



**Tendering Instructions
for procurement of
a medical genetics data program to the hospital -
University Hospital of North-Norway HF (UNN)**



Index:

1	Introduction.....	3
1.1	References.....	4
1.2	Warranty	4
2	Administrative provisions.....	4
2.1	Rules and procedure for the competition.....	4
2.2	Language in tender	4
2.3	Submission of offer	4
2.4	Prices	5
2.5	Options.....	5
2.6	Opening.....	5
2.7	Expenses.....	5
2.8	Period of validity.....	5
2.9	Alternative offers.....	5
2.10	Deadline for questions	5
2.11	Public access to competition documents.....	5
2.12	Requirements specifications	6
2.13	Reservations by a tenderer	6
3	Required qualifications.....	7
4	Criteria for awarding the contract.....	8
4.1	Lifecycle cost, weighted at 40 %.....	8
4.2	Functionality weighted at 60 %.....	8
5	Formulation of the offer.....	8
6	Appendix.....	9

1 Introduction

The University Hospital of North-Norway (UNN), Department of Medical Genetics, covers the medical genetic services provided for the region of North-Norway and also provides genetic services for specific groups of patients both nationally and internationally. We are currently using the medical genetics data program Cyrillic 2.

The hospital's general data program (Cyrillic2) does not fulfill the needs of Department of medical genetics. In addition to general hospital systems our department also depends on:

- MedGen: Laboratory system which also includes organizing of family information.
- CYRILLIC 2: Software for drawing pedigrees, which is not compatible with Windows 7 and later versions. There is an urgent need for a replacement.

The functionality of MedGen and Cyrillic in the clinical practice is limited.

Department of medical genetics is planning to phase out Cyrillic 2. The new system should replace Cyrillic 2 and if possible parts of MedGen (family information).

Objective/goals

A modern medical genetics data program will involve integration with the other patient-related data program at the hospital. The new system should make it possible to:

- Speed up patient registration
- Improve overview of patient administration
- Improve overview of family medical histories
- Achieve consistency between the medical genetics data program and pedigrees
- Reduce incorrect input
- Enable statistical analysis of activities
- Facilitate better quality assurance systems
- Facilitate increased research activity
- Facilitate national and international cooperation
- Information security will be attended to in accordance with important documents governing this field: the Act on personal health data filing systems and the processing of personal health data, the Regulations concerning information security in connection with electronic access to personal health data in treatment-related health registers and the Code of conduct for information security for the healthcare, care, and social services sector.

The tenderer in cooperation with HN ICT will draw up a plan with a time schedule for the implementation of the program.

Timeframe for installation is estimated at the turn of the year 2015/2016.

Specific requirements are listed in the appendix no. 2.

Information about the ICT infrastructure is listed in appendix no. 4.

1.1 References

A reference list of minimum three customers using the data program must be provided. The references will most likely be contacted during the evaluation to verify the information and description in the offer.

1.2 Warranty

Unless otherwise agreed the warranty period shall be one (1) year as from the date on which delivery is deemed to have taken place.

2 Administrative provisions

2.1 Rules and procedure for the competition

Entry into a contract is encompassed by the Norwegian Act relating to Public Procurements of 16 July 1999 No. 69 and the Norwegian Regulations relating to Public Procurements of 7 April 2006 No. 402 with later amendments. The procurement procedure that will be utilised is "Open procedure" according to § 14-1 (1). The tender will be announced in the Merccell, TED- and Doffin-databases.

2.2 Language in tender

The tender and additional information can be written in either English or Norwegian.

2.3 Submission of offer

The deadline for submitting the offer is **2. November 2015 at 12:00**. Offers that are received late will be rejected. All offers should be entered electronically through the Merccell-portal, www.mercell.no,

Any questions regarding the tender must be placed through the communicative module in Merccell. All communication is logged.

If you are unknown to Merccell or have questions on how to import the tender, please contact Merccell Support: Tlf. : + 47 21 01 88 60.

We recommend that the offer is submitted well within the due time, however the offer can be edited until the deadline.

The offer requires an electronic signature. Information about this is found at www.buypass.no, www.bankid.no or www.commfides.no.

It should be noted that it may take a few days to receive the electronic signature.

2.4 Prices

The price for the program, upgrade, service, support must be specified on the appended price form, appendix no. 3. The total price must include delivery, licenses, complete installation, and set up included travel, stay and any other costs the contractor have in addition with installation.

Data conversion of all files from Cyrillic 2 must be included in the tender and specified.

Training for users must be included in the tender and specified. The price must include travel, stay and any other costs the tenderer have in connection with the training.

Requirements as listed in appendix no. 2 must be included in the net total sum.

The prices shall be offered in **Norwegian kroner (NOK)** excluding VAT, but including any charges, handling fee, invoice fee or other fees.

