PREQUALIFICATION DOCUMENT

INVITATION TO PREQUALIFICATION

100797

Framework agreement - Deployable office containers

Procurement pursuant to the Norwegian Regulations on Security and Defence Procurement (FOSA Part II)

Contents

1.		DUCTION	
Nor	wegian C	efence Materiel agency and the Norwegian Armed Forces	
	1.1.1	Purchaser organisations	4
1.2	About t	his procurement	
	1.2.1	Purpose and general information	5
	1.2.2	User Profile	5
1.3	Scope of	f procurement	5
1.4	Contrac	tual provisions	6
	1.4.1	Main contractual provisions	6
	1.4.2	Special contractual provisions	6
2	ADMI	NISTRATIVE PROVISIONS	8
2.1.	Tenderi	ng Procedure	8
2.2	_	ge	
2.3		entiality and transparency	
	2.3.1 Tr	ansparency	8
		ndidate confidentiality obligation	
		of procurement	
		rtal	
		nt schedule	
3. 3.1.		UALIFICATION PROCESSon of Candidates	
3.1.		ates, collaborating partners and sub-contractors	
3.3.		utory injunction	
3.4.		er's point of contact	
3.5.		ns regarding the prequalification documents	
3.6.		ions, supplements or change to the prequalification document	
3.7.		tion submission costs	
4.		UALIFICATION REQUIREMENTS	
4.1.	_	ification requirements and documentation	
	4.1.1.	Tax and VAT certificate and HES statement	
	4.1.2.	Requirements to the Candidate's organisation and legal position	
	4.1.3.	Requirements to the Candidate's economical and financial capacity	13
	4.1.4.	Requirements to technical and professional capacity	14
	4.1.5.	Quality assurance	14
	4.1.6.	Social and ethical requirements	15
5.	APPLI	CATION SUBMISSION	15
5.1.	Applica	tion structure	15

PREQUALIFICATION: 100797 Framework Agreement – Deployable office containers INVITATION TO PREQUALIFICATION PAGE 3 OF 16

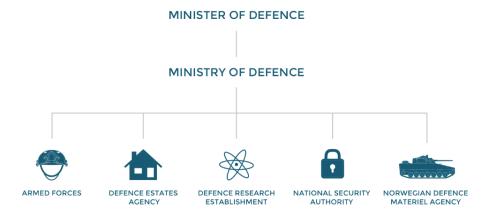
5.2.	Application Dispatch		
		Method of Delivery	
	5.2.2.	Rejection of Candidates or applications	16
	5.2.3.	Application due date	16
6.	COMPI	LETION OF THE COMPETITION	16
6.1.	Cancella	tion of the competition and rejection of all applications	16
7.	ATTAC	HMENTS	16

1. Introduction

Norwegian Defence Materiel agency and the Norwegian Armed Forces

This procurement is conducted by the Norwegian Defence Materiel Agency (NDMA) General Materiel Division. NDMA General Materiel Division is responsible for most of the common materiel that is utilised in all military services, such as military support systems, medical services, ammunition, soldier supplies and clothing, and information services. Further information is available on the following website: www.forsvarsmateriell.com

The Norwegian Armed Forces (NAF) are made up of approximately 17 000 people (including commissioned and non-commissioned officers, civilian employees and conscripts). The Norwegian Armed Forces are divided into branches: the Army, the Navy, the Air Force and the Home Guard. Parallel to the Defence organization are several other organizations which support and facilitate the operation of the Norwegian Armed Forces and the execution of Norwegian Defence and Security Policy. These are all governed by the Ministry of Defence:



NDMA currently employs about thirteen hundred (1 300) personnel and is strategically led by a Chief Executive Officer. The primary tasks of the NDMA are planning, acquiring, managing and disposing of materiel on behalf of the Norwegian Armed Forces as well as other MoD agencies. NDMA plans for the future and establishes projects to meet the needs of military defence strategies as well as other defence agencies.

After contract award and implementation, NDMA intends to transfer the contract obligations and management to the Norwegian Armed Forces for the duration of the contract.

1.1.1 Purchaser organisations

NDMA will hereafter be referred to as the Purchaser. The term "Norwegian Armed Forces" will be used when appropriate.

