

Tender Notice FOA Del I



Kartverket

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1 CONTRACTING AUTHORITY

The Norwegian Ministry of Foreign Affairs, on behalf of the Norwegian Government, invite you to participate in a competition for the purchase of Experts for midterm review of the cooperation between State Geo Cadaster of Ukraine and Statens Kartverk.

Statens Kartverk - The Norwegian Mapping Authority (henceforth the Contracting authority), will manage and supervise the project in close cooperation with State Geo cadaster of Ukraine.

The project beneficiary in Norway is Statens Kartverk who is responsible for the procurement, tender documents and for all payments.

The Contracting authority is a public sector agency under the Ministry of Local Government and Modernisation, and is the national mapping authority in Norway. Statens Kartverk is lead by Director General Anne Cathrine Frøstrup and bears nationwide responsibility for geographical information, operates the national property registry and undertakes all property registration in Norway

Further information about the Norwegian Mapping Authority can be found at www.kartverket.no.

2 THE PURPOSE AND SCOPE OF THE TENDER

The cooperation between State Geo Cadaster of Ukraine and Kartverket started in late 2017 and the current project phase will continue until December 2020.

The partners agreed to enter a mid-term review of the project to obtain an external evaluation of the project's goal achievement and progress.

The mid-term review must as a minimum focus on the following areas:

- Provide a general assessment of project execution and results (from the Grant agreement) related to relevance, efficiency and sustainability.
- Pay special attention to the effects the project on State Geo Cadaster as an institution, including improvements and services that StateGeoCadaster can offer after getting maps produced and having a Positioning system in place.
- Assess the need for a second project phase, specifying which areas should be strengthened/prioritized, and the reasons for this.

For a more detailed description of the assignment, see the requirements specification under the tab "requirements" in the Merzell portal.

3 QUALIFICATION REQUIREMENTS

The supplier must meet the following qualification requirements

The supplier must have orderly conditions with regard to payment of tax, employer's national insurance contributions and VAT

- This must be documented with a certificate that confirms that the supplier has fulfilled its obligations regarding payment of taxes, social securities and VAT. The certificate must be no more than 6 months old.
- For Norwegian companies: Skatteattest

The supplier must be a legally established company

- For foreign companies: A confirmation written by an authority responsible for trade or business register, in English or translated into English, that the company is registered in a trade or business register as prescribed in law in the country in which the company is based.
- For Norwegian companies: Company certificate (Firmaattest)

The supplier must have experiences from similar evaluation projects

- Information about at least 3 relevant projects executed by the company during the three last years, must be provided with description of client, projects/works, contract value, time and duration.

Documentation demands to suppliers organisation and legal position

The supplier must be a legally established company

- For foreign companies: A confirmation written by an authority responsible for trade or business register, in English or translated into English, that the company is registered in a trade or business register as prescribed in law in the country in which the company is based. - For Norwegian companies: Company certificate (Firmaattest)

Documentation demands on suppliers economical and financial capacity

The supplier must have orderly conditions with regard to payment of tax, employer's national insurance contributions and VAT

- This must be documented with a certificate that confirms that the supplier has fulfilled its obligations regarding payment of taxes, social securities and VAT. The certificate must be no more than 6 months old. - For Norwegian companies: Skatteattest

Documentation demands to suppliers technical qualifications

The supplier must have experiences from similar evaluation projects

Information about at least 3 relevant projects executed by the company during the three last years, must be provided with description of client, projects/works, contract value, time and duration.

3.1 Support from other companies

If a local partner or subcontractors are included in the bid to meet the qualification requirements, the following applies:

Information must be provided about which areas of the procurement that the main contractor, joint venture partner and subcontractors will be meeting, and estimated percentage of the total deliverables that will be executed by the joint venture partner/subcontractor.

Signed declarations of commitment for joint venture partners/subcontractors must be presented. This declaration must document that the required resources are at the project disposal for the procurement.

The main contractor is responsible for the part of the contract executed by the joint venture

partner/subcontractor, and invoices must be sent through the main contractor.

