

TENDER DOCUMENT

Open competitive tender procedure
pursuant to Parts I and III of the Regulations

for the procurement of

Isotope analyser

Case no 18/01543

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1 GENERAL DESCRIPTION

1.1 Client

NIBIO is owned by the Ministry of Agriculture and Food and is an administrative body with special powers and its own board. Its head office is in Ås and the institute has several regional offices throughout the country.

NIBIO is a project-organised institute with an extensive project portfolio and around 700 employees.

NIBIO's clients, customers and projects thereby fall into several categories:

- Research projects allocated, approved and funded by the Research Council of Norway
- Research projects allocated, approved and funded by the Ministry of Agriculture and Food
- Research projects allocated and funded through applications to other public bodies in Norway and abroad, including various EU programmes
- Research assignments won through participation in public competitive tender procedures (typical clients are county governors, county authorities and municipalities)
- Research assignments ordered by private enterprises, foundations and organisations

Any questions should be sent in writing via Mercell.

The client's personnel other than the above-mentioned contact persons must not be contacted/communicated with in connection with this competitive tender procedure.

1.2 Purpose of the procurement

Brief description of the procurement is given in the publication notice. Specifications for the equipment is listed in Appendix 1.

1.3 Part-tenders

Tenders for parts of the assignment will not be accepted.

1.4 Subcontractors

The use of subcontractors in the assignment is not permitted.

1.5 Important dates

All relevant dates are stated in Mercell.

2 RULES FOR COMPLETING 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 FOR 2016-08-12-974 part I and part III. The awarding of the contract will be based on the open competitive tender procedure, cf. the Public Procurement Regulations Section 13-1(1).

Negotiations will not be permitted in this tender procedure. This means that it will not be possible to make changes to the tender after the deadline for submitting tenders. Please note that tenders that contain material deviations from the tender documents will be rejected pursuant to the Public Procurement Regulations Section 24-8(1) b. The client can reject tenders that contain deviations from the tender documents, ambiguities or similar that must be deemed to be significant, cf. the Regulations Section 24-8(2) a.

Tenderers are therefore strongly recommended to follow the instructions set out in this tender document with appendices, and to ask any questions they might have about anything that is unclear by e-mail to the contact person.

2.2 Tax certificate

On request, the tenderer chosen must submit a tax certificate for value added tax and a tax certificate for taxes. This only applies if the chosen tenderer is Norwegian.

The tax certificate must not be more than six months old, reckoned from the deadline for submitting a request to take part in the tender procedure or a tender.

For building and construction contracts, all subcontractors must also submit tax certificates.

2.3 Confidentiality

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, cf. the Public Administration Act Section 13.

2.4 Tender validity period

The tenders must be valid until the date stipulated in Merzell.

2.5 *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 via Doffin.no.

2.6 *Additional information*

Should the tenderer find that the tender documents do not provide sufficient guidance, additional information can be requested from the client by sending a written request via Mercell.

If errors are detected in the tender document, please notify the client's contact person of this in writing.

Written requests for additional information shall be sent via Mercell.

3 THE EUROPEAN SINGLE PROCUREMENT DOCUMENT (ESPD)

3.1 *GENERAL INFORMATION ABOUT ESPD*

The tenderers must complete the enclosed ESPD as preliminary documentation of fulfilment of the selection criteria, the absence of exclusion grounds and, if relevant, fulfilment of pre-qualification criteria for participating in the tender procedure.

The form must be submitted with the tender.

The tenderer(s) recommended for the contract must, before the contract can be entered into, document that they meet the selection criteria in accordance with the stated documentation requirements.

3.2 *National exclusion grounds*

According to ESPD Part III: Exclusion grounds, section D: 'Purely national exclusion grounds'. The Norwegian procurement rules go further than the exclusion grounds specified in the EU directive on public procurement and the standard ESPD form. It is therefore specified that this tender also complies with all the exclusion grounds in the Public Procurement Regulations Section 24-2, including the purely national exclusion grounds.

The following exclusion grounds in the Public Procurement Regulations Section 24-2 are purely national exclusion grounds:

- Section 24-2(2). This provision states that the client shall exclude a tenderer if the client is aware that the tenderer has been convicted of the criminal offences listed and the judgment is final and enforceable, or if the tenderer has accepted a fine for such an offence. The requirement for clients to exclude tenderers that have accepted a fine for the criminal offences listed is a specifically Norwegian requirement.

- Section 24-2(3) letter i). The ESPD form only includes professional misconduct under exclusion grounds, while the Norwegian grounds also cover other serious errors that can give rise to doubts about the professional integrity of the tenderer.

3.3 Overall statement for all selection criteria in the ESPD form

In this tender procedure, tenderers can use the ESPD form to submit an overall statement that it meets all the selection criteria defined in this tender document. This is done in the Part IV Section A of the form.

4 SELECTION CRITERIA

In order to have its tender evaluated, the tenderer must complete the electronic self-declaration form to confirm that it meets all the selection criteria specified below.

4.1 Tenderer registration, authorisation etc.

Criterion	Required documentation
The tenderer must be registered in a register of business enterprises, professional register or a trade register in the state in which they are established.	<ul style="list-style-type: none"> • Norwegian enterprises: Certificate of registration • Foreign enterprises: Confirmation of registration in a register of business enterprises, professional register or a trade register in the state in which they are established

5 AWARD CRITERIA

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

Award criteria	Weight	Required documentation
Price -	25 %	<ul style="list-style-type: none"> • Price offer.
Function and performance <ul style="list-style-type: none"> • Under this criterion, the following is assessed: <ul style="list-style-type: none"> - Technical functions - Practical functions and performance 	60 %	<ul style="list-style-type: none"> • Completed Appendix 1.
Delivery, warranty, training and	15 %	<ul style="list-style-type: none"> • Completed Appendix 1 and

Award criteria	Weight	Required documentation
service		offer letter.

5.1 Evaluation method

Relative method. Each offers award criteria will be given score, according to how they fare compared to the other offers. The offer with the highest total score will be awarded a contract.

6 Submission and structure of the tender

6.1 Submission of the tender

The tender is to be submitted via [Merzell](#)

6.2 Structure of the tender

The tender shall be submitted on the basis of the design indicated in the electronic system for submission.

- Tender letter signed by an authorised 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.
- Specification of the tenderer's solution (answers to the client's requirements specification with requested documentation – Appendix 2 to the contract)
- Completed price form

7 Enclosures

- Contract with appendices
- Appendix 1
-

The tenderer must complete the table and sign on the line below it.

Name of the company:			
Organisation number:			
Postal address:			
Office address:			
Phone number:			
Contact person:			
Phone number:		Mobile number:	
Email address:			

The above-mentioned tenderer hereby submits the enclosed tender in accordance with the terms and conditions described in the tender document.

The tender is valid until the date stated in the tender document. The client can accept the tender at any time until the tender validity period expires.

 Place

Date

Signature

 Name in capital letters