

**QUALIFICATION
FOR
COMPETITIVE DIALOGUE
(RESTRICTED COMPETITION)**

**Project 1003701 PNN BUT
K932 - Multimedia production for the Collection Exhibition at the new National Museum**

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1 The assignment and competition

1.1 General information

Statsbygg, on behalf of the National Museum of Art, Architecture and Design, in connection with project

no: **1003701 PNN BUT**

Name: **K932 Multimedia production for the Collection Exhibition at the new National Museum**

Statsbygg wishes to qualify companies who may be interested in participating in a competitive dialogue for the following delivery:

Multimedia production for the Exhibition at the new National Museum

The qualification documents comprise the following:

- Main document (this document)
- Appendix A: European Single Procurement Document (ESPD)
<https://ec.europa.eu/tools/espdc/filter?lang=en>
- Appendix B: Form Competence and level of expertise
- Appendix C: Procurement documents for competitive dialogue (Restricted Competition)

This Qualification Basis describes the conditions relevant to the actual prequalification only. A procurement document with appendices has also been enclosed. In the prequalification phase, the procurement document is for guidance purposes only. The procurement document will otherwise apply in connection with the subsequent competitive dialogue and competition among tenderers selected to participate in this.

The qualification document is published in its entirety in electronic format for downloading from the Merccell Portal/database.

Suppliers wishing to participate in the competition are urged to register their interest at Merccell to receive notifications of additional information, corrections and amendments that Statsbygg publishes.

1.2 Publication of notice

The procurement was sent for publication on Doffin and TED **06.04.2018**

1.3 Description of the project

The National Museum of Art, Architecture and Design is relocating to a new building on the site of the old Oslo West Railway station, "Vestbanen", and the new museum building is scheduled to open in 2020. The new building will make it possible to consolidate the collections of the National Museum in a single location for the first time. The collections currently housed separately at the Museum of Decorative Arts and Design, the National Gallery, the Museum of Contemporary Art, as well as selected holdings of the National Museum – Architecture at Bankplassen, will all be moved to the new building. In this connection, the Museum is planning an exhibition of these collections, hereafter called the

"Collection Exhibition". The Collection Exhibition will occupy 10,600 m² of exhibition space and will be arranged across approximately 86 rooms and five outdoor exhibition areas.

For further information about the commission and competitive dialogue process, please refer to the procurement documents for the competitive dialogue that are available for downloading from Merccell-portal / database.

1.4 Additional information/Corrections to the qualification documents

If any participant finds that the qualification documents do not provide sufficient guidance or contain conditions that the participant is unable to accept, they should make contact via the Merccell portal, and only here, ask questions and ask for additional information

Participants are urged to make contact well before the registration deadline to enable Statsbygg to assess whether the qualification basis needs to be changed, clarified or enlarged upon.

A copy of the questions and Statsbygg's replies, as well as any changes to the qualification documents, will only be published at the Merccell portal, and parties who have registered their interest in the competition, cf. item 1.1. above, will receive notification via email from Merccell.

2 General qualification rules

2.1 The Public Procurement Act

The procurement is in accordance with the Norwegian Public Procurement Act (LOV-2016-06-17-73) (lov om offentlige anskaffelser), and the regulations on public procurement FOR-2016-08-12-974. This procurement follows the "competitive dialogue procedure" ("konkurransepreget dialog").

2.2 Public disclosure

The procurement protocol's information regarding who wishes to participate in the competition will not be made public before negotiations and the tender evaluation have been completed.

2.3 Use of consultants to draw up specifications

Statsbygg is not permitted to apply for or receive advice which can be used in the preparation of specifications for this procurement from any party that could have a financial interest in the procurement and when this was conducted in a manner which could be construed as precluding fair competition. Participants who have been used in a consultative capacity during the preparation of specifications in a manner which could be construed as precluding fair competition as mentioned above will be rejected.

2.4 Cancellation of the competition and total rejection - rejected requests

Statsbygg reserves the right to cancel the tender process on reasonable grounds, e.g. if planned financing is withdrawn, or political approval is not forthcoming.

Statsbygg can choose not to qualify any participants on reasonable grounds.

Rejected requests will not be returned.

2.1 Deadline for submitting an application for an interlocutory measure

The deadline for submitting an application for an interlocutory measure against any decision made by Statsbygg to reject a request to participate in the competition or not select a supplier is 15 days after the date that Statsbygg communicated the decision to the supplier.

