

**Diskos 2.0**

Request for Proposal (RFP)

**Seismic, Well and Production modules**

Invitation to Tender (ITT)



**30.12.2019**



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# Definitions and abbreviations

See chapter “Definitions and abbreviations” in Document 03 SSA-T&L Appendix 1A.

# Introduction

## The customer and background information

The Customer, the Norwegian Petroleum Directorate (NPD), on behalf of the Diskos consortium, hereby invites your company to participate in the procurement 2019/173 “Diskos 2.0", as specified in this Invitation To Tender-document (in the following referred to as ITT).

The NPD is a governmental specialist directorate and administrative body. The NPD’s primary objective is to contribute to maximizing the value creation from the oil and gas activities on the Norwegian Continental Shelf (NCS) to the Norwegian society, through efficient and responsible resource management. The NPD has a national responsibility for data from the NCS and requires License Operators to report data to the NPD. A major portion of the reported data are stored in the Diskos National Data Repository (Diskos NDR)

Diskos is a joint venture consisting of the Norwegian Petroleum Directorate (NPD) and O&G companies on the Norwegian Continental Shelf. The NPD coordinates and manages the joint venture. Diskos was established to develop and operate a database containing relevant petroleum data. The NDR is set up for:

* Reporting data to the authorities
* Sharing and trading of data between licensees
* Providing access to public data

Diskos consists of four modules. Typical data stored in each module:

* Seismic data
* Well data
* Production data
* Data trade information (this module is not a part of this procurement)

Diskos has three member categories: O&G companies; Associated members (non O&G companies); and Universities & Research Organizations. See Document 36 *Attachment 9: Catalogue of Diskos Members* for full list of members per 01.01.19.

## Document structure

The following documents shall be considered as appendices to this ITT.

The column «Response required» indicates whether Tenderers are expected to provide some of the contents in the respective documents according to the instructions contained therein (tendering phase, cf. Chapter 5):

| **Doc.nr./****ID**  | **Name** | **Description** | **Response required** |
| --- | --- | --- | --- |
| **01** | Invitation to tender (ITT) | This document | No |
| **02** | SSA-T (Difi 2018) | General agreement terms before delivery-date | No |
| **03** | SSA-T&L Appendix 1A (Word)Customer requirements specification | Prose description of the Customer’s needs and demands | No |
| **04** | SSA-T&L Appendix 1B (Excel)Customer requirements specification | Overview of requirements (to both contracts), numbered | Yes |
| **05** | SSA-T&L Appendix 2Contractor solution specification | The Tenderer’s answers to Document 03 and 04 SSA-T&L Appendix 1A and 1B | Yes |
| **06** | SSA-T Appendix 3 Customer technical platform |  | No |
| **07** | SSA-T Appendix 4Project and progress plan |  | Yes |
| **08** | SSA-T Appendix 5Testing and approval |  | Yes |
| **09** | SSA-T Appendix 6Administrative provisions |  | Yes |
| **10** | SSA-T Appendix 7ATotal price and pricing provisions |  | No |
| **11** | SSA-T Appendix 7BTotal price and pricing provisions |  | Yes |
| **12** | SSA-T Appendix 8Changes to the general contractual wording |  | No |
| **13** | SSA-T Appendix 9Changes to the Agreement subsequent to the conclusion of the Agreement | Empty, only to be used after signed agreement | No |
| **14** | SSA-T Appendix 10License terms and conditions for standard software and free software | Empty, N/A | Yes |
| **15** | SSA-T Appendix 11Data Protection Agreement | The data processing agreement regulates the rights and obligations of each party concerning the protection of personal data | Yes |
| **16** | SSA-L (Difi 2018)  | General agreement terms. Deliver date according to SSA-T | No |
| **17** | SSA-L Appendix 3Plan for the establishment phase  |  | No |
| **18** | SSA-L Appendix 4Service level with standardized damages |  | Yes |
| **19** | SSA-L Appendix 5Administrative provisions |  | Yes |
| **20** | SSA-L Appendix 6ATotal price and price provisions |  | No |
| **21** | SSA-L Appendix 6BTotal price and price provisions |  | Yes |
| **22** | SSA-L Appendix 7 Changes to the general contractual wording | The Customer’s changes to contractual wording  | No |
| **23** | SSA-L Appendix 8Changes to the Agreement subsequent to the conclusion of the Agreement  | Empty, only to be used after signed agreement | No  |
| **24** | SSA-L Appendix 9Terms for the Customer’s access to and use of third-party deliverables  | Includes the Customer’s business principles | Yes |
| **25** | SSA-L Appendix 10Data Protection Agreement | The data processing agreement regulates the rights and obligations of each party concerning the protection of personal data | Yes |
| **26** | Attachment 1: User Journeys and Personas (AS-IS) |  | No |
| **27** | Attachment 2: Supported formats in Diskos 2.0 |  | No |
| **28** | Attachment 3A: Guidelines for reporting geophysical data to authorities (Yellow book) V7.1 |  | No |
| **29** | Attachment 3B: Yellow book Table S-1 (file naming convention and structure) V7.0 |  | No |
| **30** | Attachment 4A: Guidelines for reporting well data to authorities after completion (Blue book) V10.0 |  | No |
| **31** | Attachment 4B: Blue book Table A-1 (file naming convention and structure) |  | No |
| **32** | Attachment 5: Guidelines for reporting monthly production data to authorities (Green book) V1.0 |  | No |
| **33** | Attachment 6: Diskos Metadata Delivery Form (Seismic) |  | No |
| **34** | Attachment 7: Production data reports |  | No |
| **35** | Attachment 8: Quality control seismic data |  | No |
| **36** | Attachment 9: Catalogue of Diskos Members |  | No |