Delivery Condition Delivery Duty Paid (DDP), Incoterms 2010.

2.5 Options

If the tenderer would like to offer supplementary program module, this must be listed in point 2 in the price form (appendix no. 3).

2.6 Opening

There will be no public opening of the offers received.

2.7 Expenses

Costs that are incurred by the tenderer will not be refunded by University Hospital of North-Norway.

2.8 Period of validity

The offers must be valid until 1. Mars 2016.

2.9 Alternative offers

Alternative offers will not be accepted.

2.10 Deadline for questions

All questions regarding the competition must be placed no later than 10 days before the deadline.

2.11 Public access to competition documents

With respect to the Norwegian "Act relating to the right of access to documents held by public authorities and public undertakings", the procurement records and tenders received will be blocked from public inspection until the supplier has been selected.

The tender documents will subsequently become available to the public. An exception to

public access will be made however for information that by law is subject to a non-disclosure obligation. Information that is typically subject to non-disclosure obligations includes information on personal situations (but usually not place of birth, birth date, National Insurance number, citizenship, civil status, occupation and place of abode), and competition-sensitive operating or business conditions (for example production methods, products under development, customer lists, strategies, analyses, prognoses, but usually not total prices).

Tenderers are thus requested to also include a "censored" version of their offers. For any possible request for public access, the Client will, regardless of this, assess whether the information is of such a nature that the Client is obligated to exempt it from disclosure.

2.12 Requirements specifications

Offers that do not satisfy our minimum requirements in the requirements specification will be rejected.

2.13 Reservations by a tenderer

If the offer has deviated from the tendering instructions, it must appear clearly in the offer. The deviations must appear in the offer letter, possibly with a reference to where in the offer the deviation is described. They must be precise and unambiguous, and must be described such that the client is able to assess the deviations without contact with the supplier. Significant reservations against criteria in the tendering instructions may be able to cause the offer to be rejected.

3 Required qualifications

Documentations on the required qualifications must be imported into Merccell – qualifications.

Alternative documentation can be accepted. Please contact UNN for clarification.

The supplier must satisfy the following requirements:

Organisational and legal position:

Requirement	Documentation
The tenderer must be a lawfully established company.	Registration in the register of companies or industry register as per national statutes (official business registration certificate).

Tax certificates:

Requirement	Documentation
Norwegian tenderer must be up-to-date with their payment of taxes and duties. Tax certificate can be ordered at www.altinn.no for Norwegian tenderers.	Tax certificate for taxes and VAT.

Economic and financial capacity:

Requirement	Documentation
The tenderer must have satisfactory capital adequacy. 10 % net capital ratio is required.	The company's report from the previous year, as well as more recent information that is of relevance to the company's financial figures. Submission of the company's annual accounts or excerpts from such.

Technical qualifications:

Requirement	Documentation
The tenderer must have experience from corresponding procurements.	Summary of the most important deliveries during the past three years for the type of equipment the competition basis encompasses, including the value of the procurement, the point in time and the recipient.

If these values are regarded as confidential, approximate numbers can be given.

4 Criteria for awarding the contract

The offers that meet the minimum requirements (MR) will be further evaluated. The evaluation of offer will be carried out with respect to additional requirements (AR). Award of the contract will occur based upon the most financially advantageous offer using the following criteria:

4.1 Lifecycle cost, weighted at 40 %

The lifecycle cost will be based on the total cost in the price form (appendix no. 3, point no. 1) calculated for a period of 5 years.

Options offered in price form (appendix no. 3, point no. 2) will not be calculated in lifecycle cost.

4.2 Functionality weighted at 60 %

Fulfillment of additional requirements will be emphasized in the evaluation of the offer.

- Reference to appendix no. 2 “Requirement specifications”.

5 Formulation of the offer

The offer must include the following information and be included with the following structure:

Folder name:	Content:
Folder 1 – Offer letter	Offer letter signed by an authorised representative reference to appendix no. 1.
Folder 2 – Fulfilment of requirements specification	With respect to requirements specification, appendix no. 2.
Folder 3 – Product information	Document requirements, according to the requirements specification, appendix no. 2. User manual and technical description.
Folder 4 – Prices	Price form, appendix no. 3.
Folder 5 – Reference list	Reference list, reference to point 1.1.
Folder 6 – Censored offer	Censored offer, reference to point 2.11.

Offers that do not contain this information may be rejected.

6 Appendix

The tender consists of the above document and the following appendixes

Appendix no.	
Appendix no. 1	Offer letter
Appendix no. 2	Requirement specification
Appendix no. 3	Price form
Appendix no. 4	General requirements – simplified version - ICT Infrastructure (Customer technical platform)
Appendix no. 5	Ordering of Supplier Account and Agreement of Confidentiality
Appendix no. 6	Sales and purchase agreements