

TENDER DOCUMENT

Procurement pursuant to Part 1

for the procurement of

Insect Cabinets with drawers and unit boxes

Case no 19/01330

1	GENERAL DESCRIPTION	3
1.1	About the client	3
1.2	Description of the client's requirements	3
1.3	Part-tenders	3
1.4	Important dates	3
2	RULES FOR IMPLEMENTATION OF THE COMPETITIVE TENDER PROCEDURE	4
2.1	Procurement procedure	4
2.2	Public disclosure and the duty of confidentiality	4
2.3	Tender validity period.....	4
3	QUALIFICATION REQUIREMENTS	4
3.1	Tax certificate.....	4
3.2	The tenderer's organisational and legal position	5
4	AWARD CRITERIA.....	5
5	SUBMISSION AND STRUCTURE OF THE TENDER.....	5
5.1	Submission of the tender	5
5.2	Structure of the tender	5
6	APPENDICES.....	6

1 GENERAL DESCRIPTION

1.1 *About the 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.

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 asked in writing via Mercell.

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

1.2 *Description of the client's requirements*

The client's description of the delivery follows from Appendix 1 Specification of requirements.

1.3 *Part-tenders*

Tenders for parts of the assignment will not be accepted.

1.4 *Important dates*

All deadlines are available in Mercell.

2 RULES FOR IMPLEMENTATION OF THE COMPETITIVE TENDER PROCEDURE

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 1.

The client plans to award the contract without engaging in dialogue with the tenderers except for any minor clarifications/adjustments of the tenders. Negotiations may nonetheless take place if the client, after receiving the tenders, finds this expedient. In such case, the selection will be made following an assessment of the award criteria. It is emphasised that no tenderers can expect a dialogue about their tender and they must therefore submit their best offer.

Tenderers are strongly recommended to follow the instructions set out in this tender document with appendices, and to ask any questions they might have about unclear matters via Mercell.

2.2 Public disclosure and the duty of confidentiality

The Freedom of Information Act applies as regards public access to documents relating to public procurements. The client and its employees are obliged to prevent others from gaining access to or obtaining information about technical devices and procedures or operational and business matters that it is important to keep secret for reasons of competition, cf. the Public Procurement Regulations Sections 7-3 and 7-4 and the Public Administration Act Section 13.

2.3 Tender validity period

The tender must be valid until the date stipulated in Mercell.

3 QUALIFICATION REQUIREMENTS

3.1 Tax certificate

Requirement	Required documentation
Norwegian tenderers must be up-to-date with their payments of tax, employer's National Insurance contributions and value added tax.	Tax certificate, not older than six months.

The tenderer who wins the competition must submit a tax certificate (applies only for Norwegian suppliers).

3.2 The tenderer's organisational and legal position

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

4 AWARD CRITERIA

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

Criterion	Documentation
Quality <ul style="list-style-type: none">Under this criterion, the following is assessed:<ul style="list-style-type: none">All sides of the equipment, delivery, warranty	Fulfilled Appendix 1: <ul style="list-style-type: none">Specifications, terms and conditions
Price <ul style="list-style-type: none">Under this criterion, the following is assessed:<ul style="list-style-type: none">Total price offered	Written price offer

5 SUBMISSION AND STRUCTURE OF THE TENDER

5.1 Submission of the tender

The tender is to be submitted via Mercell.

5.2 Structure of the tender

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

The tender should be prepared on the basis of the following outline:

- Signed tender letter. (The attached template must be used)
- Specification of the tenderer's solution. The tenderer's solution to the client's requirement specifications with requested documentation, including a price offer.

The tenderer who wins the competitive tender must also submit a tax certificate.

6 APPENDICES

- Appendix 1 Specification of requirements
- Appendix 2 NIBIO agreement for the purchase of goods
- Appendix 3 Template for tender letter