Table 1: Document structure

Documents 26-36 in Table 1: Document structure are attachments to Document 03 SSA-T&L Appendix 1A and Document 04 SSA-T&L Appendix 1B.



Figure 1: RFP overall document structure (not complete, see Table 1 above regarding all documents included in this ITT)

# General description of the procurement

## Purpose and goal for the procurement

The current Diskos contracts expire and the NPD is committed to conduct a procurement process according to Norwegian public procurement legislation (“Lov og forskrift om offentlige anskaffelser”).

The goal for the procurement is to award contracts to one Contractor to deliver the services described in section 2.2.

Chapter 2 of Document 03 describes the background, purpose and goal for the procurement in detail.

## Scope of the procurement

"Diskos 2.0" is defined as the solution including all elements illustrated inside the yellow and red colored procurement rectangles in Figure 2: The architecture of Diskos 2.0 & scope of the procurements, delivered as a service. Diskos 2.0 includes all modules, processes, services, software, hardware, front ends and the platform and infrastructure operating the solution (collectively referred to as the "Service" in the contracts). For a more detailed description of the scope of the procurement, see Document 03 SSA-T&L Appendix 1A and Document 04 SSA-T&L Appendix 1B. See also section 2.2.2.



Figure 2: The architecture of Diskos 2.0 & scope of the procurements

**Notice: When these tender documents for the Seismic, Well and Production contracts refer to “Diskos 2.0”, reference is explicitly made to the scope of the contract for this specific procurement, excluding the requirements and scope for the Trade contract.**

The scope of this procurement - Seismic, Well and Production contract marked within the yellow box in Figure 2:

a) Implement, establish and launch the Diskos 2.0 solution as a service

b) Operational services, support, maintenance services and enhancement of the Diskos 2.0 services

### Current Diskos solution

The Diskos NDR is a central element of the Norwegian National Petroleum E&P Data Repository which stores most of the E&P data from the NCS. The amount of data currently stored is in excess of 9 PB (2019).

Diskos is used for reporting, storage and retrieval of the data by Diskos Members. Non-members are also required to report data to Diskos NDR according to the Petroleum Act and regulations regarding E&P licenses on the NCS. An index to public data in the Diskos NDR is available through a public portal. All data in Diskos is stored according to a strict security regime and includes both public and confidential data. Public data is accessible to all Diskos Members and public users, while confidential data can only be accessed by those who are entitled to it.

The Diskos Trade module (not covered by this procurement) is used to manage the trading of data between companies or licenses operating on the NCS. As a result of a trade user rights are set to the traded data.

### The future Diskos solution

The Diskos group’s objective is to procure and implement services and software solutions “as a service” with better functionality and capacity than the current Diskos solution, including maintenance and improved efficiency of the Diskos operation. Continuous innovation and improvement of the Service should be emphasized.

The next Diskos contractor(s) is free to offer any service/solution that is compliant with the requirements in the tender. The Diskos consortium wish to ensure continued services related to storage, viewing, sharing and trading of E&P data in the database during any transition to new technology. The scope of the future services is not necessarily limited to the current Diskos functionality.

The procurement of the future Diskos solution (“Diskos 2.0” and possibly later versions during the term of contract) is split into two different tenders; one for functionality and operating services of all data types (Seismic, Well and Production modules – this procurement), and one for functionality and operating services of the Trade module (other procurement). The objective of the two tenders is to cover all elements of Diskos 2.0 through a single contractor for each tender (or the same contractor for both), which is responsible for its subcontractors and third-party deliverables included in the offered service.

According to Norwegian legislation, the “Diskos 2.0” Contractors must have a full-up to-date copy of all data in Diskos located in Norway at all times.

## Customers reservations

### General

Any corrections, supplements or changes to tender documents will be posted on Mercell.

### Cancellation of the procurement process

The Customer may, subject to having due cause as required by the Public Procurement Regulation, before the contract is signed, either reject all offers or cancel the award procedure without the Tenderers being entitled to claim any compensation.

