



Request for tenders (RFT)

Procurement documents for the procurement of

Sustainable Blue Economy in the Norwegian Arctic

**Competitive procedure with negotiation in accordance with the
Norwegian Public Procurement Regulation (FOR-2016-08-12-974)
parts I and III**

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1 INTRODUCTION

1.1 *The Contracting authority*

In 2017, the government of Norway decided to establish a Centre for the Ocean and the Arctic. The centre will draw on and complement knowledge already produced by a number of other Norwegian institutions, companies and universities. The new Centre's niche lies within synthesizing and analysing ocean data covering the Arctic, including their use and management. Further, the centre should contribute to Norway's ambitions for developing a sustainable blue economy nationally as well as assisting in Norway's engagement in international processes.

Legally and administratively, the centre is operating under the auspices of Nofima, the Norwegian Institute of Food, Fisheries and Aquaculture Research. Consequently, Nofima will be the contracting authority for this tender.

For further information about Nofima, please visit www.nofima.no

1.2 *The procurement*

The purpose of this procurement procedure is to conclude a contract with the tenderer that submits the best overall tender for the delivery of the following two elements:

1. A report entitled "State of a sustainable blue economy in the Norwegian Arctic".
2. A foresight study based on the report from part 1), which analyses the challenges and opportunities associated with developing a sustainable blue economy in the Norwegian Arctic.

A description of these Deliverables is set out in Appendix 1.

1.3 *Division into lots*

This public procurement competition will not be divided into lots. The tenderers may not provide tenders that cover only parts of the deliverables.

1.4 *Procurement Conference*

There will be no procurement conference.

1.5 *Important dates*

The procurement procedure will be executed according to the following time-line:

Activity	Date	Time
Publication of Notice in Doffin and TED	15.06.2018	
Deadline for submitting qualification applications	16.07.2018	
Deadline for submitting questions re: the tender documents	20.08.2018	
Tender Submission Deadline	01.09.2018	Time: 12:00
Evaluation and negotiations	Week 36-37	
Notification of preferred tenderer	Week 37	
End of standstill period	10 days after notification	
Contract signing	Week 39	
Period for which the tenderer is bound by its offer	90 days after Tender Submission Deadline	
Delivery of reports (part 1 and 2)	6 months after signing of contract.	

The above dates are estimates and may be changed during the process.

1.6 Contents of Procurement Documents

The Procurement Documents are comprised by this document and the listed Appendices:

- 1. Procurement appendices:**
 - Appendix 1 – Description of Deliverables
 - Appendix 2 – Consultancy Assignment Agreement
- 2. Tender documents:**
 - 2.1 ESPD form (European Single Procurement Document)
(to be filled in via the Merccell portal)

2 COMPETITION RULES AND TENDER REQUIREMENTS

2.1 Procurement procedure

This public procurement competition will be conducted in accordance with the Negotiated Procedure under the Act of Public Procurement (LOV-2016-06-17-73) and the Public Procurement Regulation (FOR-2016-08-12-974) parts I and III.

Economic operators that are not excluded in accordance with the Public Procurement Regulation § 24-2 and that fulfil the qualification requirements set out below will be invited to submit their tenders. Based on the initial tenders negotiations can be conducted.

The procurement procedure has two stages – the qualification stage and the tender stage. **For the first stage**, and before the Deadline for submitting qualification applications, the tenderers shall deliver the:

1. ESPD form(s). Self-declarations concerning exclusion grounds and selection criteria. See point 3 and 4 below. One pdf-file.
2. Documents to prove fulfilment of the qualification/selection criteria. See point 4 below.
3. Commitment from economic operators that the tenderer relies on in order to meet the qualification/selection criteria.
Only to be submitted if the tenderer relies on other economic operators, to prove to Nofima that the tenderer will have at its disposal the resources necessary.

For the second stage, and before the Tender Deadline, the invited tenderers shall deliver the documents set out below in point 6.2.

Nofima reserves the right to reduce the number of tenders to be negotiated through different phases. Nofima also reserves the right to award the contract on the basis of the initial tenders without negotiation.

2.2 Communication regarding the procurement

All queries regarding this procurement must be addressed via the communication module in Merccell. Persons at Nofima shall not be contacted for queries concerning this procurement. Tenderers making such contact risk being rejected.