The Purchaser will conduct the procurement and enter into the contract on behalf of the Norwegian Armed Forces. The Ministry of Defence with underlying agencies at any time has the option of entering into this contract.

The contract may also be made subject to purchase orders by the National Police Shared Services and the Department of Public Security.

1.2 About this procurement

1.2.1 Purpose and general information

The purpose of this procurement is to meet the Norwegian Armed Forces operational need for a deployable container office system with capacity for office facilities (the System). The System shall consist of 20 ft ISO containers with full International Convention for Safe Containers (CSC) approval. The containers in the system shall be coupled on the long sides. The System shall operate with the Armed Forces' existing power and data center systems.

The System shall consist of minimum two coupled containers, one start and one end container. It shall be possible to add up to two middle containers between the start and end containers in order to create a three or four container office system. The containers in the system shall be equipped with removable side walls that can function as a room divider when coupled. These walls shall be fitted with personnel doors. The intention is that the different containers in the system are interchangeable and provide a flexible solution for the user. Each container shall facilitate minimum 4 workstations.

NDMA will seek to acquire products with only a limited need for adaptations of the chosen product.

1.2.2 User Profile

The system will be operated during peacetime, training missions and in conflict zones, both in Norway and in international operations. These operations are not limited in time and will challenge the system's ability for endurance and flexibility. In operation, the system shall be stackable with minimum two systems on top of each other. While in operation it is expected that the workstations will be in use 24/7 with a minimum of downtime for maintenance.

The deployable container office system shall provide a flexible and modular office container system with regard to room configuration. Based on the configuration of containers, the system may be used as one open office space/class room system or several separate rooms with internal walls including doors between the rooms.

The system will be subjected to harsh climatic environments during storage, transportation and in operation. It will operate in desert, tropical and arctic regions. During transportation, storage, training and operation the system will be in an un-controlled environment, subjected to the present climatic conditions.

In addition, the system shall be possible to transport by trailer, train, sea vessel and cargo plane. This entails that the system can be subjected to multiple day transportation, on different load carriers. The containers will be handled with forklifts, crane and vehicles. This means that the system cannot deteriorate or lose functionality due to vibration and forces acted upon it during transportation and storage.

In high intensity operations the access to spare parts and technical competence might be scarce. This means that the system must be easily maintainable and reliable over time.

More information on technical requirements will be included in the subsequent Invitation to Tender (ITT).

1.3 Scope of procurement

The estimated value of the framework agreement is approximately NOK $140\ 000\ 000-175\ 000\ 000$ net of VAT in total, based on previous years' acquisitions and expected future acquisitions. The

purchaser has an option for an additional estimated value of NOK 70 000 000 – 90 000 00 net of VAT that may be incorporated into the scope of contract.

The estimates do not constitute an upper or lower limit for the quantities that may be procured under the framework agreement. The actual quantity will depend on the users' various needs during the framework agreement period and may be subject to budgetary changes within the Norwegian Armed Forces. The user's need may vary, in particular depending on exercises and operations during the contract period.

1.4 Contractual provisions

1.4.1 Main contractual provisions

For the purpose of this procurement NDMA will enter into a non-exclusive framework agreement (Contract) with one supplier.

The Contract will have a duration of 4 years. The purchaser has an option to extend the duration of the framework agreement one or more times for up to an additional 3 years. The total maximum duration of the framework agreement may be up to 7 years, options included.

The Contract will consist of main contractual provisions including several Annexes in order to further specify the terms and conditions relating to the scope of delivery, price, delivery terms, etc.

1.4.2 Special contractual provisions

1.4.2.1 Social and ethical responsibility

The Norwegian Defence shall perform their procurement in an ethical manner. The Candidate shall review the Norwegian Ministry of Defence's Ethical Guidelines for contact with business and industry in the defence sector. The guidelines are to be found at:

https://www.regjeringen.no/globalassets/upload/fd/reglement/ethical-guidelines-for-business-and-industry-in-the-defence-sector 2011 s-1001-e web.pdf?id=2107138

In order to become a supplier for the Norwegian Defence the Candidate must confirm by self-declaration that the ethical requirements will be fulfilled and respected, see *Appendix 7 Ethical Statement for Suppliers*.