The grounds for cancellation in whole or in part include, but are not limited to:

* The procurement failing to be within the Customer’s budget
* Insufficient competition
* National regulations making it necessary to significantly change the scope, the requirement specifications or contractual obligations.

## The contracts

### General

This procurement is regulated respectively by SSA-T*\*)* for the establishment of Diskos 2.0, and SSA-L*\*)* for the Service (operational phase) after final approval, i.e. delivery date, of Diskos 2.0.

Please note that the start-up time, and calculation of contract duration, for the SSA-L contract, is set from actual delivery date of Diskos 2.0 according to the SSA-T signed contract.

*\*) All SSA-contracts are Difi 2018, English versions, see enclosed Document 02 and 16 to this ITT. The attached contracts are adjusted to this procurement.*

### Cross-contract interaction and responsibilities



Figure 3: Cross-contract interaction

In Diskos 2.0, the interaction between the Trade module and the Seismic and Well modules shall be conducted through an API provided by the Contractor. The Contractor shall work closely with the Diskos 2.0 Trade contractor to ensure a seamless user experience when working cross-module.

The Contractor shall, within three months from the SSA-T Contract signing, enter into agreements with both NOROG GT and the Diskos 2.0 Trade contractor to clarify their respective roles and responsibilities. The terms and conditions of the agreement shall be subject to approval by the Customer. The overall responsibility to conclude a satisfactory agreement shall lie with the Contractor.

### Contract duration

The duration of the contracts will be up to 8 years including renewals, calculated from the actual delivery date for Diskos 2.0. Time passed for establishing Diskos 2.0 according to the SSA-T contract, prior to actual delivery date, comes in addition.

The first contract period after the establishment phase is five (5) years, with option for the Customer to prolong the SSA-L contract up to an additional three (3) years in total. The Customer may prolong for periods of 3, 2 or 1 year at a time.

Depending on actual time spent on establishing Diskos 2.0, total duration of the contracts after Go-live, is calculated (but not guaranteed) to a total of up to 8 years.

### Data Processing Agreement and tender process

To fulfill the contract, the Tenderer shall process personal data on behalf of the Customer. The personal data mostly consists of data concerning access control, as well as information about personal contacts and the users of the solution. The processing of personal data is a minor part of the procurement, and there will be no processing of specific categories of personal data. Nevertheless, it is a requirement under the EU Personal Data Regulation (GDPR) that a Data Processing Agreement must be entered into between the Tenderer and the Customer.

The Tenderer (Contractor) and the Customer shall enter into a Data Processing Agreement at the latest ten (10) days prior to contract start-up. The Data Processing Agreement(s) shall fulfill the requirements as described in the GDPR. The Data Processing Agreement(s) entered into will be subject to negotiations in the tendering phase as described in Chapter 5 and section 5.4.

If it is a prerequisite in the Tenderer’s offer that the Customer directly enters into a Data Processing Agreement with the Tenderer’s subcontractor, the Tenderer shall enclose any Data Processing Agreement with subcontractors in the initial tender. Tenderers that enclose their own and/or subcontractor's Data Processor Agreement(s) are encouraged to base the Data Processor Agreement(s) on balanced standard terms.

The Tenderer’s proposal for Data Processing Agreement(s) in the initial offer as mentioned above will be subject to negotiations.

The complete Data Processing Agreement(s) with annexes shall be enclosed in the Tenderer’s best and final offer. Any changes to the Data Processing Agreement(s) resulting from the negotiations pursuant to section 5.4 shall be clearly stated in the enclosed final version of the Data Processing Agreement(s).

The Tenderer, and any subcontractors, will be obliged to enter into the Data Processor Agreement(s) with annexes enclosed in the Tenderer’s best and final offer pursuant to section 5.4.

The Customer reserves the right to reject the Tenderer’s final offer, if the enclosed Data Processing Agreement(s) contains provisions that the Customer cannot accept. This, however, is provided that the Tenderer has been given feedback in the negotiations pursuant to section 5.4 that the relevant provisions were unacceptable, but without having sufficiently changed the relevant provisions.

The Customer reserves the right to reject the Tenderer's final offer, if the enclosed Data Processing Agreement(s) contains regulations that have been added after the negotiations pursuant to section 5.4 are concluded, and new regulations entail a modification of the Data Processing Agreement(s) which is not insignificant. The same applies if regulations have been changed without this being due to feedback from the Customer.

The Customer reserves the right to reject the Tenderer's final offer, if the Data Processor Agreement(s) in the final offer does not meet the requirements in accordance with the applicable privacy regulations.

# Administrative rules and procedures

## General

The Tenderer must carefully follow the instructions set out herein and note that failure to submit the qualification application in time or without the requested content may or will result in a rejection of the application or tender.

The Tenderer shall review the ITT documents and ensure, to the best of the Tenderer's abilities, that the documents are correct and complete. The Customer strongly encourages the Tenderer to actively use the possibility to raise questions, cf. section 3.4.

