



QUALIFICATION DOCUMENT

COMPETITIVE PROCEDURE WITH NEGOTIATIONS

In accordance with part I and part III of the provision
(for procurements above the EEA threshold value)

CASE NR. 2018/100717
DEADLINE FOR SUBMISSION:
16 February 2018 at 12.00

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1. The Client

Innovation Norway's objective is to be the policy instrument of the state and the county authorities for achieving value-creating business development throughout the country. Innovation Norway's interim goals are: 1) More successful entrepreneurs 2) More enterprises with capacity for growth 3) More innovative business clusters.

Innovation Norway was established by special legislation and is owned by the government and the county councils with stakes of 51% and 49%, respectively. The company is represented in all the counties and approximately 30 countries. For more information: www.innovasjon Norge.no Innovation Norway is financed through appropriations from the company's owners and clients.

2. Purpose and scope of the procurement

2.1 Purpose of the procurement

The purpose of the procurement is to cover the Clients need for consultancy services for planning, implementation and further development of the Business Bootcamp. The consultant and partner shall re-establish the domestic program that was put on hold in 2016.

The project will take place in close collaboration with Innovation Norway. Innovation Norway is the project owner for the program, and the consultant has the role of an expert and holds an advisory role in relation to the enterprises.

2.2 In general

Innovation Norway is the Norwegian Government's most important instrument for innovation and development of Norwegian enterprises and industry. We support companies in developing their competitive advantage and to enhance innovation. Innovation Norway also offers training- and networking arenas all over the world through their Global Entrepreneurship portfolio of programs.

2.3 The Business Bootcamp program

The Business Bootcamp program is a domestic program for early-stage enterprise to acquire a better starting point for internationalization and for them to develop international strategies for the overall development of the enterprise at a much earlier stage. Based on feedback from global hubs for entrepreneurships, the Norwegian startups should be much better prepared

when they enter the global scene. This includes being more metrics driven, having a marked-oriented approach and having good pitching skills. Further, the companies should systematically have exposure to investors and players with private early-phase risk capital throughout the program.

The program will be developed and carried out in close collaboration with Innovation Norway's representatives. The program is going to be included in Innovation Norway's portfolio of Global Entrepreneurship programs. A more detailed description of the delivery will be given in the tender document.

Details will be produced regarding the pilot format and the content of the program. This information will serve as guidelines, and the supplier will be expected to present their own material, focusing, however, on many of the same theories and other elements that the supplier and client together find to be relevant, at a later stage in the procurement process.

Reservations are made with regard to budgetary changes and the company's priorities affecting the execution of the competition and the contractual relationship. If the needs of the Client so dictate, another supplier may be used.

2.4 Partial tenders

Tenders considering only parts of the scope of delivery, will not be considered.

2.5 Public access and confidentiality

Information that is submitted to Innovation Norway is in principle public information in accordance with Act no. 16 of 19 May 2006 relating to the Right of Access to Documents in the Public Administration (the Freedom of Information Act), Sections 2 and 3.

Exceptions to the right of access to tenders and procurement protocols may be made until the selection of a supplier has been made, cf. the Freedom of Information Act, Section 23 (3).

The Client is subject to a duty of confidentiality regarding business affairs, cf. Act no. 130 of 19 December 2003 relating to Innovation Norway, Section 27 (1).

3. Contract and the option to extend

The contract period is from the [signature date] to 12 April 2019.

The Client has an option to extend the contract on equal terms by 1+1+1 years, making the total contract period possible 4 years. Any option to extend the contract must be exercised no later than three months prior to the expiry of the contract.

4. Execution of the competition

4.1. Procurement procedure

The procurement will be carried out in accordance with Act no.73 of 17 June 2016 relating to public procurements (the Public Procurement Act) and Regulations no. 974 of 12 August 2016 relating to public procurements (the Public Procurement Regulations), Parts I and III. The form of competition is a limited competition with negotiation in accordance with Parts I and III of the Regulations, cf. Section 13-1 of the Public Procurement Regulations. (1), which allows all suppliers to apply for qualification.