1.4.2.2 Salary and work conditions

For work undertaken by Contractors in Norway, salary and work conditions as set out in "Regulations No 112/2008 on pay and working conditions in public contracts" ("Forskrift om lønns- og arbeidsvilkår i offentlige kontrakter" av 8.februar 2008 nr. 112), will apply.

The Contract will contain regulations on wage and working conditions and corporate responsibility as stated in $Annex\ A-NDMA\ Ethical\ Requirements\ to\ all\ Contractors.$

1.4.2.3 Security regulations

The Act of 27 February 2018 on preventive security service (the Norwegian safety Act) applies to procurements safeguarded pursuant to this act.

The supplier (ownership, management and manufacturing) must be able to enter into a security agreement in order to allow for the processing of classified information according to Norwegian law.

PREQUALIFICATION: 100797 Framework Agreement – Deployable office containers INVITATION TO PREQUALIFICATION PAGE 7 OF 16

Personnel at the supplier who will provide assistance during the framework agreement might be subjected to authorization for Norwegian security level RESTRICTED (BEGRENSET).

The purchaser encourages all suppliers to familiarize themselves with the process concerning supplier clearance and security clearance.

For more information, please see the National Safety Authority (NSM)'s website:

https://nsm.stat.no/ and

https://nsm.stat.no/publikasjoner/skjema

1.4.2.4 Industrial Co-operation

Applicable to bidders located outside the European Economic Area (EEA):

The Royal Norwegian Ministry of Defence (MoD) has decided that an industrial co-operation agreement is required (in accordance with the Regulations for Industrial Co-operation related to Defence Acquisitions for Abroad (RIC)), for tenderers located outside the European economic Area (EEA). Please find enclosed "Regulations for Industrial Co-operation related to defence Acquisitions for abroad" and standard agreements for industrial co-operation. Such bidder shall in the prequalification application state the commitment to enter into such agreement without making any reservations to the RIC and standard agreements using the wording as follows:

"(Name of bidder) hereby unconditionally declare our entire acceptance of the Regulations for Industrial Co-operation related to Defence Acquisitions form Abroad. We also unconditionally declare our acceptance of all the terms and conditions of the standard agreements for industrial co-operation."

In addition, the bidders shall in connection with the tender also describe (in a separate annex) how they intend to fulfil the industrial commitment. The annex shall include descriptions of contracts or arrangements entered into or currently being negotiated with Norwegian industry.

Applicable to bidders located within the European Economic Area (EEA):

The Royal Norwegian Ministry of Defence (MoD) has decided that an industrial co-operation agreement is required (in accordance with the Regulations for Industrial Co-operation related to Defence Acquisitions for Abroad (RIC)), for subcontractors located outside the European economic Area (EEA). This requirement also applies if the main contractor and the subcontractor belong to the same corporation. Please find enclosed "Regulations for Industrial Co-operation related to defence Acquisitions for abroad" and standard agreements for industrial co-operation. Such bidder shall in the prequalification application state their commitment to enter into such agreement without making any reservations to the RIC and standard agreements using the wording as follows:

"(Name of bidder) hereby unconditionally declare, on behalf of all our subcontractors located outside the European economic area, their entire acceptance of the Regulations for Industrial Co-operation related to Defence Acquisitions form Abroad. We also unconditionally declare, on behalf of all our subcontractors located outside the European Economic Area, their acceptance of all the terms and conditions of the standard agreements for industrial co-operation."

In addition, the bidders shall in connection with the tender also describe (in a separate annex) how his subcontractors located outside the European Economic Area intend to fulfil the industrial commitment. The annex shall include descriptions of contracts or arrangements entered into or currently being negotiated with Norwegian industry.

Please see Annex B Regulations for Industrial Co-operation related to Defence Acquisitions for Abroad for more information.

2 Administrative provisions

2.1. Tendering Procedure

This procurement process will be conducted in accordance with the Act of April 21st 2016 no. 73 on Public Procurements (LOA) and the Regulations of October 4th, 2013 no. 1185 on Security and Defence Procurements (FOSA).