2.3 Compliant tenders

If a tenderer fails to comply in any respect with the requirements of the Procurement Documents, Nofima reserves the right to reject the Tenderer's Tender as non-compliant, or, without prejudice to this right and subject to its obligations at law, to take any other action Nofima considers appropriate including but not limited to:

- Seeking written clarification from the Tenderer;
- Seeking further information from the Tenderer; or
- Waiving a requirement, which in Nofima's view, is non-material or procedural

Nofima encourages the tenderers to submit compliant tenders, and to submit any queries regarding the requirements, conditions and criteria set out in the procurement documents to Nofima's contact person before risking to submit a non-compliant tender.

2.4 Variants and parallel tenders

Nofima does not authorize tenderers to submit variants /alternative tenders as provided for in the Public Procurement Regulation § 23-4.

Nofima does not authorize tenderers to submit parallel tenders.

2.5 Language

All written communication in connection with this tender competition - i.e. tender documents, appendices and supporting documentation - shall be in English.

2.6 Confidentiality

The buyer and its employees have an obligation to protect tenderers' confidential or commercially sensitive information, to the extent that such information is protected under FOA § 3-6, cf. Administration Act ("Forvaltningsloven") § 13.

By participating in the competition, the tenderer has consented to disclosure of information that the Buyer is obliged to disclose under the Freedom of Information Act no.16 of 19.05.2006 ("Offentleglova") § 23.

Tenderers must provide a copy/version of the offer in which the content that the tenderer considers as confidential, and thus should be exempted from disclosure, is censored. The tenderer will be regarded as having consented to disclosure of non-censored information. Upon request for public access, the buyer will - regardless of the censorship - consider whether the information is of such a nature that the buyer is obliged to exempt it from public access.

2.7 Period for which the tender is legally binding

The tenderers will be obliged by their tender until the time specified in point 1.5 above.

2.8 Modifications of the procurement documents

All responses to queries from the tenderers will be issued by Nofima at the same time to all firms that have registered their interest for the procurement procedure. The queries will be amended to make the sender anonymous.

Nofima reserves the right at any time before the deadline for the final tender, to update or amend the information in this document and its Appendices and/or to extend the deadline. All updates, clarifications, corrections, amendments and other communication from Nofima in relation to the procurement procedure will be issued to all interested firms.

2.9 *Insufficient or wrong information in the procurement documents*

If the procurement documents are considered to provide insufficient information, Nofima asks to be contacted by e-mail to the assigned contact person.

If the procurement documents are considered to contain mistakes, Nofima asks to be contacted by e-mail to the assigned contact person.

2.10 *Responsibility for costs*

All costs and expenses incurred by the tenderer relating to their participation in this competition shall be borne by the Tenderers exclusively. This Request for Tenders does not constitute an offer or commitment to enter into a contract. No contractual rights in relation to Nofima will exist unless and until a formal written contract has been executed by Nofima. Nofima may cancel this competition at any time prior to a formal written contract being executed without any liability towards the participants.

3 THE EUROPEAN SINGLE PROCUREMENT DOCUMENT (ESPD)

3.1 *General information about ESPD*

Tenderers must declare by way of ESPD that they satisfy the qualification/selection requirements (meaning the requirements set out below in point 4 concerning “Suitability”, “Economic and Financial Standing” and “Technical and Professional Ability”), and whether any of the grounds for exclusion set out in the Public Procurement Regulation (FOR-2016-08-12-974) § 24-2 are present.

The ESPD must be filled in via the Merccell portal.

3.2 *Exclusion grounds*

Part III section A and B of the ESPD form sets out «Grounds relating to criminal convictions» and «Grounds relating to the payment of taxes or social security contributions». These are mainly mandatory exclusion grounds, as regulated in the Public Procurement Regulation (FOR-2016-08-12-974) § 24-2 (1) and (2). Self-cleaning measures may avoid exclusion, see § 24-5.

Part III section C “Grounds relating to insolvency, conflicts of interests or professional misconduct” mainly relates to optional exclusion grounds, cf. § 24-2 (3). This means that, subject to the Public Procurement rules, Nofima may at its own discretion exclude tenderers that answered yes in the ESPD.

3.3 *National exclusion grounds*

Part III D of the ESPD form concerns «purely national grounds of exclusion». Two such grounds are set out in the Norwegian Public Procurement Regulation (FOR-2016-08-12-974), and they apply in this procurement procedure:

§ 24-2 (2). The provision lists several criminal convictions that constitute grounds for exclusion, corresponding to Article 57(1) of Directive 2014/24/EU. The Norwegian provision extends the exclusion ground to acceptance of a fine/punishment for the same criminal offences.

24-2(3) lit. i. The provision extends the exclusion ground relating to «grave professional misconduct», to include other grave misconduct that casts doubt as to the economic operator’s professional integrity.