## Procurement procedure

The procurement is governed by the Norwegian Public Procurement Act no. 73 of June 17th, 2016 ("the Public Procurement Act") and the Norwegian Regulation of Public Procurement no. 974 of August 12th, 2016 (FOA) Regulation of Public Procurement no. 974 (FOA) of August 12th, 2016 (The public Procurement Regulation). For this procurement Part I and III of the regulation will apply.

The procurement procedure is competition with negotiations in two steps (negotiated procedure). The Customer will select applicants that will be invited to deliver tenders among the applicants that meet the qualification criteria. See section 4.3 and Chapter 5.

Companies that wish to participate in this tender may submit a qualification application, responding to the qualification criteria set out in section 4.2 and the ESPD self-declaration form. Based on the qualification applications the Customer will select a minimum of 3 and up to 5 Tenderers for the tendering phase, cf. section 4.4.2.

The qualified and selected Tenderers will be invited to the tender-phase, whereby the Tenderers will prepare and submit a tender in response to this ITT and its appendices.

## Schedule

The following schedule is prepared for the procurement (except for step 2, the milestones are tentative and can be changed):

|  |  |  |  |
| --- | --- | --- | --- |
| **Step** | **Date** | **Time (CET)** | **Activity** |
| 1 | 20.01.2020 | 12:00 pm | Deadline for questions regarding the qualification application |
| 2 | 10.02.2020 | 12:00 pm | Deadline for submission of qualification application |
| 3 | 09.03.2020 | 12:00 pm | Qualification is conducted, and the Customer will inform the result to the Tenderers |
| 4 | 11.03.2020 | 12:00 pm | Invitation to prequalified and downselected Tenderers |
| 5 | 01.04.2020 | 12:00 pm | Deadline for questions and clarifications before first tender |
| 6 | 11.05.2020 | 12:00 pm | Deadline for submission of first tender |
| 7 | 02.06.2020 - 09.06.2020 |  | Presentation of tender and demonstration of offered solution |
| 8 | 17.08.2020 - 25.09.2020 |  | Negotiation phase |
| 9 | 05.10.2020 | 12:00 pm | Award of contract |

Table 2: Schedule for the procurements

## Supplemented information

The Customer uses Mercell to facilitate the procurement process. All communication between the Customer and the Tenderers in the qualification and in the tendering phase, shall be carried out in Mercell, including questions and answers related to the procurement process, tender documents and general requests from Tenderers for additional information. Such questions are advised to clearly address which paragraph(s) or subjects in the tender documents the question is about.

Questions and requests must be sent to the Customer before the deadline defined in section 3.3 (Schedule). Questions received after the deadline will be handled by the Customer on “best effort” basis. Questions and answers relevant to all, will be made available to all Tenderers that have notified interest in Mercell, in a neutral form without disclosing the source of the request for information. If the Tenderer finds errors or unclarities in the qualification document, the Tenderer must give notice in Mercell.

Before submitting the tender, qualified Tenderers can ask for more information through Mercell within the deadline defined in section 3.3. Information provided by the Customer at the request of a Tenderer and relevant to all will be given to all Tenderers in a neutral form without disclosing the source of the request for information.

If the Tenderer finds errors or ambiguities in the contract documentation used as basis for the tender, the Tenderer must give notice in Mercell.

## Tender conferences with qualified Tenderers

Shortly after the Customer has informed the result of the qualification, the Customer will invite to individual conferences with the prequalified Tenderers for clarifications of the tender documentation.

These conferences are planned in a time period defined in section 3.3. Tenderers will have the opportunity for functional, technical and administrative clarifications. We request that questions to the conferences are sent to the Customer through Mercell before the conferences. The Customer will inform about the deadline for such questions.

The Customer will ensure equal treatment of the Tenderers. All questions and answers of general interest will be anonymized and distributed to all Tenderers.

## Conflicts of interest

Conflicts of interest must be avoided. In the event where the Customer or a Tenderer identifies a potential conflict of interest, the other party must be notified immediately. The parties shall then in good faith agree on how to manage the situation appropriately, and carefully document any actions accordingly.

## Confidentiality

The Customer has a duty to prevent others from gaining access to knowledge or information on technical solutions and procedures or operations and business matters that will be of competitive significance to keep secret, for the sake of the party concerned.

*Please note: All participants in the Diskos work groups participating in this procurement have signed a non-disclosure agreement (NDA) constraining the sharing of information and/or documents in the procurement-process. Information will only be shared with persons that are directly contributing to the procurement-process to evaluation of tenders and contract award.*

## Tendering costs

All costs incurred by the Tenderer in responding to the ITT shall be covered by the Tenderer.

# Qualification stage

## Deadline for submission of the qualification application

The application for qualification must be delivered in Mercell before the deadline for submission defined in section 3.3.

