

BASIS FOR COMPETITION INSTRUCTIONS TO TENDERER

REQUEST NO.

2016/229

Purchase of bioreactors



NIBIO

NORSK INSTITUTT FOR
BIOØKONOMI

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APPENDIXES

- A. SPECIFICATION OF REQUIREMENTS/DESCRIPTION
- B. PROPOSAL FOR CONTRACT BASED ON STANDARD CONDITIONS

1. GENERAL INTRODUCTION

1.1 The employer

NIBIO - Norwegian Institute of Bioeconomy Research was established July 1 2015 as a merger between the Norwegian Institute for Agricultural and Environmental Research, the Norwegian Agricultural Economics Research Institute and the Norwegian Forest and Landscape Institute.

NIBIO is owned by the Ministry of Agriculture and Food as an administrative agency with special authorization and its own board. The main office is located at Ås. The Institute has several regional divisions throughout Norway and a branch office in Oslo.

1.2 Description of the acquirement

NIBIO requires two bioreactors. The bioreactors should be used for the cultivation of hyperthermophilic bacteria (e.g., *Thermotoga* sp.) on kitchen waste medium (can contain particles and has got higher viscosity) at cultivation temperatures around 80 °C. One of the resulting products is hydrogen. Due to this application the following features are important:

1. high temperature: insulation of the vessel by double jacket,
2. hydrogen: very good sealing -> magnetic coupling for the stirring system,
3. higher viscous medium: sufficient stirrer system, larger diameter tubes for medium inlet and harvest.

A control system including sensors, gass supply, and acid/base supply is already available.

Contract value is approx. NOK 200.000,- excl. VAT.

2. INSTRUCTIONS TO TENDERER

2.1 Request documents

The tender shall be worked out in accordance with the guidelines given in the request documents, consisting of:

- Invitation to tender at www.mercell.com
- This request incl. instructions
 - Appendix A – Specification of requirements
 - Appendix B – Proposal for contract based on standard conditions

2.2 Notification, communication and procedure

The competition is notified in Merccell. All communication with person of contact shall take place in writing through Merccell. The acquisition must be based on open tendering.

If the competition is above the national threshold value, the Tender must be submitted including a digital signature. For more information or help regarding this, please contact Merccell Support.

2.3 Competition principles

Current legislation for the acquisition consists of the Public Procurement Act of July 16, 1999, together with the Public Procurement Regulation of April 7, 2006 / Purchase Regulation for Supply Sectors of April 7, 2004.

The acquisition is estimated to be lower than national threshold value and shall comply with part I of the Public Procurement Regulation.

2.4 Legal competence

When handling cases comprised by the Public Procurement Regulation, the principles on legal competence in the Public Administration Act and Local Government Act will apply.

2.5 Corrections, supplementation or changes of the basis for competition

The employer has the right, within closing date for submission of tenders, to make corrections, supplementation or changes to the basis for competition when not of essential character.

Corrections, supplementation or changes will be sent to all companies that have received the basis for competition.

Information given by the Employer responding to an enquiry from a tenderer will immediately be sent, anonymized, to all other tenderers.

2.6 Confidentiality

The Employer shall handle with confidentiality all information coming to his knowledge through the enquiry and in the process of preparing tenders.

The documents of enquiry shall be considered confidential and deposited accordingly.

The Tenderer shall not comment on this enquiry publicly without having obtained written consent from the employer.'

2.7 Public access

NIBIO is presumed to follow the Freedom of Information Act as well as the Public Information Act. Should the Supplier wish certain information to be exempt from public disclosure, the Supplier shall submit two (2) copies of the Tender. One copy shall be regular. The second copy will be censored, i.e. all points of information that the Supplier wishes to be exempt from public disclosure, shall be censored.

2.8 Schedule

All dates will be presented in Merccell.

2.9 Costs involved in preparing the Tender

The Tenderer bears all costs related to the Tender and to participating in the competition.

2.10 Contract conditions

The contractual relationship is regulated by the enclosed terms of contract.

The Tender shall be based on the conditions enclosed this enquiry.

2.11 Required qualifications

A complete overview of required qualifications is shown in Merccell.

The supplier must transmit:

Certificate of incorporation.

Suppliers from abroad shall present documentation equivalent to certificates issued by Norwegian authorities.

2.12 Allotment criteria

The tenders received will be evaluated, and the assignment will take place based on the following allotment criteria:

Allotment criteria:	Documented by:
1. Quality 50%	<ul style="list-style-type: none">• Appendix A: Specification of Requirements, the document must be completed.
2. Price 40%	<ul style="list-style-type: none">• It is emphasized that this is not a competition with bargaining, tenderers are advised to give their best offer in the first quotation.
3. Service and Terms of Delivery 10%	<ul style="list-style-type: none">• Appendix A: The Supplier must give information on delivery time• Appendix A: The Supplier must give information on the arrangement of service, competence in the service structure, poss. support and maintenance.• Appendix A: Warranty period and conditions

When weighting, a scale from 1-9 will be used, counting 9 as the best.

Regarding price

The Tenderer must be able to offer a good price and the quotation must be based on the premises in the specification of requirements.

Prices are fixed, DDP (Incoterms 2010). Prices shall be stated in NOK/ EUR, based on currency date according to tender deadline.

Regarding quality and utility

It is presumed that the Tender will clearly state that the supplier is able to deliver the supply in its entirety, having the expected quality. The product is an important investment for NIBIO, and the quality is very important. The utility of the product shall meet minimum requirements, cf Specification of requirements.

Regarding service and warranties

The Tenderer must give supplementary information on services. Good arrangements and follow-up from the Tenderer will be considered favourable. Normal warranty arrangements will be expected. Good warranty arrangements from the Tenderer will be considered favourable.

Regarding terms of delivery:

The Tenderer will take care of delivery, installing and starting the product.

2.13 Reservations and divergence

Considerable reservations against the basis of competition cannot be made. Tenders containing such considerable reservations will be rejected. Other reservations, which are not of essential character, shall be clearly and unambiguously stated, so that the Employer can assess them without contacting the Tenderer.

Reservations that cannot be cost estimated, may lead to the Tender being considered as incomplete and the Tender may subsequently be rejected.

3. TENDER FORMAT AND CONTENT

3.1 Tender content and structure

To secure all suppliers an equal and fair treatment, it is crucial that the Tenders are built up in the same way. The files uploaded in Merccell shall be marked to describe the content in the best possible way. This is to ensure that the Employer, when going through the documentation, will find the correct documents easily. It is requested that the Tender is delivered in accordance with the following structure:

1. Cover letter with binding signature, acceptance of time limit for acknowledgement and clarification of possible reservations. The cover letter must include a short introduction to the enterprise, and a summary of the Tender.
2. Response to requirements indicated in pt 2.11
3. Response to allotment criteria indicated in pt 2.12
4. Any other relevant information. In this chapter, information must be given in price matrices should they exist.

3.2 Format and submittal of tender

The Tender shall be submitted electronically through Merccell.

3.3 Exclusion of tender

Tenders that are incomplete, unclear, do not satisfy the demands of formulation of tenders, contain considerable reservations against the terms of contract, deviate considerably from the specification of requirements, or tenders that are submitted too late, will be excluded.

Tenderers having their tender excluded will be notified in writing, stating the reason for the exclusion.

4. CANCELLATION OF COMPETITION AND TOTAL REJECTION

The employer can cancel the competition or reject all tenders if fair reasons exist.