

To service providers

Date 20.08.2014

**Global natural gas and LNG**

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

**Saksnr: 14/XXXX**

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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 Service Provider.

### *1.2 General information about the assignment*

The purpose of this agreement is for the Service Provider to supply the Ministry with high quality analyses and research regarding global natural gas markets and LNG markets. The Service provider is also expected to hold presentations and seminars on special topics related to global natural gas markets and LNG markets upon request from the Ministry. Invitations to seminars hosted by the Service provider included in the contract will be seen as an advantage.

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

All offers must be submitted electronically via the Merccell portal, [www.merccell.no](http://www.merccell.no), within the deadline. Tenders submitted too late will be rejected.

## **2 Description of the mandate**

### *2.1 Introduction*

The Service Provider to supply analyses and research on the subject of global natural gas markets and LNG markets. See Appendix 1 for the mandate of the contract, which describes the assignment in more detail. The MPE may request further work to be undertaken by the Service provider to be compensated separately.

### *2.2 Duration*

The assignment will start when both parties have signed the Contract, and shall last for two years, with a two year option (2+2). 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

Ministry of Petroleum and Energy

#### Contact persons:

Within the Ministry:

Kjell Hauge  
P.O.Box 8148 Dep  
0033 Oslo



or

Vidar Christensen  
P.O.Box 8148 Dep  
0033 Oslo

Tel (direct): 22 24 61 95

Tel (direct): 22 24 61 64

#### Communication

All communication during the process shall be routed through the Merccell-portal, [www.merccell.no](http://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 20.08. 2014.

Time limit for receipt of tenders is 30.09.2014 at 1300.

### **Tentative timeline for the procurement**

<b>Delivery</b>	<b>Date (estimated)</b>
Publication	20.08. 2014
Time limit for receipt of tenders	30.09.2014 at 1300
Evaluation of offers	Week 40 og 41
Notification of award of contract	Week 42
Deadline for appeals (10 days notification)	10 days
Signing of contract	Week 43

#### *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](http://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.

<b>Filename:</b>	<b>Content / answers:</b>
<b>Qualification requirements</b>	<b>The documents attached to each claim under increased Qualification requirements when providing services via Mercell.</b>
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	
<b>Tender documents</b>	<b>Documents are put under step Documents.</b>
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](http://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@mercell.com](mailto:support@mercell.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](http://www.commfides.com) , [www.buypass.no](http://www.buypass.no) or [www.bankid.no](http://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)
- Company registration certificate. Legally established company.
- 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 service providers competence and knowledge within the scope of the contract as specified in the tender and draft contract (40%)*

- The valuation requires a comprehensive knowledge of global natural gas and LNG markets
- The Service provider must be able to demonstrate a track record of performed analyses of natural gas markets. Emphasis will be put on the presumed ability of key personnel that will perform the task.
- Documented possession of the necessary tools/models for completing the assignment.
- Knowledge about the market for other relevant commodities.

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

- The names and CVs of the persons responsible for accomplishment of 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 Ministry and/or any of its advisers

### 5.2 *The Service provider's understanding of the mandate (30%)*

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

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

- The Service provider 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 (30 %)*

- Total cost of the assignment pro anno.
- The price should specify what the services include  
Information and requirements necessary for evaluating whether the requirements are met:
  - The price should be indicated on the basis of yearly cost for the basic service. All extra cost, such as copying, travel expenses, and travel time in association with “in house” event should be covered by the Service Provider, unless the contrary has specifically been agreed with the Ministry.
  - The price should also specify the cost of special and additional consulting assignments.

## **6 Appendices**

- Mandate
- Copy of draft contract

MANDATE – GLOBAL NATURAL GAS AND LNG

The Service provider shall deliver:

1. Analyses and research on global natural gas markets, covering among other things
  - a. Global supply/demand
    - i. Historical balances
    - ii. Future prospects
  - b. Global price formulation and dynamics
  - c. Gas prices and gas price forecasts
  - d. Market developments
2. Analyses and reports on global and regional LNG markets, covering among other things
  - a. LNG supply/ LNG demand
    - i. Historical balances
    - ii. Future prospects
  - b. LNG price formulation and dynamics
  - c. LNG prices and LNG price forecasts
  - d. Market developments (f.ex. new technology, new markets etc.)