## Qualification requirements to the Tenderer

To be qualified and invited to submit a tender, the Tenderer must deliver a self-declaration form (European Single Procurement Document (ESPD)) which confirms that the Tenderer fulfils the qualification requirements defined below and that there are no other exclusion grounds.

Please provide response on the ESPD-form by completing the applicable sections and/or tick boxes. This will serve as a preliminary documentation for the Tenderer’s fulfilment of the qualification requirements at this stage.

In addition to the ESPD-form, documentation required in Annex A, B, C, D, and E of this ITT shall be part of the application, see section “Annexes for qualification” at the end of this ITT.

If the Tenderer plans to rely on other companies’ resources to be qualified, c.f. section 4.2.4. , these companies must also complete separate ESPD self-declaration forms.

A Tenderer who is nominated for the contract award must before being awarded a contract, document the fulfilment of all the qualification requirements in accordance with the required documentation. The Customer may, at any time in the procurement, request the Tenderers to provide all or part of the required documentation.

### Registration and authorisation qualification requirements

|  |  |
| --- | --- |
| **Qualification requirements** |  **ESPD reference and Required documentation** |
| 1. *The Tenderer must be a legally established company*
 | See part II: Information concerning the economic operator Section A-D as applicable, on the ESPD Self Declaration Form.Please provide response on the ESPD Self-Declaration Form by completing the applicable sections and/or tick boxes. This will serve as a preliminary documentation for the applicants' fulfillment of this qualification requirement at this stage.Required documentation before award:A certificate of company registration or equivalent certificate for statutory registration in public register or company register of the country where the applicant is established. |

Table 3: Registration and authorisation qualification requirements

### Economic and financial standing qualification requirements

|  |  |
| --- | --- |
| **Qualification requirements** | **ESPD reference and Required documentation** |
| 1. *The Tenderer shall have all matters in relation to government tax authorities in order*
 | Required documentation before award: * Norwegian tenderers: Certificate for tax and value added tax (skatteattest) from The Norwegian Tax Administration (Skatteetaten)
* Foreign tenderers shall submit certificates from equivalent authorities in the country where the Tenderer is registered if applicable.

 The certificate must not be older than 6 months from the deadline for application for participation. |
| *2.* *The Tenderer shall have an economic and financial standing that makes it able to fulfill its contractual obligations throughout the entire contractual period.* | Please note that Annex B is required as part of the qualification application. The following financial ratios for the company from the three most recent years shall be included in Annex B: 1. Current ratio2. Operating cash flow ratio Required documentation before award:* The Tenderer's Annual report from last year including accounts (income statement, balance sheet and cash flow statement), notes and auditor's reports, from the Brønnøysund Register Centre or equivalent register in the country where the Tenderer is registered, and any newer information relevant for the Tenderer's accounts.

 The Customer reserves the right to collect information from the company's own website, or any other relevant sources relating to the company's financial standing, including credit-rating.  |

Table 4: Economic and financial standing qualification requirements

### Technical and professional qualification requirements

|  |  |
| --- | --- |
| **Qualification Requirements** | **ESPD reference and Required documentation** |
| 1. *The Tenderer shall have sufficient relevant experience from similar deliveries, including handling similar data types as stored in Diskos*
 | See Part IV: Selection Criteria C: Technical and professional ability, performance of the services of the specified type on the ESPD Self-Declaration Form. Please provide response on the ESPD-form by completing the applicable sections and/or tick boxes. A reference to Annex C in the applicable section is sufficient.In addition, the Tenderer shall fill out the template in Annex E.Please note that Annex E is required as part of the prequalification application.For the response to this requirement the Tenderer must take into account section 3.1 and 3.2 of this ITT document. The Customer shall emphasize experience from the Oil and gas sector.Required documentation to be included in Annex E:**Description of the Tenderer's three most relevant deliveries in the last three years.** For each of the deliveries the following shall be specified:* Customer (contact person and contact data to be included)
* Delivery duration (from - to)
* Business area/process/data-types
* Scope of deliveries (value of deliveries and scope (no of FTE) of development/configuration/integration)
* Applicant role/responsibility
	+ Potential risks related to shared responsibility between contractor and one vs. many subcontractors will be emphasized, cf. section 2.1 stating that the Diskos 2.0 contracts in this procurement will be entered into with one contractor.
* Delivery method (waterfall / iterative / agile etc.)
* Key technologies
* ICT operational delivery model (cloud computing etc.)
* Description of delivery, challenges, success factors and value for customer (max 1 page for this bullet point)