3 Evaluation of requests by Statsbygg

3.1 Qualification – Selection of participants to submit tenders

In order to be invited to submit a tender, the supplier must complete and deliver the electronic self-declaration form for the competition (ESPD) to the effect that the supplier fulfils all qualification requirements and selection criteria specified below. The supplier must also confirm in the self-declaration that no specific grounds for rejection exist.

Participants shall, within the deadline for submission of the request, cf. item 4.4 below, also document fulfilment of the qualification requirements and selection criteria in accordance with the stipulated documentation requirements in item 3.2, 3.3, and 3.4. Participants regarded as not fulfilling the qualification requirements will not be selected or will be rejected. The selection of participants invited to submit a tender shall then be based on objective and non-discriminatory criteria and regulations, cf. item 3.4 below. Among the qualified participants, 3 to 5 participants will then be invited to submit a tender, providing a sufficient number of suitable participants has been identified.

Selection of the tenderers for participation in the subsequent competitive dialogue will be based on the submitted documentation. It is therefore important for requests to contain all the requested documentation. **Participants who do not enclose the requested documentation may be rejected.**

3.2 Qualification requirements for this competition – selection criterias

The assessment of participants will be based on the following qualification requirements:

Qualification criteria	Qualification requirements	Documentation
Organisational and legal position	The tenderer is required to have a legally established company	Norwegian companies: Certificate of registration from the Brønnøysund trade register. Foreign companies: Proof of registration in a trade register or registration in a register of business enterprises as described in the business legislation of the country where the company is established.
Financial capacity	The candidate shall have an economic and financial standing that enables it to fulfil its contractual obligations throughout the entire contractual period.	The candidate's financial statements from the last three years, or extracts from this (as a minimum, income statements and balance sheets) shall be enclosed. An auditor's certificate for each year shall also be enclosed. The attachment of consolidated accounts or parent companies' accounts only will not be

		<p>accepted.</p> <p>N.B. Statsbygg reserves the right to obtain a credit rating for all tenderers</p>
<p>Technical and professional qualifications</p>	<p>The candidate shall have substantial experience from similar assignments. The emphasis is on experience of deliveries to museums/museum sector within the last 5 years.</p>	<p>The candidate shall provide a list of examples of similar services delivered to customers in the public or private sector. Evidence shall be provided for each example in the form of a declaration from the candidate containing a description of the delivery, its own role in the delivery, level of innovation, level of complexity, the contract amount/value, start date and end date of the assignment, and name of the recipient of the service.</p> <p>A description shall be submitted, comprising up to 2 A4 pages per project, of 3–5 relevant reference projects. At least 3 projects should be from the latest 5 years.</p>
<p>Technical and professional qualifications</p>	<p>The candidate shall have the capacity to fulfil the obligations of the contract. A strong specialist background is required for the preferred solution and supplier. By this we mean that the supplier must demonstrate that it possesses the necessary resources to deliver to the museum sector and to man up the project</p>	<p>The candidate shall describe</p> <ol style="list-style-type: none"> 1) The personell category, capacity and level of expertise at the candidates disposal. Fill in Form 1 in appendix B. 2) The tools, plant or technical equipment available to the candidate for executing the contract. 3) Example of a relevant composition of a team to man up the project. The description shall describe roles, levels of expertise and area of competence that can be put to disposal for the commission. Example

		<p>CVs can be added. Fill in Form 2, appendix B.</p> <p>A description including the enclosed form shall be submitted (up to 3 A4 pages)</p>
<p>Technical and professional qualifications</p>	<p>The candidate shall have standards for project execution. By this we mean that the supplier must demonstrate that it possesses the necessary methods, processes and managerial capabilities in order to fulfil the obligations of the contract.</p>	<p>The candidate shall describe a relevant method for project execution for this tender.</p> <p>A description shall be submitted (1 A4 page).</p>

When a supplier intends to rely on the capacity of other enterprises to fulfil the requirements for economic and financial capacity, Statsbygg requires joint and several liability for execution of the contract. Tenderers who intend to rely on another company's economic and financial capacity in order to qualify must prove that they really have the resources in question at their disposal through a declaration of joint and several liability, cf. Section 16-10 of the Procurement Regulations.