A minimum of three suppliers will be invited to submit a tender for this competition. If there is a surplus of qualified suppliers, the suppliers that best satisfy the qualification requirements will be selected and invited to tender. Innovation Norway reserves the right not to conduct negotiations.

4.2. Updating the qualification documentation

Before expiry of the deadline for submission of tenders, the Client is entitled to carry out corrections, supplements or changes to the tender documents that are not of a significant nature.

The corrections, supplements or changes will be sent to all parties that have registered their interest in Mercell. Information that the Client gives following a request from a supplier will be sent to all other stakeholders in anonymised form. Information concerning corrections, supplements and changes will be announced electronically via the Mercell portal.

If the competition documents are revised, this will be indicated by a new version of the same document. Suppliers that have already reported their interest will also receive notice by e-mail that changes have been made to the competition. If you follow the link in this notice, it will take you to the competition in question.

If a supplier has any questions, the supplier is encouraged to direct such questions to the Client no later than six days before expiry of the deadline for submitting tenders. Inquiries shall be made via the Mercell portal.

4.3. Communication

All communication, such as questions concerning the competition documents, shall take place via the Mercell portal. This is so that all communications are logged. Once stakeholders have entered the competition page, they should choose the "Communication" tab. Click the "New

Message" icon on the menu bar, enter the desired text and send the message. If the question concerns all the suppliers, the Client will respond to this in an anonymised form by giving a response as additional information. Additional information is available under the "Communications" tab and then under the "Additional Information" tab. Stakeholders will also receive an email with a link to the additional information.

5. Submission of application

All applications shall be submitted electronically via the Mercell portal www.mercell.no by the deadline.

Confirm your desire to submit an application electronically in Mercell by going to the "I want to submit a qualification request" tab. This is only intended to be an indication of the extent to which the Client can expect to receive applications or not. For submitting the application, click "Make request for qualification"

If you are not a Mercell user or if you have any questions about the functionality of the tool, for example, how you should submit a tender, please contact Mercell Support on: +47 21 01 88 60 or via email at: support@mercell.com.

It is recommended that the application is sent well in advance of the closing date.

If the supplier desires to change a submitted tender, this can be done by opening the tender, making changes and resubmitting the tender right up to the closing date. The tender submitted last is regarded as the final tender.

Electronic signature

During the submission process, an electronic signature may be requested from the supplier to verify that it is the tenderer in question who has submitted the tender. An electronic signature can be obtained at www.commfides.com, www.buypass.no or www.bankid.no. Please note that not all BankID Mobile signatures are compatible. Test the signature well in advance of submitting your tender. Please note that it may take a few days for the delivery of an electronic signature, so that this process should be initiated as soon as possible. The supplier is responsible for ensuring that the electronic signature works so that the tender is delivered within the deadline.

6. Confidentiality and public access

Information submitted to Innovation Norway is, in principle, public information in accordance with Section 3 of Act no. 16 of 19.05.2006 relating to the right of access to documents held by public authorities and public undertakings (Freedom of Information Act). Exceptions to the right of access to tenders and procurement protocols may be made until the selection of a supplier has been made, cf. Section 23 (3) of the Freedom of Information Act.

The Client is subject to a duty of confidentiality regarding business affairs, cf. Act no. 130 of 19 December 2003 relating to Innovation Norway, Section 27 (1). In the event of a claim for right of access, “commercial aspects” will be redacted.

7. Content of the tender

The supplier shall submit the requested information and documentation in accordance with the qualification requirements and award criteria.

8. Rejection

8.1. Rejection due to formalities

The Client shall reject a supplier when the terms in the procurement act § 24-1 (1) b is fulfilled. The Client may reject a supplier then the terms in the procurement act § 24-1 (2) are fulfilled.

8.2. Rejection due to circumstances related to the Supplier

The Client shall reject a supplier when the terms in the procurement act § 24-2 (1) and (2) are fulfilled. The Client may reject a supplier when the terms in the procurement act § 24-2 (3) are fulfilled.