The Customer reserves the right to contact the specified clients as references to verify the information. |
| 1. *The Tenderer shall have the organizational capacity to fulfill the contract (i.e. adequate staffing and necessary expertise).*
 | See Part IV: Selection Criteria C: Technical and professional ability, educational and professional qualifications on the ESPD Self-Declaration Form. Please provide response on the ESPD-form by completing the applicable sections and/or tick-boxes. A reference to Annex B in the applicable section is sufficient.In addition, the Tenderer shall fill out the template in Annex E.Please note that Annex E is required as part of the prequalification application.For the response to this requirement the Tenderer must take into account section 3.1 and 3.2 in this ITT.Required documentation to be included in Annex E:A brief description of the organization and organizational units of the Tenderer relevant for performance of the contract. The description must be sufficient for the Customer assessment of organizational capacity.The Tenderer shall fill in how many resources (total numbers) it has relevant for the procurement scope. |
| 1. *The Tenderer shall have a sufficient quality management system*
 | See Annex C “Template for description for quality management system”:  A brief description (free-text) of total quality management system, which part of the organization its applicable for and how it relates to the performance of the contract shall be given. Furthermore, the Tenderer shall provide a copy of certificates (e.g. ISO 9001) or documentation of equivalent quality measures relevant for the performance of the contract. The description must be sufficient for the Customer assessment of the quality management system; max 3 pages excluded certificate(s).  |

Table 5: Technical and professional qualification requirements

### The Tenderer’s right to rely on other company’s capacity by qualifying

If the Tenderer will rely on resources from another legal entity to fulfill one or more qualification requirements, a self-declaration form from the other undertaking(s) must also be submitted, together with a Declaration of Commitment signed by an authorized person of the undertaking; cf. Annex A. Please note that Annex A is to be filled out and enclosed for each subcontractor/other legal entity that the Tenderer relies on for meeting the relevant qualification requirement(s).

## Requirements to applications

### Delivery of the application for qualification

Applications for qualification must be delivered in Mercell,[www.mercell.com](http://www.mercell.com). If the Tenderer has questions regarding the use of Mercell, contact Mercell support at
+47 21 01 88 60 or support@mercell.com.

During the qualification process, the Tenderer can be asked for an electronic signature. It should be noted that it may take a few days to receive an electronic signature, so this process should be initiated by the Tenderer in due time.

Electronic signatures can be obtained from [www.commfides.com](http://www.commfides.com), [www.buypass.no](http://www.buypass.no) or [www.bankid.no](http://www.bankid.no).

### Requirement for contents and format of the application for qualification

#### Structure and contents of the application for qualification

In addition to answering the ESPD self-declaration form according to section 4.2, the application for qualification shall have the following structure and contents in Mercell:

|  |  |  |
| --- | --- | --- |
| **Document** | **Requirement** | **Reference to the Annex** |
| 1. Cover letter | Letter confirming the Tenderer's application for qualification making clear which company/companies that are to be considered as the Tenderer, with the following:* Date
* Signature (signed by person authorized to contractually bind the Tenderer)
* Company name and organization number
* Name, phone number and email address for the Tenderer contact person
* Please include information about the consolidation with CSP (Cloud Service Provider) if its applicable. The information provided will not be binding.
 |   |
| 2. ESPD Self-declaration form | A completed self-declaration form that confirms that the Tenderer fulfills all qualification requirements for participation in the procurement, cf. section 4.2 |   |
|  3. Financial ratios | Documentation of the Tenderer’s fulfillment of economic and financial standing, c.f. section 4.2.2. , no. 2. | Annex B |
| 4. Quality management system | Documentation of the Tenderer’s fulfillment of technical and professional qualification requirements for quality management system, c.f. section 4.2.3. , no. 3. | Annex C |
| 5. Relevant deliveries | Documentation of the Tenderer’s fulfillment of technical and professional experience to perform the contract requirements, c.f. section 4.2.3. , no. 1. | Annex D |
| 6. Organizational capacity | Documentation of the Tenderer’s fulfillment of the organizational capacity to fulfill the contract, c.f. section 4.2.3. , no. 2. | Annex E |
| 7. Declaration of commitment | A signed declaration of commitment from another legal entity which the Tenderers will rely on to fulfill the qualification requirements, c.f. section 4.2.4.  | Annex A |

Table 6: Structure and contents of the application for qualification

All documentation should be given under the respective document from Table 6 and not in the form of cross references or references to web pages, etc. Brochures and other promotional materials shall not be included in any part of the application.

#### Format of the application for qualification

The application for participation with accompanying documentation must be provided in English.

* 1 original version in MS Office format. PDF is possible if MS Office format is not possible.