LOA is available, in Norwegian at: http://www.lovdata.no/lov/2016-06-17-73

FOSA is available, in Norwegian at: https://lovdata.no/forskrift/2013-10-04-1185

This procurement will be conducted according to FOSA § 5-1 as a:

Negotiated competition with publication in advance.

As the initial part of the procurement process, the NDMA will under this document invite prospective Candidates to apply for prequalification for the delivery. Candidates are not allowed to deliver a request to participate for part of the procurement.

The Purchaser is executing this prequalification to find Candidates that qualify as suppliers to the subsequent tender process. In the current stage only the Candidates' qualifications regarding organisational, financial, economical, technical and professional capacity will be evaluated. When the tender documents are released to the qualified Candidates, the Candidates will be evaluated on the basis of their offer to the tender.

Only the prequalified Candidates will receive the Invitation to Tender (ITT) and will be able to compete in the following tender process.

The Purchaser reserves the right to reduce the number of tenders for the competition before the negotiations. This reduction will be based upon the award criteria stated in the tender documents.

2.2 Language

All written or oral communication in connection with the tender competition and/or tender shall be in English or Norwegian.

2.3 Confidentiality and transparency

2.3.1 Transparency

According to Norwegian Public Administration Act, once the Contractor is chosen, tender and Purchaser's internal evaluation documents will be accessible to the public. However, the Purchaser is obliged to keep confidential any knowledge and information related to technical solutions, execution, or how the competitor's business is conducted. This knowledge or information should be treated and maintained as internal information exempt from public access and/or disclosure.²

¹ according to FOSA § 11-11.

² Ref. FOSA § 3-4 cfr. Public Administration Act § 13, first paragraph.

If the Candidate determines that their application consists of certain internal information considered by the Candidate as company secret, pursuant to the Public Administration Act,³ the Candidate may submit a version where this information is designated as company privileged and redacted from this alternative version. Nonetheless, Purchaser must balance and consider this only as a request by the Candidate as guiding and informational, but still requiring the Purchaser to undertake an own evaluation of the information provided by the Candidate.⁴

The Purchaser is restricted to follow the principle on public access.⁵

2.3.2 Candidate confidentiality obligation

By participating in the competition, the Candidate undertake to maintain any and all information as confidential which is found in, or related to, this tender document and/or acquired throughout the entire procurement process.

2.4 Publication of procurement

This procurement has been published in the Doffin and TED databases through the Mercell Portal.

2.5 Mercell Portal

The Purchaser uses the Mercell Portal for communication, prequalification and tender deliveries during this procurement. For information regarding the Mercell portal please visit www.mercell.com.

2.6 Procurement schedule

As a rough guide to the tentative project schedule, the procurement is currently planned as follows:

Activity	Date (TENTATIVE)
Due date for posing questions regarding the	
prequalification	23 April 2019
Due date delivery of application for	
prequalification with requested prequalification documents	29 April 2019
	13:00 CET
Prequalification accomplished, information to all	13 May 2019
Candidates	
Interlocutory injunction ref. FOSA § 10-6	15 DAYS from notification of
	qualification results
Release of ITT documents	20 May 2019
Tender due date	June 2019

³ Ref § 13 Public Administration Act, first paragraph,

⁵ Ref Public Information Act § 11

⁴ Ref Public Information Act § 29

Clarifications/Negotiations	Q3/Q4
Contract award	Q4

The subsequent ITT will contain a more detailed procurement schedule.

3. Prequalification process

The prequalification process will be accomplished through evaluation of all Candidates for compliance with the mandatory qualification requirements listed in chapter 4 **Prequalification requirements** of this document.

The evaluation will be based upon information and documentation given in the individual application to this prequalification. The Candidates are responsible for submitting the required documents and information to the application in a clear manner.

3.1. Exclusion of Candidates

Candidates unable to meet mandatory prequalification requirements will be excluded. If a Candidate does not satisfactorily document and/or confirm compliance to the requirements in the application, the Candidate may be excluded from the prequalification process, in accordance with FOSA § 11-12.