3.4 Declaration covering all qualification requirements/ selection criteria

In this procurement procedure the economic operators may tick the checkbox in part IV of the ESPD for «α: Global indication for all selection criteria». This means that there is no need to use the selection criteria from A to D in the ESPD to provide individual responses for each qualification/selection criteria.

3.5 Supporting documentation concerning exclusion grounds

As a starting point Nofima will consider the declarations in the ESPD as sufficient documentation that there are no exclusion grounds concerning the tenderer. Nofima will therefore not request all possible supporting documentation from the tenderers. This does not in any way affect Nofima's right to request the supporting documentation at any point in time during the procurement procedure. If Nofima becomes aware of any grounds for excluding the tenderer at a later point in the procurement process, Nofima reserves the right to exclude the tenderer.

If a tenderer is aware of any exclusion grounds concerning their competitors, Nofima encourages the tenderer to inform Nofima about it.

4 QUALIFICATION REQUIREMENTS/SELECTION CRITERIA

Tenderers are required to complete and submit with their application for qualification the European Single Procurement Document (ESPD) attached as Appendix 3. As this is a two-staged procedure, the tenderers also have to enclose the documentation requested below with their application for qualification.

4.1 Organization of the qualification application

The qualification application shall include the following documents (deadline 16.07.2018)

1: Qualification application letter

- Reference to the tender documentation's name
- Tenderer's address, telephone and Business Register Number
- The tenderer's contact person with telephone number and e-mail address.

2: European Single Procurement Document (ESPD), filled in via the Mancell portal

3. Documentation of QUALIFICATION REQUIREMENTS/SELECTION CRITERIA

- 3.1 Suitability
- 3.2 Economic and financial standing
- 3.3 Technical and professional ability

4.2 Suitability

Requirement	Supporting documentation
<p>Enrolment in a relevant professional register</p> <p>The tenderer is enrolled in relevant professional registers kept in the Member State of its establishment as described in Annex XI of Directive 2014/24/EU.</p>	<p>Certificate of enrolment in the relevant trade register, and/or other relevant professional register.</p> <p>Proof that the economic operator is enrolled in relevant professional registers kept in the Member State of its establishment as described in Annex XI of Directive 2014/24/EU; economic operators from certain Member States may have to comply with other requirements set out in that Annex.</p> <p>Proof that the economic operator is enrolled in trade registers kept in the Member State of its establishment as described in Annex XI of Directive 2014/24/EU; economic operators from certain Member States may have to comply with other requirements set out in that Annex.</p>

4.3 *Economic and financial standing*

Requirement	Supporting documentation
<p>The economic operator shall have the sufficient economic and financial standing to fulfil the contract.</p> <p>A credit score demonstrating that the economic operator is creditworthy without the need for collateral/security will be sufficient to fulfil the requirement.</p>	<p>Credit score/rating based on the last available financial accounts. The rating must be conducted by a licensed credit scoring agency.</p> <p>Nofima reserves the right to request supplementary evidence for the tenderer's economic and financial standing, and to conduct its own research in that regard.</p>

Where the tenderer is unable, for a valid reason, to provide the specified documentation, the tenderer must inform Nofima of the valid reason as to why the documentation cannot be supplied and, if Nofima considers the reason to be valid, provide such other suitable alternative documentation to prove to Nofima their economic and financial capacity.

4.4 *Technical and professional ability*

Requirement	Supporting documentation
<p>The tenderer has experience from similar deliveries as this contract.</p> <p>The tenderer must demonstrate, for instance through submission of previous work, a detailed knowledge of, and a comprehensive understanding of the Norwegian management systems and practices. Further, the tenderer must document insight into matters concerning the environment, economy and societies in the Norwegian Arctic.</p> <p>The tenderer must demonstrate in-depth expertise from similar projects, substantiating a thorough understanding of both the development of status reports, and of foresight processes. We expect the tenderer to document insight and expertise in using the United Nations Sustainable Development Goals for similar studies. Relevant, publicly available reports must be provided to demonstrate such qualifications.</p>	<p>Information concerning the most relevant contracts/deliveries that the tenderer has delivered within the last three years.</p> <p>The documentation must include a description of the deliverables in each of the reference contracts, information on the value of the contract, the period and the recipient (name, phone contacts and e-mail). The description must demonstrate the relevance for and similarities between the reference contract and this contract.</p> <p>If useful, relevant reports prepared by the tenderer the last three years may be included.</p> <p>The role that experts proposed for this tender had in previous projects/contracts mentioned above, should be clarified. If these experts did not work for the tenderer at the time, their expertise and contribution in other relevant projects should be described.</p>

5 CONTRACT AWARD CRITERIA

The tender with the best quality-price ratio will be chosen on the basis of the criteria and their relative weighting described below.

