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# TENDER DOCUMENT

Software for geochemical studies 16/202

Open tendering competition of the Public Procurement Act and the Regulations relating to public procurement part I and II

*Submission deadline: 21. March 2016*

*12:00 noon local time Norway*



**NORWEGIAN PETROLEUM  
DIRECTORATE**

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## 2 General description

### 2.1 About the Norwegian Petroleum Directorate

The Norwegian Petroleum Directorate (NPD) is a governmental specialist directorate and administrative body established in 1972.

The paramount objective of the NPD is to contribute to creating the greatest possible values for society from the oil and gas activities by means of prudent resource management based on safety, emergency preparedness and safeguarding of the external environment.

For more information about NPD, visit our website [www.npd.no](http://www.npd.no).

### 2.2 Scope of procurement

NPD has large amounts of complex data stored in large databases and is focusing on geochemical studies. Based on this NPD wish to purchase/lease/rent a software that can perform some basic analysis. The equipment required is user-friendly and easily integrated with other software such as Petromod, Petrel or ArcGis, for instance.

The software can be supplied either as licenses in the form of a one year term agreement with an option to extend the agreement year by year, or as software that NPD has right of ownership to.

See section 3 for specification of requirements.

### 2.3 Partial offer

There is no opportunity to submit a partial tender.

### 2.4 Public announcement

Tender competition is announced in the Merccell-database and DOFFIN-database.

### 2.5 Financial

The procurement is conditional upon annual approval of funding within NPD.

### 2.6 Contracual

The Supplier shall submit complete contract terms for the required services as part of the bid. Any agreement is conditional upon NPD's approval of the Supplier's contract terms.

## 3 Scope of work

The task consists of:

1. Purchase of software or purchase of one license
2. Maintenance and updating of software
3. Introduction course held at NPD's office

### 3.1 Requirement specification

The software should be able to:

- Plot geochemistry data in a friendly way
  - Easily incorporate to other software such as Petromod and ArcGis
  - Incorporate to NPD's database quickly and seamless
  - Show global trends
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NPD would like the supplier to provide a flexible offer in terms of how many licenses can be purchased or rented.

The offer must include an ongoing development and maintenance of the software. NPD also request that the supplier has helpdesk support with good access online, by e-mail and by telephone.

NPD want an established and fully developed product.

The software must be in current use on the Norwegian continental shelf and it should be demonstrated.

NPD reserves the right to reject offers that deviate substantially from our specification of requirements.

## **4 Competition rules**

### **4.1 Procedure**

Open tendering competition, cf. the Norwegian Public Procurement Act of 16 July 1999 No. 69 as amended, see also the Regulations relating to public procurement, laid down by Royal Decree on 7 April 2006 No 402. This type of procedure does not allow for contract negotiations. Only bidders that fulfil the qualification requirements will have their tenders evaluated. Bidders are not allowed to change the tender after the submission deadline.

### **4.2 Confidentiality**

The employer and its employees are required to prevent others from gaining access to or knowledge of information regarding technical devices and procedures or operations and business relationships that for competitive reasons can be important to keep secret, cf. Regulations regarding public procurement § 3-6, cf. § 13 Public Administration Act.

### **4.3 Reservations and non-conformity**

If the bidder has reservations regarding parts of the tender documentation or required specifications, it shall be clearly stated in the bid. Any reservations must be specified, including consequences for performance, prices or other conditions.

The same applies to non-conformity. Reservations and non-conformities shall be stated precisely and unambiguously. They shall be stated in the bid letter in such a manner that NPD can evaluate them without it being necessary to contact the Supplier, cf. Section 11-3 of the Public Procurement Act. Substantial reservations, and reservations or non-conformities that can result in uncertainty regarding evaluation of the bid compared to other bids, will result in the bid being disallowed, cf. Section 11-11(1) of The Public Procurement Act.

### **4.4 Abidance**

The bidder must abide by his tender until three months after the submission deadline.

### **4.5 Updating the tender documents**

Any corrections, additions or changes to the tender documents, including questions and answers in anonymous form, will be communicated to all suppliers who have expressed interest by way of Mercell.

In a revision of the competition, it will show as a new version of the competition. Regarding additional information, it will be presented in the "Additional Information" tab in the Mercell portal.

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Suppliers who have already registered their interest will also receive a message via an e-mail informing that additional information about the competition has been given, or that there has been a revision of the competition. Click on the link in the e-mail to access the competition.

#### 4.6 Additional information

If the bidder finds that the tender documents do not provide sufficient guidance, he may send, in writing, a request for additional information from NPDP.

If errors are detected in the tender documents, it is requested that this is conveyed in writing to NPDP.