Candidates that fall within other cases justifying exclusion according to FOSA § 11-12 may also be excluded depending on the significance and gravity of the case.

3.2. Candidates, collaborating partners and sub-contractors

The term "Candidate" refers to the economic entity (collaborating companies or independent companies) applying for prequalification.

For the purpose of this procurement procedure, a *consortium* is defined as an association/joint venture of two or more collaborating partners (or other entities) formed on the basis of an agreement with the specific aim of tendering for, and if successful, fulfilling the contract as a group.

By contrast, a company which intends to engage sub-contractors, but will apply for prequalification on its own and be solely responsible for fulfilling the contract, the company will be regarded as an *independent Candidate* (despite its sub-contractors).

The Candidate can rely on sub-contractors or other entities for the purpose of fulfilling one or several of the qualification requirements regarding 4.1.3 economical and financial capacity or 4.1.4 technical and professional capacity. In this case, please note that sufficient documentation must be submitted in order to prove that the relevant requirement is fulfilled. Each sub-contractor supporting the Candidate in this way must also sign a **Declaration of commitment**. These Declarations of commitments must be submitted in the application. Candidates relying on subcontractors for this purpose are advised to use *Appendix 3- Declaration of Commitment* as template.

Any candidate, consortium or not, that are planning to use subcontractors in the fulfilment of the contract shall include a list of subcontractors in the application in accordance with chapter 4 section 4.1.4. The list of subcontractors shall be submitted in *Appendix 5 – Subcontractors*.

3.3. Interlocutory injunction

Excluded Candidates will get a reasoned decision. The Candidate may file a request for interlocutory injunction with Norwegian District Court⁶ within 15 calendar days counted from the day after the decision is sent to the Candidate.⁷

3.4. Purchaser's point of contact

The Purchaser's contact information for this procurement process is:

Commercial contacts:	Cathrine Schjenken Arntsen	Kristine Farestvedt Nesse
	Senior Executive Officer	Legal advisor
	NDMA Contract Section	Norwegian Defence Logistics Organisation
Phone:	+47 67863712	
Mobile:	+47 96943236	+47 92633951
E-mail:	caarntsen@mil.no	knesse@mil.no

There shall be no contact with any other persons in the Purchaser's organisation, the Norwegian Armed Forces or other purchaser organisations regarding this procurement process than the person stated above.

3.5. Questions regarding the prequalification documents

The Candidates will have the opportunity to send questions in writing regarding the documents related to the prequalification. The questions must be drawn up in English and submitted through the Mercell Portal. Questions will be made anonymous and answered subsequently through the Mercell Portal.

Deadline for submitting questions is six (6) calendar days before the prequalification due date. Questions received later will only be answered if it is possible to provide the answer before the prequalification due date.

3.6. Corrections, supplements or change to the prequalification document

Prior to the prequalification due date, the Purchaser has the right to make non-substantial corrections, supplements and/or changes to the prequalification document.

Any corrections, supplements and/or changes to the prequalification document will be published through the Mercell Portal prior to the application due date.

⁶ Ref. Norwegian Dispute Act (Lov av 17.06.05 nr. 90 – Tvisteloven) Chapter 4

⁷ Ref. FOSA § 10-6.

3.7. Application submission costs

Neither the Invitation, nor the submission of the Documents, shall in any way commit NDMA to enter into a contract with the Candidate, or involve NDMA in any financial commitments.

NDMA will not under any circumstances refund the Candidate any of the costs arising from making, submitting, or following up of the application.

4. Prequalification requirements

4.1. Prequalification requirements and documentation

In the prequalification process, NDMA's focus will be on selecting the Candidates that possess the necessary competence, experience, capacity and financial standing to handle the prospective scope of contract. The product, price, technical and functional performance will not be evaluated until the subsequent tender process.

In order to allocate such potential Candidates, NDMA has established a set of mandatory Prequalification Requirements - PQRs.

All PQRs are followed by one or more "Prequalification Document" – PQD, which serves as the basis for evaluation of compliance with each PQR. The documentation requested in the PQDs as related to each PQR, should be correspondingly numbered and submitted by the Candidate as separate annexes to the application.