4 REQUIREMENTS FOR THE FORMULATION AND DELIVERY OF THE TENDER

Number	Claim
1	<p>The tender offer must be in writing and must contain a Covering Letter including:</p> <ul style="list-style-type: none"> • Name, address and complete contact information for the supplier, including contact information for the person responsible for the contract • Short presentation of the supplier, history, markets, size and other relevant information • Confirmation on the date to which the tender is binding • Signature by an authorized person
2	<p>The tender offer shall be written in Norwegian or English. The same applies for all attachments.</p> <p>Every document must be delivered in searchable pdf format.</p>
3	<p>The tender offer shall include complete documentation on the requested requirements. The supplier is responsible for ensuring that all questions, requirements and issues needing clarification in the tender notice are answered/clarified.</p>
4	<p>The tender must be submitted electronically through Merccell-portal.</p>
5	<p>One copy of the tender is to be censored for business secrets, which for competition reasons shall be kept secret; this copy is to be used in the event of any requests for access. This will be used by the contracting authority in case we receive a request for access to the tender offer.</p>

5 SCHEDULE

Activity	Dates
Publishing date	12/13/2019 12:00 PM
Deadline to ask questions	

Deadline for making an offer	12/13/2019 12:00 PM
Opening date	12/13/2019 12:00 PM
Evaluation	Week 51
Supplier selection	Week 51
Signing the contract	Week 51
Contract valid until date	3/2/2020 12:00 AM

6 EXECUTION COMPETITION AND AWARD

The procurement is conducted in accordance with the Norwegian Public Procurement Act of 17 June 2016 (LOA) and Regulations on Public Procurement No. 974 of 12 August 2016 (FOA) section I.

The contracting authority plans to award a contract without having contact with the suppliers in addition to making any minor clarifications/corrections of the offers.

Negotiations can still be completed if, after receiving the offer, the client considers it appropriate. In this case, the selection will be made following an assessment of the award criteria. It is emphasized that no vendors can expect dialogue about their offer and therefore must deliver their best offer.

7 AWARD CRITERIA

The award is based on which offer has the best relationship between price or cost and quality based on the following criteria:

- **Price - 30%**

Here, points are awarded after comparing the offers with respect to specified hourly rate for the assignment.

Price must be filled in the Merccell portal under the "Products" tab, and must include travel costs.

- **Proposal for solution/mission understanding - 30%**

Here, points are awarded after comparing the offers with respect to the supplier's answer to the

contracting authority's description of the mission (see the requirements specification) and suitability to fulfill the purpose of the mission.

In particular, the following items will be evaluated:

- Supplier's understanding of the issues to be elucidated.
- What the delivery will include, including methodological approach and justification for choice of method.
- Any suggestions for other relevant, additional issues that should be elucidated and the reasons for this.
- Implementability and progress schedule to deliver by deadline.

The solution proposal must appear under chapter 2.1.0 and 2.2.1 of the requirements specification (the "requirements" tab in the Merccell portal)

- **Competence of offered personnel - 40%**

Here, points are awarded after comparing the offers with respect to competence and experience of offered personnel. 1-3 consultants must be offered to carry out the assignment.

The following will be particularly emphasized under this section:

- Composition of team, including distribution of work assignments and share in the project, as well as whether and why the composition is considered appropriate to the assignment.
- Degree of relevant competence and experience related to similar evaluation assignments within development projects.






It will be strongly emphasized if the consultant(s) has a experience and competence within mapping, cadastre and land registration.

Competence must be documented via CV and reference assignments under Chapter 2.3.0 and 2.4.0 of the requirements specification (the "requirements" tab in the Merccell portal).

8 STRUCTURE OF THE TENDER NOTICE

The tender documents consist of the documents listed below. It is the responsibility of the supplier to ensure that all the documents in the competition are included.

(3)

Name	Change date	Description	
 Appendix SSA - O - Research and Development Agreement	11/19/2019 12:37 PM	SSA-O bilag v2018	
 SSA-O Research and Development Agreement	11/19/2019 12:44 PM	Agreement governing research and development work to be performed by a Consultant. The Norwegian Government's Standard Terms and Conditions for Consultancy Services SSA-O	
 Tender Notice FOA Del I	11/19/2019 3:08 PM		