9. Dialogue

The Client reserves the right to engage in clarifications and/or negotiations if this is considered appropriate following a review of the tenders. This may include all aspects of the tenders and other received documents or information.

The Client may engage in dialogue with one or more suppliers. Any selection shall be made in accordance with the principle of equal treatment.

10. Schedule*

Deadline for qualification applications	16 February 2018
Distribution of tender documentation	<i>23 February 2018</i>
Deadline for submission of tenders	23 March 2018
Opening of tenders	<i>23 March 2018</i>
Evaluation, clarifications and negotiations	<i>Week nos. 13 and 14</i>
Contract award notice	<i>06 April 2018</i>
Contract signing	<i>Earliest 10 days after contract award notice, tentative 17 April 2018</i>

*All dates after the deadline for submitting the qualification applications, are tentative.

11. Qualification requirements

Joint participation

If several suppliers jointly participate in the competition, separate self-declaration forms (ESPDs) must be submitted.

Subcontractor requirements

The supplier is responsible for ensuring that subcontractors also fulfil the following qualification requirements. When using a subcontractor, the subcontractor shall deliver a separate self-declaration forms (ESPDs).

Documentation of fulfilment of qualification requirements

When submitting a qualification application, the supplier shall confirm in the ESPD that the tax and value-added tax requirements in Section 3.4 and the organisational and legal status in Section 3.5 have been fulfilled. The Client may demand the documentation at all stages of the procurement process.

Tax and value-added tax	Requirements
The supplier's affairs must be in order with regard to the payment of tax and value-added tax.	Certificate of tax and value added tax paid. To be documented when completing the ESPD. The certificate must not be older than 6 months, calculated from the closing date for applications. Foreign suppliers must submit certificates from authorities that are equivalent to the Norwegian authorities.
Supplier's organisational and legal status	Requirements
The supplier must be a legally established enterprise.	Norwegian companies: Certificate of registration Foreign companies: Evidence that the company is registered in a trade register or business register as prescribed by the law of the country in which the supplier is established. To be documented when completing the ESPD. The Client may demand submission of the documents
Supplier's technical and professional qualifications	Requirements
<p>The supplier shall have experience of similar assignments.</p> <p>The Supplier shall have a network of investors and players with private early-phase risk capital, in all regions in Norway.</p>	<p>The supplier shall have experience of similar assignments, and must enclose a list of the most important relevant assignments in the past three years, including information about:</p> <ul style="list-style-type: none"> • The customer • The assignment • The assignment's total value • When the assignment was carried out • Reference with the name and phone number of a contact person at the customer's. References may be contacted if needed.

Tax and value-added tax	Requirements
	The Supplier must document the network of investors and players with private early-phase risk capital, in all regions in Norway.

12. Sustainability, social responsibility and ethical requirements

12.1. Sustainability and social responsibility

The Client must contribute to sustainable development, including greater corporate social responsibility in Norway. The parties agree that their collaboration must be based on high ethical standards, avoid contributing to corruption, violations of human rights, and poor working conditions, and have no deleterious effects on local communities and the environment. The Client expects its customers and partners to have guidelines for ethics and corporate social responsibility in their enterprises.

12.2. Anti-corruption

The Client has a zero-tolerance policy for corruption, and its anti-corruption policy applies to all of the company's contracted consultants and suppliers. Corruption encompasses a wide range of activities where the purpose is to obtain illegal advantages. Examples of corruption include bribery, improper gifts and favouritism, kickbacks and facilitation payments.

12.3. Consequences

The Client is entitled to terminate the contractual relationship with immediate effect if serious violations of the above are identified.

13. Processing of personal data

If the delivery requires the supplier to process personal data on behalf of the Client, this shall be conducted in accordance with Act no. 31 of 14.04.2000 relating to the processing of personal data (Personal Data Act). The supplier must ensure that the processing complies with the regulatory requirements. The contractor shall perform the role of processor and the client shall be the controller, cf. section 15 of the Personal Data Act. If required, a Data Processing agreement shall be entered into.