## Customer’s handling of applications

### Rejection of Tenderers

The Customer shall, according to the Public Procurement Regulation section 24-1 (1) and 24-2 (1) and (2) reject an application:

* if the application is not delivered according to the requirements of delivery, c.f. section 4.3.1.
	+ if the Tenderer does not fulfill the qualification requirements
	+ if there is a conflict of interest that the Customer cannot remedy with less intervening measures
	+ if the Tenderer participated in the preparation of the competition and has achieved an unfair competitive advantage that cannot be remedied with less intervening measures
	+ if the Customer is aware that the Tenderer has got a legally binding judgement or has accepted a fine in a case regarding participation in a criminal organization, corruption, fraud, terrorist acts or criminal offenses related to terrorist activity, money laundering or terrorist financing, or child labor and other forms of trafficking

The Customer may reject Tenderers based on causes as defined in the Procurement Regulation section 24-1 (2) and 24-2 (3). With reference to the ESPD-form Part III section D, please note that the Norwegian Procurement Regulation includes the following purely national exclusion grounds:

* Acceptance of a fine related to the criminal offences referred to above is considered equivalent with a conviction, cf. the Norwegian Procurement Regulation section 24-2 (2) and,
* The ESPD-form only specifies exclusion in case of serious professional misconduct while the Norwegian Procurement Regulation also covers serious misconduct in general which may lead to doubts about the professional integrity of the Tenderer, cf. the Norwegian Procurement Regulation section 24-2 (3) i.

### Selection of Tenderers

The Customer will invite a minimum of three (3) and up to five (5) qualified Tenderers to submit tenders, if enough Tenderers are qualified. The selection of Tenderers will be based on the Customer evaluation of the Tenderers’ qualification applications according to the requirements in section 4.2.3. number 1 and 2 (best qualified).

The following weights are used for the evaluation:

|  |  |
| --- | --- |
| **Qualification requirements** | **Weight** |
| The Tenderer shall have sufficient relevant experience from similar deliveries, including handling similar data types as stored in Diskos. | 70 % |
| The Tenderer shall have the organizational capacity to fulfill the contract (i.e. adequate staffing and necessary expertise). | 30 % |

Table 7: Weights used for the evaluation of tenders

Based on the Customer’s evaluation of applications for qualification the Tenderers are awarded a score for each of these qualification requirements on a range from 0 to 10. The score for each of the two qualification requirements will be normalized and the Tenderers are given a score from 0 to 10, where 10 is the best and is given to the best Tenderer (or best Tenderers if equally evaluated). Each of the scores is multiplied by the corresponding weight.

### Deadline to request and interim injunction

In accordance with section 20-7 of the Public Procurement Regulation, the Customer will set a deadline of at least 15 days for a Tenderer to request an interim injunction by a court against a decision not to invite a Tenderer to the tendering stage after the evaluation of application (including a decision to reject the application).

# Tendering phase

## Introduction

This section is only relevant to Tenderers whom have been selected and thus invited to participate in the tendering phase. All Tenderers must first submit a qualification application pursuant to the instructions set out in Chapter 4. The Tenderers which submit a qualification application, but which are not invited to sumbit a tender, will be notified by the Customer.

## Requirements to the tender

### Deadline for submission of tender

The tender must be delivered in Mercell before the deadline for submission defined in section 3.3.

### Delivery of tender in Mercell

The tender must be delivered in Mercell, [www.mercell.com](http://www.mercell.com). If the Tenderer has questions regarding the use of Mercell, contact Mercell support at +47 21 01 88 60 or support@mercell.com.

During the process of delivering the tender, the Tenderer can be asked for an electronic signature. It should be noted that it may take a few days to receive an electronic signature, so this process should be initiated by the Tenderer in due time.

Electronic signatures can be obtained from [www.commfides.com](http://www.commfides.com), [www.buypass.no](http://www.buypass.no) or[www.bankid.no](http://www.bankid.no).

### Variant tenders

Variant tenders as described in the Public Procurement Regulation section 23-4 are not allowed.

### Partial tenders (Lots)

Partial tenders are not allowed.

### Change and revoke tender

A tender can be changed or revoked until the deadline for submission of tender, cf. section 3.3. This is done by changing the tender in Mercell. The last delivered tender is considered as the final tender.

### Requirements to a complete tender

#### Requirements to contents

The tender shall contain the following:

* The cover letter signed by the responsible representative for the Tenderer. The tender letter must contain an acceptance of terms in the tender documents.
* Furthermore, the letter must contain the name and contact information of the Tenderers contact person.
* Additional contract appendices completed in full or in part by the Tenderer, see section 1.2.
* The Tenderer shall follow the instructions in both Document 03 SSA-T&L Appendix 1A (Instructions To Tenderer) and the column marked “Documentation requirement” in Document 04 SSA-T&L Appendix 1B. The instructions are further detailed in section 5.2.6.3. Additional attachments may be provided in the response but shall be clearly marked and referenced to in relevant appendix.
* Follow “Instructions to the Tenderer” in each document listed in the overview of the document structure in section 1.2 where the Tenderer is obligated to respond.
* If the Tenderer has any reservations or deviations to wording in the SSA-T or SSA-L contracts, the Tenderer must submit assessments on economic value to each and every reservation or deviation to the contracts, see instructions in Document 12 SSA-T Appendix 8 and Document 22 SSA-L Appendix 7. See also section 5.3 "Rejection of tenders".