The Purchaser reserves the right to require additional information for verification of all PQRs from any one of the Candidates if necessary. The Purchaser reserves the right to inquire further to determine whether Candidate's information is verifiable and correct through other sources, including secondary or third party information. Nevertheless, the Candidates are responsible for submitting all documentation required for the application.

4.1.1. Tax and VAT certificate and HES statement

Occumentation requirements (PQD)
PQD 1 NDMA requires the Candidates to submit a tax certificate ssued within 6 months of due date for delivery of the application for requalification. With tax certificates means: For Norwegian Candidates: Form from the Tax Commission (RF-1244) issued by the treasury "Skattekontoret") for value added tax. Form from the Tax Commission (RF-1244) issued by the municipality reasurer/ "Skatteoppkreverkontoret" for payroll and regular taxes. For Foreign Candidates: Foreign Candidates must have corresponding certificates from their elevant Authorities documenting that they have complied with the sules and regulations relating to taxes, VAT fees, duties etc. If the authorities do not issue such certificates, the Candidates shall forward
Proceeding

⁸ As required by §36-5 in the Procurement rules for the Defence Sector (ARF FOR-2017-11-15-2444)

	a statement confirming that all such taxes have been paid. The
	Statement shall be confirmed and signed by the Candidates Chief
	Financial Officer and auditor.
PQR 2 For works/services	PQD 2 Completed and signed HES statement in accordance with
that are being performed in	Appendix 4 – Statement about Health, Environment and Safety (HES).
Norway the Candidate	
must fulfil Norwegian	
HES-requirements.	

4.1.2. Requirements to the Candidate's organisation and legal position

As the objective of this prequalification process is to select qualified suppliers, organisational documentation is required in order to verify the professionalism and legal position of the individual Candidates.

Requirements (PQR)	Documentation requirements (PQD)
PQR 3 The Candidate shall be a legally incorporated company.	PQD 3 For Norwegian Candidates: Company registration certificate from the Norwegian Register of Business Enterprises (NW: "Foretaksregisteret") in Brønnøysund.
	For Foreign Candidates: Confirmation that the Candidate is registered in a trade register or a register of business enterprise in accordance with the laws of the country where the Candidate is established.

4.1.3. Requirements to the Candidate's economical and financial capacity

Requirements (PQR)	Documentation requirements (PQD)
PQR 4 The Candidate shall have sufficient economic and financial capacity to carry out the potential contract, including a credit rating with minimum requirement A.	PQD 4-1 The Candidate's financial statement (annual accounting), including current financial or other explanatory notes, executive management statements, representations and/or certifications as well as a report from a certified auditor covering the previous three (3) fiscal years. If the financial statement from the previous calendar/fiscal year has not been completed by the application deadline, certified financial statements from the previous two (2) years as well as a provisional statement for current year shall be attached. PQD 4-2 A credit rating based on the latest accounting figures from a nationally or internationally recognised credit rating company. The assessment must not be older than three months.

The Candidate must be prepared to allow the Purchaser to audit and complete a financial analysis of the Candidate's ability to fulfil the requirements of a potential contract.

4.1.4. Requirements to technical and professional capacity

Requirements (PQR)	Documentation requirements (PQD)
PQR 5 The Candidate shall be able to deliver the entire System as outlined in section 1.2.1.	 PQD 5 A description of how the Candidate is organised for the fulfilment of this contract. The description shall as a minimum include: Organisational chart of the Candidates' own organisation. The chart or corresponding description shall include information on corporate ownership, business premises and registered headquarters List of subcontractors for integration of electricity, HVAC, ICT and container construction. The list shall be described in Appendix 5 – Subcontractors.
PQR 6 The Candidate shall have experience with delivery of coupled 20ft ISO containers with detachable side walls.	 PQD 6 Minimum one attestation of similar contract performance from the preceding seven (7) years. All attestations shall be signed or otherwise confirmed and approved in writing by the Candidate and shall at a minimum include: Short description of the contract performance Name of purchaser organisation Time period of the contract Scope of contract performance in monetary terms (confidential prices are not asked for) Name and telephone number to a reference person.

