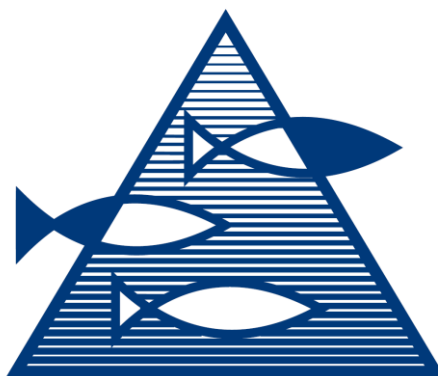


 Institute of Marine Research	Case.No.: 2017/1541
Procurement document Invitation for open procedure according to Norwegian Public Procurement Regulations Section I and III	Page No.: Page 1 of 9

PROCUREMENT DOCUMENT

**Invitation for open procedure
for purchase of
acoustic release devices
for delivery to the Institute of Marine Research**



INSTITUTE OF MARINE RESEARCH

Case No. 2017/1541

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1. APPENDICES

Appendix No.	Attached documents	Include in the tender specification documents
Appendix 1	Contract	<input checked="" type="checkbox"/>

2. ABBREVIATIONS AND EXPRESSIONS

The following abbreviations, names and expressions are used in the tender documents:

Abbreviation	Explanation	Notes
The Procurement Act	Norwegian Public Procurement Act of 17 June 2016, No. 73	
The Public Procurement Regulations	Norwegian Public Procurement Regulations of 12 August 2016 No. 974	
The Freedom of Information Act	Norwegian Freedom of Information Act of 19 May 2006, No. 16	
The Public Administration Act	Norwegian Public Administration Act of 10 February 1967, No. 9	
DOFFIN	Database for Public Procurement	National database of public procurements
TED	Tenders Electronic Daily	European database of public procurements
Merccell		The customer uses the Merccell tender management tool to manage the tender competition.
Tender documents	The common term for the announcement and the procurement document with attachments.	

3. THE ASSIGNMENT

3.1 Contracting Authority

The Contracting Authority for this procurement is the Institute of Marine Research.

With over 750 employees, the Institute of Marine Research is Norway's largest centre of marine science. Our main task is to provide advice to the Norwegian authorities on aquaculture and the ecosystems in the Barents Sea, the Norwegian Sea, the North Sea and the Norwegian coastal zone. For this reason, about fifty percent of our activities are financed by the Norwegian Ministry of Trade, Industry and Fisheries.

IMR's headquarters are in Bergen, but important tasks are also carried out in our department in Tromsø, and at the research stations in Matre, Austevoll and Flødevigen. In addition, IMR has several vessels, both owned and rented ones, which have a combined total of 2000 cruising hours per year.

More information about the Institute of Marine Research can be found at www.hi.no.

3.2 Contract notice

The contract notice is found in DOFFIN (www.doffin.no), TED (www.ted.europa.eu) and in Mercell.

3.3 The procurement applies to

This procurement applies to purchase of 60 pieces of acoustic release devices, including 60 spare parts (release nuts) for re-use and 1 deck unit. The Acoustic devices are for use in studies at the Institute of Marine Research where acoustic tags are used to study the salmon smolt behavior. The acoustic release devices will be used to submerge hydrophones (receivers for acoustic fish tags) for an easier retain of the equipment at end of studies and to avoid interference with activity at sea surface.

The acoustic devices, spare parts (release nuts) and deck unit needs to be delivered in Tromsø, Norway within December 2017.

See the tender specifications in Mercell for further information

3.4 Scope of the contract

This is a one-time purchase.

3.5 The Contracting Authority's Reservations

The specified scope are estimates based on individual statistics, reported volumes from our departments and information from existing suppliers. The Contracting Authority reserve the right to make changes to the volume based on budget, political proceedings, competition for services, the Contracting Authority's activities and/or organization.

3.6 Tender documents

The attached contract is made applicable for this procurement. The contract refers to contract documents with relevant appendices and attachments. Tenderers must acquaint themselves with the terms and conditions of the contract and the other tender documents.