Tenderers who intend to rely on another company's technical/professional capacity or expertise in order to qualify must prove that they really have the resources in question at their disposal through, for example, the first page of a signed agreement between the parties or self-declaration from a subcontractor indicating that co-operation has been entered into, cf. Section 16-10 of the Procurement Regulations.

Businesses that the tenderer relies on must submit a separate ESPD, cf. above.

3.3 Tax and VAT certificates

Norwegian suppliers shall submit joint tax certificates (tax, attachment of earnings, national insurance contributions) and VAT (tax certificate).

A tax certificate may be ordered in Altinn. The certificates must not have been issued more than 6 months before the deadline for submitting a request to participate in the competition.

3.4 Selection criteria for this competition

The best qualified candidates based on the qualification criteria will be chosen to participate in the competitive dialogue. Emphasis will be on quality, complexity and innovation in reference projects.

Criteria / Selection Rules:

a) The best qualified qualification criteria "technical and professional qualifications" will be chosen to submit offers.

In addition:

b) Reference check, suitability, etc.

Documentation Requirements:

a) The documentation specified in paragraph 3.2 above will be used as the basis for the selection.

In addition (not a paragraph 3.2)

b) For the individual reference project, name and contact information must be provided to the customer. The client is given the right to contact the reference customer to verify the assignment and its contents, as well as other information relevant to clarifying the supplier's ability and ability to deliver results in accordance with the scope, included innovation aspects and efficient team composition.

4 Requirements for requests to participate in the competition

4.1 Electronic requests

The request shall be delivered electronically via the Merzell portal: www.merzell.no . The same applies to changing the request. Request delivered otherwise will be rejected.

The following file formats are accepted. The files must be virus free and not encrypted:

Text document: PDF / A, XML, TIFF or Word

Tables: Excel

Image files: JPEG or TIFF

Map: TIFF

Video: MPEG 2

Audio: MP3, PCM or PCM-based Wave

Infected and encrypted files, as well as files in a format other than above, will be rejected in Merzell Portal / Statsbygg's computer system, and the request evaluated as if such files were not delivered.

4.2 Request language

Requests and all associated documents must be submitted in Norwegian or English.

4.3 What should be submitted – which file structure/format should be used?

1-1 Request letter

2 The documentation requested in the qualification requirements table, cf. item 3.2

2-1 The documentation requested for selection, cf. pkt 3.4 b)

2-2 European Single Procurement Document (ESPD), cf item 3.1

2-3 Certificate of registration

2-4 Accounts with auditor's report

2-5 Certificates for tax and VAT, cf. item 3.3

3. Table of contents

To simplify archiving and retrieval of documentation, participants are urged to follow the above numbering in their requests/tenders and name files as specified above in bold font, with number specified first.

Requests that do not contain all the information and documents requested may be rejected.

4.4 Submission address and registration deadline

The request must be delivered electronically via Merzell Portal. www.mercell.no.

The deadline for submission of enquiries are the 7th of May, 2018 at 12:00 CET.

Requests received after this deadline will be rejected.

4.5 Information about the “Merzellportalen”

To be able to submit a request via Merzell Portal, you must have a user and log in with this.

It is recommended that the request be delivered in good time, at least 1 hour before the expiry of the deadline. Delivered offers can be changed until the deadline expires. The last request is considered the final request.

The request requires electronic signature upon delivery. Electronic signatures can be obtained from different suppliers, eg www.commfides.com, www.buypass.no or www.bankid.no.

NB! We note that it may take a few days to receive electronic signature so that this process should be initiated as soon as possible.

Statsbygg recommends that you test the signature with the certificate you have available as soon as possible (in due time before the deadline). Test functionality is in the registration / offer submission steps.

If you have questions about functionality in the tool or if you are having trouble getting a request, please contact Merzell Support on phone: 21 01 88 60 or e-mail: support@mercell.com in good time before the expiry of the deadline.

5 Oppdragsgivers underskrift

Sted: Oslo Dato: 06.04.2018

For Statsbygg: Bård Sandbæk
 kontraktsrådgiver

*Dette dokumentet er elektronisk godkjent.
This document is digitally approved without signature*

6 Appendix/attachments

- Appendix A: European Single Procurement Document (ESPD)
<https://ec.europa.eu/tools/espd/filter?lang=en>
- Appendix B: Form Competence and level of expertise
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