

**ROYAL NORWEGIAN EMBASSY IN PARIS**  
**H001 LOCAL PROJECT MANAGER CONTRACT**  
**INVITATION TO PARTICIPATE IN A TENDER COMPETITION**



March 2018

## I INVITATION AND INFORMATION

### 1. Invitation.

Statsbygg - The Directorate of Public Construction and Property in Norway – represented by The Royal Norwegian Embassy in Paris - collectively known as the Client, invites you to participate in a tender competition for the award of the Local Project manager contract for the upcoming renovation work at the embassy.

The conditions and description of work is described in the enclosed tender documents:

1. Invitation to Tender Competition
2. Description of services – Annex 1
3. Tender and Contract Conditions – Annex 2
4. Tender form – Annex 3
5. Code of conduct – Annex 4
6. Feasibility Study – Annex 5
7. European Single Procurement Document (ESPD)

The tender documents have been published electronically for download from MerceLL Portal. Suppliers wishing to participate in the competition are encouraged to register their interest in MerceLL Portal to receive notices about additional information, corrections and changes that Statsbygg publishes.

The documents have been sent for announcement in the Doffin base and TED base.

### 2. Selection- and Evaluation Criteria

In order to get the offer evaluated, the tenderer must complete and submit the electronic self-declaration form for the competition (ESPD) that he meets all of the qualification requirements listed below. In the self-declaration, tenderers must also confirm that there are no specified reasons for rejection. The tenderer must still send in all the documents listed under "Documents" in table number 1 and 2 below.

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

Qualification criteria (Company):

Table 1:

Criteria	Documentation
Experience from projects with relevance and requirements to meet local laws and regulations the past 3 years.  Experience from projects with international clients.  References from projects with relevance	<ul style="list-style-type: none"> <li>- Reference Projects</li> <li>- Reference from clients Reference from any previous projects for Statsbygg will be used</li> </ul>
Tax certificates and registration of the company in public registers	Valued certificates not older than 6 months

Award weighting:

Table 2

Criteria	Weighting	Documentation
Price	50%	Tender form
Quality of offered personnel.  Experience in project management, knowledge to the local market and projects with reference value.  Language. The offered personnel must be fluent in English and French.	50%	CV's of proposed staff and their planned role in this project.  List of relevant projects from the last 4 years with information about who the Clients were.

**The language of the tender must be English.**

### 3. The Works

The Norwegian embassy in Paris is located in 28 rue Bayard. The Embassy occupies part of the 4<sup>th</sup> floor, the 5<sup>th</sup> and the 6<sup>th</sup> floor of a 9 storey building. The 4<sup>th</sup> floor is currently rented and the 5<sup>th</sup> and 6<sup>th</sup> floor belong to Statsbygg. The overall area of the Embassy is approximately 1084m<sup>2</sup> with a team of 30 persons divided into diplomats and locally hired people.

The premises need to undergo comprehensive renovation including technical installations. The works include the following:

- Demolition works – these works may be done during the summer 2018
- General refurbishment of all areas including restroom areas and compliance with local rules for disable access.
- New technical installations

For a detailed description of the works we refer to the attached feasibility study. The study is meant as a guideline of how the working space can be organized and there might be changes as a result of the ongoing process with the Ministry of Foreign Affairs and the Embassy in Paris.

There will be a tender competition for Design services and contractors that the Local project manager is expected to organize.

## II BASIS OF COMPETITION

### 1. Services Required

The services of the Local project manager will mainly consist of:

#### Demolition works:

- Plan and organize the works

#### Design phase:

- Assist the Client in choosing architects and consultants
- Implement health, environment and safety measures in the planning works
- Coordinate the design meetings (arrange and write minutes)
- Meetings in general (arrange and write minutes)
- Contact with local authorities
- Organize the evaluation of tenders from the contractor(s)
- Procuring required design and building permit from the relevant authorities in cooperation with the chosen design group.

#### Construction phase:

- Coordinate works on site including progress control

- Supervision of works on site
- Quality Assurance and Quality Control
- Financial Control and Reports
- Hand over phase
- Defects Liability Period

The services required of the Local project manager are described in detail in Annex 1, Description of services.

The contract Language shall be English. Local Project manager will have to document fluency in English and French.

## **2. Organisation**

The intended Works are financed by Statsbygg, Norway (The Directorate of Public Construction and Property). This means that only Statsbygg is authorised through its Project Manager to make decisions regarding the Works and the financial implications of decisions made.

The Local project manager will represent the Project on the work-site and be responsible to Statsbygg.

## **3. Time schedule**

The Local project manager shall, in co-operation with the contractor(s), work out a detailed schedule for the construction phase to be accepted by the Client.

## **4. Additional information**

If the tenderer finds that the tender documents do not provide adequate guidance or contain conditions that the tenderer cannot accept, he can via Merccell Portal, and only here, ask questions and request additional information. If supplementary information is required, the request for additional information should be asked for no later than ten working days prior to final delivery date of the tender

# **III THE TENDER**

## **1. The Tender**

One set of the tender documents are annexed to the invitation for tender (Annex 1-4).

The tender form and the supplier code of conduct shall be returned to the Client duly completed, together with a draft proposal for a Local project manager contract document based on French regulations, norms and code of practice taking into account annex 1 and 2 to this invitation.

If the information of the tender form and the schedule of prices are at variance, the information in the tender form shall prevail.

All documents must be signed and stamped with the name of the company. Any reservations must appear from the tender form.

**2. Place of Delivery.**

The offer shall be delivered electronically via the Mercell portal; [www.mercell.no](http://www.mercell.no).

**3. Deadline**

The tenders must be received no later than **18<sup>th</sup> of April 2018**. Late tenders will **not** be considered.

The opening of the tenders will not be public, that is to say that the tenderers will not be invited to attend the opening.

Oslo, 15<sup>th</sup> of March 2018

(sign.) *Rigmor Leirvik*

Rigmor Leirvik  
Statsbygg