

TENDER DOCUMENTS

Open competitive tender procedure
pursuant to Parts I of the Regulations

for the procurement of

electrical tractor

Case no: 18/00912

Contents

1	GENERAL DESCRIPTION	3
1.1	Client.....	3
1.2	Purpose of the procurement	3
1.3	Partial tenders.....	3
1.4	Structure of the tender documents.....	3
1.5	Announcement.....	4
1.6	Important dates	4
2	RULES FOR THE TENDER PROCEDURE AND TENDER REQUIREMENTS	4
2.1	Procurement procedure	4
2.2	Duty of secrecy	4
2.3	Dialogue.....	4
2.4	Updating of tender documents.....	4
2.5	Additional information	5
3	Qualification requirements	5
3.1	Mandatory requirements	5
3.2	The tenderer's organisational and legal situation	5
4	AWARD CRITERIA.....	5
5	Submission and structure of the tender	6
5.1	Submission of tender	6
5.2	Structure of the tender	6
6	Exhibits	7

1 GENERAL DESCRIPTION

1.1 Client

The Norwegian Institute of Bioeconomy Research (NIBIO) was established on 1 July 2015 through a merger of the Norwegian Institute for Agricultural and Environmental Research (Bioforsk), the Norwegian Agricultural Economics Research Institute (NILF) and the Norwegian Forest and Landscape Institute.

The basis of bioeconomy is the utilisation and management of marine and terrestrial biological resources, rather than a fossil economy based on coal, oil and gas. NIBIO is to become the leading national centre for the development of knowledge in the field of bioeconomy.

Through research and knowledge production, the institute shall promote food security, sustainable resource management and innovation and value creation in the value chains for food, forestry and other bio-based industries. The institute shall provide research, administrative support and knowledge for use in national emergency preparedness, public administration, business and industry and society at large.

NIBIO is owned by the Ministry of Agriculture and Food and is an administrative body with special authority and its own board. Its head office is in Ås. The institute has several regional departments and a branch office in Oslo.

Any questions should be addressed via Mercell.

There must be no contact/communication with representatives of the Client other than the above-mentioned contact persons in connection with this tender competition, except by agreement.

1.2 Purpose of the procurement

NIBIO needs to purchase an electrical tractor. Requirements in appendix 1.

1.3 Partial tenders

Tenders for parts of the assignment will not be accepted.

1.4 Structure of the tender documents

- This document with provisions on how the tender competition is to be carried out, including qualification requirements and award criteria.
- Contract with exhibits.

1.5 *Announcement*

The tender competition has been announced in the DOFFIN database through Mercell.

1.6 *Important dates*

All dates are listed in Mercell.

2 RULES FOR THE TENDER PROCEDURE AND TENDER REQUIREMENTS

2.1 *Procurement procedure*

This procurement process is carried out in accordance with the Public Procurement Act of 17 June 2016 and the Public Procurement Regulations of 12 August 2016 No 974. The procurement shall be carried out in accordance with Parts I and II of the Regulations (below the EEA threshold value and special services). The awarding of the contract will be based on the 'Open competitive tender procedure'.

Only tenders from tenderers that meet the qualification requirements will be considered.

Please note that tenders that cannot be considered binding or that contain material deviations from the tender documents will be rejected pursuant to the Public Procurement Regulations Section 9-6 first paragraph.

2.2 *Duty of secrecy*

The Client and its employees are obliged to prevent others from gaining access to or obtaining information about technical devices or procedures or operational and business matters that are important to keep secret for reasons of competition, cf. the Public Procurement Regulations Section 7-4 and the Public Administration Act Section 13.

2.3 *Dialogue*

The Client do not plan to engage in dialogue with the tenderers, but may still do it if necessary cf. the Public Procurement Regulations Section 9-3.

2.4 *Updating of tender documents*

Any corrections, supplements or changes to the tender documents, as well as questions and answers in anonymised form, will be communicated to all tenderers that have registered their interest in the procurement through Mercell.

2.5 Additional information

If a tenderer finds that the tender documents do not provide sufficient guidance, or if errors are found in the tender documents, written notification of this can be provided via Merzell.

3 Qualification requirements

3.1 Mandatory requirements

Requirement	Required documentation
The tenderer must be up-to-date in its payments of tax, employer's National Insurance contributions and value added tax. The tax certificate must not be more than six months old, reckoned from the expiry of the tender deadline.	<ul style="list-style-type: none"> • Tax certificate for value added tax and taxes • Foreign tenderers must submit certificates from corresponding foreign authorities.

3.2 The tenderer's organisational and legal situation

Requirement	Required documentation
The tenderer must be a legally established enterprise.	<ul style="list-style-type: none"> • Norwegian enterprises: Certificate of registration • Foreign enterprises: Proof that the enterprise is registered in an industry register or register of legal entities as prescribed by the legislation in the country where the enterprise is established.

4 AWARD CRITERIA

Only tenders submitted by qualified tenderers that meet the mandatory requirements and specifications set out in the tender documents, including the draft contract and requirements specification, will be considered in relation to the award criteria.

The contract will be awarded to the tender that has the best balance between price/ and quality, based on the following criteria, in priority order :

Criterion	Weight	Required documentation
Quality		Description of the delivery's technical quality (in relation to fulfilment of the requirements specification)
Price		Completed price form
Delivery time		Delivery time

5 Submission and structure of the tender

5.1 *Submission of tender*

The tender shall be submitted electronically via Mercell.

5.2 *Structure of the tender*

Please structure the tender in accordance with the outline that follows from these tender documents. The tenderer is responsible for ensuring that all questions, requirements and points in need of clarification are addressed and documented in the tender. The tender should be structured according to the following outline:

- Tender letter signed by a representative of the tenderer. The tender letter must include the following:
 - Acceptance of the conditions set out in the tender documents and draft contract, and of special contractual terms and conditions. Any reservations must be stated here and be specified in accordance with the provisions on reservations and deviations set out in this tender document. Furthermore, the letter must provide the name of and contact information for the tenderer's contact person.
- Tax certificate
- Certificate of registration
- Credit rating with key figures from a recognised credit rating company.
- Description of the tenderer's three most relevant deliveries in the past three years.
- Description of the tenderer's average workforce over the past three years and the tools, machinery, equipment, material or technical equipment that the tenderer has at its disposal for the performance of the contract/assignment.
- Description of the tenderer's quality assurance system / quality management system.

- Specification of the tenderer's solution (answers to the Client's requirements specification with requested documentation – Exhibit 2)
- Completed price form

6 Exhibits

- Specification requirements
- Contract
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