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# TENDER DOCUMENT

*Exploration data, statistics and analysis - Northwest Europe and main global frontier petroleum provinces (Ref no. 2018/1114)*

**Open tendering competition cf. the Public Procurement Act and the Regulations relating to public procurement part I and III**

***Submission deadline: 31 January 2019***

***12:00 noon local time (Norway)***



**NORWEGIAN PETROLEUM  
DIRECTORATE**

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## 2 General description

### 2.1 About the Norwegian Petroleum Directorate

The Norwegian Petroleum Directorate (NPD) is a governmental specialist directorate and administrative body established in 1972.

The paramount objective of the NPD is to contribute to creating the greatest possible values for society from the oil and gas activities by means of prudent resource management based on safety, emergency preparedness and safeguarding of the external environment.

For more information about NPD, visit our website [www.npd.no](http://www.npd.no).

### 2.2 Scope of procurement

The Norwegian Petroleum Directorate (NPD) requests tenders from suppliers that can deliver NPD data, statistics, understanding and analysis of relevant factors that influences different companies' decisions to explore on the NCS.

#### 2.2.1 Databases

NPD wants access to data and information that covers the past 10 years:

- A database of global exploration and appraisal wells, with in-depth pre and post well analysis by experienced explorers.
- A Northwest Europe database of covering E&A wells, licenses, fields, production infrastructure, undeveloped discoveries and prospects

#### 2.2.2 Data-analytics tool

NPD also want access to a sophisticated and comprehensive tool to allow data interrogation for performance analysis, for example by company, play, basin, country and by an unlimited number of technical parameters – results portrayed in map and tabular form and all extractable. Ability to create user-defined data queries and visualizations that can be easily exported.

- With the data and tool it should be possible to:
  - Review past, present and future E&A drilling, including well-by-well commercial and technical data
  - analyze industry performance at a geographical and corporate level
  - On a geological play-by-play basis, access key information on production, reserves, resources and prospects
  - View individual company portfolios on an asset by asset basis, with information on production forecasts, reserves, resources and prospects
  - Analyze resource estimates and technical data for discoveries and prospects
  - perform analogue based pre-drill risking by basin, play and trap type to calibrate in-house risking
  - Perform analysis of Exploration trends covering different basins/play by play exploration statistics (success rates, finding costs, discovery sizes and failure analysis)
  - Perform analysis of industry performance trends

### **2.2.3 Reports and briefing notes**

NPD wants access to insightful reports/papers/notes on relevant themes written by experienced exploration professionals or analysts. Typical reports / briefing notes will be:

- Annual State of Exploration Report
- Monthly High Impact Exploration Report
- Company Portfolio Reports
- Benchmarking Reports
- Monthly Country Activity Reports
- Briefing Notes/ regular topical reports on key industry trends, technology developments and regional hot spots.

### **2.2.4 Implementation of the analyses**

The consultants should provide on-going support to the NPD, and it should be easy to call the analysts. In addition, NPD should have a dedicated Account Manager and Client Service Contact. The consultant should also, at no additional costs, provide an annual content session / presentation in NPD's offices in Stavanger.

### **2.2.5 Qualification requirements**

The analyses should be done by a consultant with a good track-record and a good standing in the sector. A document which outlines the methodology used and the quality assurance of the database should be delivered and would be very important in the evaluation. A thorough description of the data sources, both internal and external sources should be provided. The quality control process of the data and integrity checking should be provided.

### **2.2.6 Financial ceiling and tender**

The budgetary ceiling for the Consultancy is NOK 600 000 per year, ex. VAT. The budget includes all travel related expenses and reporting.

### **2.2.7 Contract**

The NPD intends to sign a 1-year contract that can be extended 1 year at a time, up to 4 years in total. The contract will be automatically extended unless the NPD gives notice otherwise.

The supplier shall submit its own standard contract terms for the offered services. See also section 3.2 for information regarding reservations. NPD reserves the right to reject tenders which contain unreasonable or unbalanced contract terms in NPD's disfavor.

## **2.3 Public announcement**

Tender competition is announced in the Merccell-database, DOFFIN-database and in the TED-database.

# **3 Competition rules**

## **3.1 Procedure**

Open tendering competition, cf the Public Procurement Act of 16 July 1999 No. 69 as amended, see also the Regulations relating to public procurement, laid down by Royal Decree on 7 April 2006 No 402. This type of procedure does not allow for contract negotiations. Only bidders that fulfil the qualification requirements will have their tenders evaluated. Bidders are not allowed to change the tender after the submission deadline.

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## 3.2 Reservations and non-conformity

If the supplier has reservations regarding parts of the tender documentation, required specifications, contract or other tender documents, it shall be clearly stated in the bid. Any reservations must be specified, including consequences for performance, prices or other conditions.