4. IMPLEMENTATION OF THE COMPETITION

4.1 Regulations

The procurement is subject to The Procurement Act and The Public Procurement Regulations, section I and III.

4.2 Procedure

This is an open tender procedure, which means that all interested suppliers can submit tenders. The suppliers must submit the requested documents at the same time when they submit the rest of the tender.

The tender cannot be modified after the tender deadline or be changed through negotiations. If anything is unclear in the tenders, the Contracting Authority has the opportunity to request clarifications, provided that the ambiguous parts do not imply that the tender must be rejected according to the Norwegian Public Procurement Regulations.

If the tender appears to contain errors, ambiguities or omissions, the Contracting Authority can request the tenderers to clarify these issues within a short additional deadline. However, supplemental information/clarification should not result in an improvement of the tender as this would be in violation of the general prohibition against negotiations which applies when conducting an open tender procedure.

4.3 Language

The tender and all communication, both during the competition and the contracting phase, shall be conducted in English.

4.4 Changes to the procurement document

If necessary, the Contracting Authority can make minor corrections, additions or changes to the procurement document prior to the tender deadline. These types of corrections, additions or changes will be sent to everyone who has registered interest in the tender competition in Mercell. If the competition is revised, it will be shown as a new version of the competition.

4.5 Communication and providing information

Confirmation of participation in the competition must be done electronically in Mercell. Click on the tab 'Submit tender' and then click the button 'I want to submit a tender' or 'I do not wish to submit a tender.' This is only meant to be an indicator for the Contracting Authority of the number of tenders that can be expected, and it is not binding upon the supplier.

All communication in this process must be conducted via the Mercell portal so that it can be logged. If suppliers have questions about the competition or discover errors in the tender documents, these inquiries should be communicated via Mercell. Select the “Communication” tab. Then click at the “new message”-icon and write your message. Then click the “Send” -icon. The Contracting Authority will then receive the message.

If the Contracting Authority receives messages that affect all tenderers, the questions will be anonymised, answered and made available to all suppliers who have expressed interest in the competition. The communication system in Mercell will also be used by the Contracting Authority when making changes to the competition.

In terms of additional information, this is displayed via the “Communication” tab in the Mercell portal.

4.6 Deviations by the tenderer

Any reservation or deviation to the requirements for the procurement (specification / technical specification) or the terms of the Contract must be clearly specified in the tender. The reservations/deviations must be precise and unambiguously specified and must enable the Contracting Authority to evaluate the reservations/deviations and estimate the costs for these reservations/deviations without contacting the tenderer. When evaluating the tenders, reservations and/or deviations may result in additional costs being added to the tender price.

Tenders that contain significant reservations/deviations from the procurement documents will be rejected. Significant reservations/deviations are for instance:

- Reservations/deviations from specified requirements for the procurement (specification / technical specification)
- Extensive reservations/deviations towards the contract terms
- Reservations and/or deviations that cannot be calculated in terms of cost
- The tenderer’s requirement to use its own (tenderer’s) delivery and/or sales terms
- Lack of acceptance of the Contracting Authority’s General Conditions of Purchase, such as delivery terms, payment terms, etc.
- Several minor reservations/deviations which collectively must be considered as significant
- Reservations and/or deviations that prevent the Contracting Authority from being able to compare the deviating tender with other tenders

It is recommended that tenderers pose clarifying questions instead of making reservations/deviations to the tender documents. Be advised that there is a deadline for asking questions.

4.7 Alternative tenders

Alternative tenders will not be accepted and will not be evaluated.

4.8 Cancelling the competition

The Contracting Authority may cancel the tender competition effective immediately if there are reasonable grounds.

4.9 Costs for participating in the competition

Tenderers must bear all the costs of participating in the competition.

4.10 Public access to the tender documents

The Contracting Authority will keep the procurement protocol and the tenders received in the competition shielded from public view until the winning tender is chosen. Thereafter, only the information in the tenders that is considered trade secrets or personal information subject to confidentiality is exempt from public access.