4.1.5. Quality assurance

Requirements (PQR)	Documentation requirements (PQD)
Requirements (1 QR)	Documentation requirements (1 QD)
PQR 7 The Candidate shall have a well-functioning quality assurance system that follows the requirements of ISO 9001:2015 or equivalent.	PQD 7 A description of the Candidate's quality assurance methods. If the Candidate is verified to ISO 9001:2015 or an equivalent standard, a copy of a valid certificate is sufficient.
PQR 8 The Candidate shall declare willingness to accept AQAP-2110 as contractual quality requirement.	PQD 8 In Appendix 1 – Application Letter the Candidate shall confirm that AQAP-2110 as contractual quality requirement will be accepted if awarded the Contract.
PQR 9 The Contractor shall have an environmental management system that	PQD 9 A description of environmental management measures implemented in the enterprise. If the Candidate is certified to ISO 14001 or an equivalent

follows the requirements of ISO	standard, a copy of a valid certificate is sufficient.
14001 or equivalent.	

4.1.5.1.Quality Questionnaire

Without prejudice to the PQRs, the Candidate must also answer the Quality Questionnaire in order to provide information regarding the Candidate's Quality Management System. The Information in the Quality Questionnaire may be used as baseline in case of conducting an assessment of the Candidate's Quality Management System prior to the ITT. *Please see Appendix 6 – Quality Questionnaire*.

4.1.6. Social and ethical requirements

Requirements (PQR)	Documentation requirements (PQD)	
PQR 10 The Candidate shall comply and undertake sufficient corporate social and ethical responsibility.	PQD 10-1 The Candidate shall sign the self-declaration <i>Ethical Statement for Suppliers</i> according to <i>Appendix 7</i> . If any of the situations listed in this Appendix' article 3 letters a) $-$ g) applies to the Candidate's company, this shall be stated in the application.	
	PQD 10-2 The Candidate shall accept and sign the self-declaration for <i>Corporate Social Responsibility</i> as they appear in <i>Appendix</i> 8.	

5. Application submission

5.1. Application structure

The application shall contain documentation as listed in *Appendix* 9 – *Check List for Documentation*. An application letter signed by a person that has the authority to sign on behalf of the Candidate must be submitted with the application. A template can be found in *Appendix* 1 – *Application Letter*.

5.2. Application Dispatch

5.2.1. Method of Delivery

All prequalification applications shall be delivered electronically via the Mercell Portal, www.mercell.com, within the deadline. Applications submitted after this is automatically rejected by the portal.

If the Candidate is not a Mercell user, or if there are any questions about the portal, contact Mercell Support on phone number: +47 21 01 88 60 or by e-mail to: support@mercell.com.

It is recommended that the application, completed with all required documentation, is submitted well in advance of the expiry of the deadline, e.g. minimum one (1) hour before. Already submitted applications can be changed or withdrawn until the deadline expires.

5.2.2. **Rejection of Candidates or applications**

NDMA reserve the right to reject any incomplete applications.

Applications delivered after the due date set in Section 2.4 will be rejected.

Application due date 5.2.3.

The Application must be delivered through the Mercell Portal no later than the application due date and time.

The Candidate carries the risk for late delivery through the portal.

6. Completion of the competition

6.1. Cancellation of the competition and rejection of all applications

The Purchaser reserve the right to cancel the competition or to reject all applications if there are factual and objective grounds for such cancellation or rejection, in accordance with FOSA §13-1.

7. Attachments

Appendix

List of attachr	nents to	this document (the ITC):				
Annex A	NDN	NDMA Ethical Requirements to all Contractors				
Annex B	Regu	Regulations for Industrial Co-operation related to Defence Acquisitions for Abroad				
Annex C	Prudence, Non-disclosure and Conflict of interest					
Appendix	1	Application Letter				
Appendix	2	Consortium Declaration				
A . 1.	2	D 1 1 1 CO 11				

Appendix	3	Declaration of Commitment
Appendix	4	Statement about Health, Environment and Safety (HES)
Appendix	5	Subcontractors
Appendix	6	Quality Questionnaire
Appendix	7	Ethical Statement for Suppliers
Appendix	8	Corporate Social Responsibility

9 Check List for Documentation