The same applies to non-conformity. Reservations and non-conformities shall be stated precisely and unambiguously. They shall be stated in the bid letter in such a manner that the contractor can evaluate them without it being necessary to contact the supplier. Substantial reservations, and reservations or non-conformities that can result in uncertainty regarding evaluation of the bid compared to other bids, will result in the bid being disallowed, cf. Section 24-8 of The Public Procurement Act.


## 3.3 Abidance

The bidder must abide by his/her tender until 3 months after the submission deadline.

## 3.4 Communication during the tender process

All communication during the process shall be routed via the Merccell-portal, [www.merccell.no](http://www.merccell.no). This is to assure that all communication will be logged. When you are logged on to the competition,

chose the flag marked "Communication", click on the symbol  "New message". Enter the

information to the authority and then click . The authority will then receive your message. If the question regards all bidders, the authority will answer the inquiry anonymously by giving the answer as additional information. Additional information is available under the flag "Enquiry", then the flag "Additional information". You will also receive an e-mail with a link to the additional information.

## 4 Qualification requirements

### 4.1 General requirements

Requirement	Documents required
<b>Circumstances regarding the bidder's tax remittances shall be in order (this only applies to Norwegian companies).</b>	<ul style="list-style-type: none"> <li>• Tax certificate</li> <li>• VAT certificate</li> </ul> <p>More information: <a href="http://www.skatteetaten.no/no/Alt-om/Skatteattest/">http://www.skatteetaten.no/no/Alt-om/Skatteattest/</a></p>

### 4.2 Company registration

Requirement	Documents required
<b>The bidder shall be registered in the "The Register of Business Enterprises" in Brønnøysund or registration in a trade register or the like as set out</b>	<ul style="list-style-type: none"> <li>• Copy of company registration Certificate or similar.</li> </ul>

<b>in the laws of the country of registration of the bidder.</b>	
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### 4.3 Experience

Requirement	Documents required
<b>The bidder must have experience with similar assignments.</b>	Description of the most relevant previous assignments. The description should include an overall description of the assignment, timing and contact information of the client.

## 5 Award criteria

Only tenders that is submitted by qualified bidders and that meet the requirements and specifications given in the tender document will be considered.

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

Criteria	Weight	Documents required
<b>Price</b>	30 %	Yearly costs in lump sum. All costs regarding the service must be included in the lump sum.  Prices shall be stated in NOK ex. VAT.
<b>Quality</b> , meaning the degree to which the aforementioned specified requirements are met	70 %	Description of: <ul style="list-style-type: none"> <li>The extent of available data</li> <li>How the Quality assurance activities is performed</li> <li>How frequent the data is updated</li> <li>In what extent NPD have access to specialists with regards to data and analysis for the relevant petroleum regions.</li> <li>The specialists' competence must also be described.</li> <li>See section 2.2 above.</li> </ul>

## 6 Submission and disposition of tender

### 6.1 Submission of tender

All tenders shall be submitted electronically via the Merccell portal, [www.merccell.no](http://www.merccell.no) by the tender deadline. Tenders delivered after the deadline will not be accepted. (The system does not permit tenders to be sent electronically via Merccell after the tender deadline.)

If you are not a Merccell customer, or you have questions regarding how the application functions, e.g. how to submit a tender, please contact Merccell Support at tel +47 21 01 88 60, or by e-mail to [support@merccell.com](mailto:support@merccell.com). It is recommended to submit the tender in adequate time before the deadline. A minimum of 1 day before the deadline is suggested.

If the authority should provide additional information that results in you wanting to change your tender before the deadline, you can access your offer, open it, make the necessary changes and send it again right up to the deadline. The last submitted tender will be regarded as the final one.

The tender requires an electronic signature when it is submitted. When sending the tender electronically, an electronic signature will be requested to confirm that you are the actual bidder who has submitted the tender. An electronic signature can be obtained at [www.commfides.com](http://www.commfides.com), [www.buypass.no](http://www.buypass.no) or [www.bankid.no](http://www.bankid.no).

We would like to remind you that it can take some days to acquire an electronic signature, and therefore recommend that this process be initiated as soon as possible.

## 6.2 Disposition of tender

The tender shall be enunciated in English and as in this disposition:

File name	Contents
<b>Qualification requirements</b>	<b>Documents are to be enclosed in the step Kvalifikasjonskrav/Qualification requirements when you submit the tender in Mercell.</b>
<b>K01 – Tax certificate</b>	Ref. section 4.1 in tender document
<b>K02 – VAT certificate</b>	Ref. section 4.1 in tender document
<b>K03 – Company registration certificate</b>	Ref. section 4.2 in tender document
<b>K04 – Experience</b>	Ref. section 4.3 in tender document
<b>Documents required</b>	<b>Documents are to be enclosed under the tab Dokumenter/Documents when you submit the tender in Mercell.</b>
<b>DOC01 – Cover page</b>	Signed by a responsible/liable representative for the bidder. Name and contact information of the bidder.
<b>DOC02 – Financial proposal</b>	Ref. section 5 in the tender document
<b>DOC03 – Description of the product/quality</b>	Ref. section 2.2 and 5 in the tender document