PROPOSED SOLUTION, AND WORK PLAN FOR REPORTS. WEIGHTING 50 %

Criterion: The quality of the proposed plan for the elaboration of reports.

Prospective tenderers should specify in appropriate detail their proposed solution, based on the information provided in the appendix ("Description of Deliverables"). Particular emphasis should be placed on the activities and tasks that will lead to the two reports. Possible risk factors that could influence the process of preparing the reports and possible measures for countering these risks should be clearly stated. Although the appendix to this document ("Description of Deliverables") sets out the content of the two reports in broad terms, prospective tenderers are encouraged to comment and propose complementary topics or alternative topics. Prospective tenderers may also include tentative outlines of the two reports, including preliminary tables of contents and ideas for a visually appealing design. The body text should not exceed 25 pages. Tables, such as a completion of Table 2 in the tender, tentative outline etc. may come in addition and be presented in appendices.

Prospective tenderers must provide a work plan for the process from signing of contract to delivery of the status report and the foresight analysis.

Formal progress meetings are expected on a monthly basis - more frequent if needed. Informal updates on a weekly basis are expected.

EXPERTISE. WEIGHTING 30 %

Criterion: The qualifications and experience of key personnel, including the Lead Author.

Information on the qualifications and experience of the key personnel, including the Lead Author, must be enclosed with the tender. The names of experts, their role and responsibility in the project must be described. CVs including publication list and references with contact information must be provided. CVs should not exceed 15 pages.

PRICE. WEIGHTING 20 %

Criterion: Total price of delivery.

The Quotation/Price shall be submitted by a single payable figure, that includes all costs, fees and expenses chargeable under the contract.

The evaluation will be based on the provided responses, documentation and descriptions according to the requirements as stated in this document.

6 SUBMISSION OF AND REQUIREMENTS FOR TENDERS

6.1 Submission

All offers must be submitted electronically via the portal Mercell, www.mercell.no within the deadline. Tenders submitted too late will be rejected (nor will the system allow bids to be submitted electronically via Mercell after the deadline).

If you are not a Merccell-user, or if you have questions related to the functionality of the tool, e.g., how to make an offer, please contact Merccell Support on tel.: +47 21 01 88 60 or e-mail: support@mercell.com .

It is recommended that offers are submitted at least 1 hour before the deadline.

If purchaser gives additional information that makes you to want to change your offer before the deadline expires, you can open your offer, make changes and re-submit before the deadline expires. The last submitted offer will be your final and valid offer.

The offer will require an electronic signature at submission

During the submission of your offer, you will be asked for an electronic signature to confirm that the relevant bidder is making the offer. You can get electronic signatures from the following web-sites: www.commfides.com , www.buypass.no or www.bankid.no

Please note that it may take a few days to get an electronic signature, so this process should start as soon as possible.

Electronic signature outside Norway

We remind you that the Merccell portal supports the following electronic signatures from Sweden and Denmark:

Sweden: Svensk Bank ID, Nordea

Denmark: Nem ID, TDC/OCES

Within the EU Merccell uses a service delivered by Unizeto (<http://unizeto.eu>) through an agreement with DIFI and the EU PEPPOL project (<http://www.peppol.eu>) This supports most X.509 certificates, but it is unfortunately not possible to list all certificates.

You may test your electronic signature, and how this works, before submitting the bid itself. This way you will avoid uncertainty on whether you have a certificate that works or not, and will be reassured that everything is ready when you want to submit your bid electronically.

After you have clicked "I want to make a bid" and started the process, there will be a button called Test e-signature available.

6.2 Organization/presentation of tender documents

The tender shall include the following documents (deadline 01.09.2018, 12 pm)

- 1: Offer Letter which shall include the following:**
 - 1.1. Reference to the tender documentation name
 - 1.2. Tenderers address, telephone and Business Register Number
 - 1.3. The tenderers contact person with telephone number and e-mail address.
 - 1.4. Confirmation of the offer's obliging period
 - 1.5. Binding signature of a person authorized to sign on behalf of the tenderer.

- 2: Contract award criteria**
 - 2.1 Proposed solution, and work plan for reports.
 - 2.2 Documentation concerning the qualifications and experience of the key personnel (including Lead Author).
 - 2.3 Documentation concerning total price of delivery.

- 3: Any confidential information**