right to negotiate with one or more of the tenderers on price, delivery time or other conditions affecting the competition.

Norwegian Ministry of Defence regulations on procurement will be adhered to where the Law of Public Procurement (LOA) or the Regulations Governing Public Procurement (FOA) do not apply.

4.2 Announcement of contract notices/invitation for tenders

Contract notices/invitations to submit tenders will be publicly announced in the Norwegian national tender notification service DOFFIN. In addition certain suppliers will be notified.

4.3 Language

All written and oral communication with regards to this competition shall be in Norwegian or English.

4.4 Merzell Sourcing Service's Purchasing Tool (KGV)

The competitive tendering process will be administered through use of Merzell Sourcing Service's Purchasing Tool (KGV). All inquiries concerning the invitation to tender should be made through the Merzell communication module so that they may be documented and registered. Verbal responses and descriptions will not be considered unless they are formally documented in writing.

Please contact Merzell support, e-mail support@merzell.no or phone no +47 21 01 88 60 with questions.

4.5 Qualification requirements

The supplier must fulfil the qualification requirements for participation in the selection process in the competition:

Documentation of the qualification requirements is answered as described under pkt 2 "Qualification Requirements" in the Tender Document.

4.6 Formulation and submission of the tender document

Tenders should address all of the areas specified below. In order to facilitate a proper and thorough evaluation of bids, it is essential that tenderers adhere to the bid outline as shown.

Bids should be submitted through the Merzell Purchasing Tool (KGV).

The following files should be attached to all bids:

- Formal written letter of tender providing a short description of the vendor/supplier and an accept of the terms of the purchaser's tender document
- Price according to the specification of the requirements. It can also be included in the letter of tender.
- Eventually other attachments or technical documentation. Fulfilment of specification requirements. Description of how the offered goods/service fulfils each point of customer's specifications and requirements.
- Documentation proving their qualifications, ref point 2 Qualification requirements

The letter of tender shall also include

- Reference to the tender document number and title.
- The vendors address, telephone/fax number and VAT number
- Contact person at the vendor with telephone number and e-mail address
- Accept of all terms applied in the tender document. Any reservations shall be listed in the letter of tender with reference to the actual point in the tender document.
- The tender document shall be dated and signed by a person who has power to commit the company.

Bidders should address all questions, requirements and clarification points requested in point 3.1 "Specifications of technical requirements" in the tender document.

FFI will not reimburse bidders for expenses incurred in connection with the preparation, submission, or following up of a tender, nor for product demonstrations or showings etc.

Submitted tenders and their accompanying documentation and materials are considered FFI property and will not be returned.

4.7 Deadline for submission

The deadline for submission of tenders is set for **Monday 23 June 2014 by noon (1200 p.m.)**.

Late tenders will be rejected.

4.8 Validity of offer

Offers should be valid for a minimum of 60 calendar days after the closing date for submission of tenders.

4.9 Withdrawal of tender and/or changes

Submitted tenders may be withdrawn or changed until the submission deadline. Withdrawal of tenders should go through the Merccell Purchasing Tool (KGV). Changes in the tender will be considered to be a new offer.

4.10 Award of contract and and argument

Tenders which have joined the competition will receive a written response with name of the chosen contractor together with our argumentation for the decision.