#### 4.7 Communication during the tender process

All communication during the process shall be routed via the Merccell-portal, [www.merccell.no](http://www.merccell.no). This is to assure that all communication will be logged. When you are logged on to the competition, chose the flag marked "Communication", click on the symbol  "New message". Enter the information and then click . NPDP will then receive your message. If the question regards all bidders, NPDP will answer the inquiry 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.

Requests received later than five working days prior to the deadline for the offer will not be answered.

### 5 Qualification requirements

#### 5.1 General requirements

Requirement	Documents required
<b>Circumstances regarding the bidder's tax remittances shall be in order (<u>this only applies to Norwegian Companies</u>).</b>	<ul style="list-style-type: none"> <li>• Tax certificate</li> <li>• VAT certificate</li> </ul> <p>More information: <a href="http://www.skatteetaten.no/no/Om-skatteetaten/Kontakt-oss/E-post/Send-ny-epost/Annet/Bestill-attester-eller-utskrifter/Attest-for-skatt-og-merverdiavgift/">http://www.skatteetaten.no/no/Om-skatteetaten/Kontakt-oss/E-post/Send-ny-epost/Annet/Bestill-attester-eller-utskrifter/Attest-for-skatt-og-merverdiavgift/</a>.</p>

#### 5.2 Company registration

Requirement	Documents required
<b>The bidder shall be registered in the "The Register of Business Enterprises" in Brønnøysund or registration in a trade register or the like as set out in the laws of the country of</b>	<ul style="list-style-type: none"> <li>• Copy of Company Registration Certificate or similar.</li> </ul>

<b>registration of the bidder.</b>	
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## 6 Award criteria

Only tenders that is submitted by qualified bidders and that meet the requirements and specifications given in the tender document will be considered.

The NPD will choose the most economically advantageous tender, based on the following criteria:

Criteria	Weight	Documents required
<b>Price and price conditions</b>	40 %	The price must be given in a price matrix that shows total costs per year for 4 years ( <i>the given time frame is for evaluation purposes only</i> ). Costs related to basic training and user support shall be included in the matrix. The matrix shall also provide information on how different quantities of users affect the price.
<b>Broad use on the Norwegian Continental Shelf</b>	25 %	NPD look for a software that is commonly used by oil companies operating on the Norwegian Continental Shelf.
<b>Integration of NPDs database</b>	25 %	NPD's geochemical data from the released data reports on NPD's website should be easily provided pre-loaded (and quality assured) in the software.
<b>User friendly and support</b>	10 %	Visualization of data should be easy to manage and standard plots are easy to create. Possibility for user defined plots and legends. Description of help desk support.

## 7 Submission and disposition of tender

### 7.1 Submission of tender

All tenders shall be submitted electronically via the Mercell portal, [www.mercell.no](http://www.mercell.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 Mercell after the tender deadline.)

If you are not a Mercell customer, or you have questions regarding how the application functions, e.g. how to submit a tender, please contact Mercell 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. A minimum of 1 hour before the deadline is suggested.

If NPD 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 tender will be regarded as the final one.

The tender requires an electronic signature when it is submitted. When sending the tender electronically, an electronic signature will be requested to confirm that you are the actual bidder who has submitted the tender. 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).

We would like to remind you that it can take some days to acquire an electronic signature, and therefore recommend that this process is initiated as soon as possible.

## 7.2 Disposition of tender

The offer shall be designed in accordance with the disposition resulting from this tender. The supplier is responsible that all questions, requirements and points of clarification are answered/elucidated and documented in the tender.

The offer shall follow this outline:

File name	Contents
<b>Qualification requirements</b>	<b>Documents are to be enclosed in the step Kvalifikasjonskrav/Qualification requirements when you submit the tender in Mercell.</b>
<b>K01 - Tax certificate</b>	Cf. chapter 5.1 in this tender document
<b>K02 - VAT certificate</b>	Cf. chapter 5.1 in this tender document
<b>K03 - Company registration certificate</b>	Cf. chapter 5.2 in this tender document
<b>Documents required</b>	<b>Documents are to be enclosed under the tab Dokumenter/Documents when you submit the tender in Mercell.</b>
<b>DOK01 – Cover page</b>	Signed by a responsible/liable representative for the bidder. Confirmation that NPD's terms and conditions in this tender document are accepted. Reservations with reference to specific clauses must be quoted with alternative proposals, as this type of procedure does not allow negotiations. Name and contact information of the bidder.
<b>DOK02 - Price matrix</b>	Cf. chapter 6 in this tender document
<b>DOK03 - Description of software on the NSC</b>	Cf. chapter 6 in this tender document
<b>DOK04 - Integration of NPDs database</b>	Cf. chapter 6 in this tender document
<b>DOK05 - User friendly and support</b>	Cf. chapter 6 in this tender document
<b>DOK06 – Contractual</b>	Cf. chapter 2.6 in this tender document