The customer will perform an independent assessment of the existing documents when determining the required level of access. Public access to the tender documents is permitted pursuant to the Freedom of Information Act, the Public Administration Act and the Public Procurement Regulations.

The Freedom of Information Act does not require consent to be obtained to provide access.

5. QUALIFICATION CRITERIA

Qualification criteria are minimum requirements towards the tenderer's and is set to ensure the tenderer's suitability to execute the procurement in question and to fulfil the contract terms. The qualification criteria are listed in Merzell.

In Merzell the term "qualification criteria" is referred to as "qualification demands".

The qualification criteria are listed in Merzell.

In order to have your tender evaluated, the tenderer must fill in the electronic self-declaration form, European Single Procurement Document (ESPD). The ESPD must be submitted together with the tender to show that the tenderer is fulfilling the qualification criteria and that there are no reasons for rejecting the tenderer.

Prior to awarding the contract, the selected tenderer will be asked to provide updated documentation regarding fulfilment of the qualification requirements.

More information on the ESPD is found here: <https://ec.europa.eu/tools/espd>

6. SPECIFICATION / TECHNICAL SPECIFICATION

The specification describes the requirements for the product. These are also known as technical specifications.

The Contracting Authority has specified requirements for the goods and/or services to be procured. The requirements specified are minimum requirements that must be fulfilled. If a requirement is not fulfilled, the rejection provisions in the Public Procurement Regulations will apply.

The specification is set out in the tender specifications in Mercell. In Mercell the term “requirement” is used for the specification / technical specification.

7. AWARD CRITERIA

Award Criteria is the criteria on which the Contracting Authority will evaluate the received tenders and apply when selecting a tender. An overall assessment of the award criteria will determine which of the qualified tenders will be awarded the contract.

The tenderer is responsible for ensuring that the award criteria listed are sufficiently documented.

No.	Award criteria	Documentation	Priority/weight
a	Price	<p>We ask for price per piece for the release devices, per piece for the spare parts (release nuts) and for one deck unit. The price must include all cost including delivery in Tromsø.</p> <p>The lowest price will get the highest score.</p> <p>The price must be quoted in NOK excl VAT. Price must be stated via the 'Product/Services' tab in the Mercell portal.</p>	50%
b	Quality	<p>1. Equipment- release devices</p> <p>The release devices must be simple in use and no advanced equipment should be needed for changing of release mechanism parts and battery.</p> <p>Please include a description of the equipment needed and how to do this in the 'Demands' tab in the Mercell portal.</p> <p>2. Re-use release devices.</p> <p>The release devices must be made for re-use several times. Specify how many times, and if there is a limit in the 'Demands' tab in the Mercell portal.</p>	50%

		The release device that is made for re-use most times will get the highest score.	
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Award criteria is also listed in the tender specifications in Merccell. In Merccell the term "Demand" is used for the award criteria.

8. REQUIREMENTS FOR THE TENDER

8.1 Documents to be submitted

The following documentation must be included with the tender:

No.	Requirements/criteria	Documentation
a.	Qualification criteria	The European Single Procurement Document (ESPD). To be completed and submitted via the Merccell Portal.
b.	Award Criteria - price	Prices and relevant production information must be entered via the 'Product/Services' tab in the Merccell portal.
c.	Award Criteria - other	Other award criteria must be entered via the 'Demands' tab in the Merccell portal.
d.	Tender letter	The tender letter must be filled out and entered via the "Documents" tab in the Merccell portal.

8.2 Tender submission

a. General information

The tender must be delivered via Merccell, and this requires the tenderer to be registered as a user in Merccell. Questions about how to use Merccell should be directed to Merccell Support.

- Telephone: (+47) 21 01 88 60

- email: support@merccell.com

It is recommended to submit the tender well in advance of the deadline. It is possible to change the tender until the tender deadline expires. The last tender submitted will be the final tender.

8.3 Responsibility of the tenderer

It is the responsibility of the tenderer to ensure that the tender is complete.