#### Requirements to format

The tender documents shall primarily be in MS Office formats (normally Word and Excel). For documents where Word/Excel occasionally are not relevant, well-known formats, such as Adobe PDF can be used. Any other formats must be approved by the Customer in advance.

Brochures and other promotional materials shall not be included in the tender.

#### Requirements to response

The Tenderer is asked to deliver a response to each requirement in the format specified with the respective requirements (see documentation requirement in Document 04 SSA-T&L Appendix 1B, column “Documentation req.”).

Table 8 elaborates on what is expected with each response format.

|  |  |
| --- | --- |
| **Format** | **Description** |
| Describe | The Tenderer is expected to describe with text how the requirement will be fulfilled.  |
| Illustration | The Tenderer is expected to provide a visual explanation of how the requirement will be fulfilled. This can be e.g. a sketch, a screenshot, a PowerPoint or other visual media. The illustration should be supplemented with a descriptive text. |
| Screenshot | The Tenderer is expected to provide a screenshot to visualize how the respective requirement will look like in the new solution. The screenshot shall be supplemented with a descriptive text. |
| Mock-up | The Tenderer is expected to provide a scale or full size-model of the functionality (as specified in the requirement). The mock-up shall be supplemented with a descriptive text. |
| Prototype | The Tenderer is expected to provide an early sample or model of the functionality specified in the requirement. The prototype shall be supplemented with a descriptive text. |
| Demonstration (negotiation phase) | During the negotiation phase, the Customer wants to see a demonstration of selected areas and functionalities. The Tenderer is expected to describe and/or illustrate the functionality in the written response prior to the negotiation phase. See section 5.4 Negotiation for additional information.  |

Table 8: Requirements to response

## Rejection of tenders

The Customer shall according to “the Regulations of Public Procurement no. 974 of August 12th, 2016” §§ 24-1 (1) and 24-8 (1) reject the tender in cases including, but not limited to where the tender:

* is received after the deadline
* is not delivered according to the requirement for delivery of tenders
* cannot be considered binding
* contains material reservations or deviations from the Invitation To Tender documentation
* is abnormally low relative to the delivery, because it does not comply with environmental, employment and social conditions as defined in national rules, EEA rules, collective agreements or international agreements as set out in FOA Appendix 5 (International conventions).

The Customer may reject a tender because of reasons mentioned in “the Regulations of Public Procurement no. 974 of August 12th, 2016” §§ 24-1 (2) and 24-8 (2).

Tenders scoring below required minimum according to the knockout criteria specified in section 5.5.2. may also be rejected as stated in the same section.

Note that reservations may be a significant disadvantage to the Tenderer’s competitiveness. The economic effect of Contractor's reservations to the Tenderer’s contractual terms enclosed this ITT will be estimated by the Customer. The Customer will in particular take into consideration the likelihood and possible economic consequences of each reservation or deviation, and (if more than one) all reservations/deviations in total. The Customer will also consider the Tenderer's own economic assessment of each reservation/deviation, cf. section 5.2.6.1 and 5.5.1. This price will for evaluation purposes be added to the tender’s "Total Cost", Table 9: Award criterias (“1.3 Economic value of reservations to contract requirements”).

Please also note that if a third-party deliverable is included in the Services of the Tenderer, and such deliverable must be delivered under its own terms and conditions, the Tenderer must enclose such terms in Document 23 to this ITT and follow the instructions given there. Such terms are evaluated under Legal and commercial risk, see Table 9: Award criterias (“4. Legal and commercial risk”).

## Negotiations

The Customer will negotiate with the Tenderers that are not rejected under section 5.3, with the reservations set out below. The Customer reserves the right to carry out the negotiations in several phases and reduce the number of tenders negotiated. A first reduction may take place in advance of the negotiations. Reductions will take place based on the award criteria.

 It is possible to negotiate changes or additions of all aspects of the tenders, such as commercial terms, price and technical and functional specifications.

 The Customer reserves the right to award the contract without performance of negotiations if deemed appropriate.

The Customer may request the Tenderers to perform a demonstration of offered services as part of the procurement process to ensure the Customer’s understanding of the tender and to verify the tender information. The Customer will see the demonstration in conjunction with other documentation of how the solution/offered services meet the requirements of the competition. Demonstration and testing will support scoring when evaluating relevant requirements. Areas to be focused in a demonstration are defined in Document 04 SSA-T&L Appendix 1B. Other areas may be identified during the tender evaluation.

The Customer may perform interviews and/or reference interviews of offered key personnel in the procurement process to verify or clarify information in the tender documents. Only the written documentation will be used for evaluation purposes relating to personnel.

## Conclusion of the procurement

### Award criteria

Decision of contract award will be based on which tender has the best price-quality ratio, based on the criteria set out in Table 9: Award criterias.

|  |  |  |
| --- | --- | --- |
| **Award criteria** | **Weight** | **Documentation** **(Contractor’s response to the following appendices)**  |
| **1. Total cost, including**Calculation of total cost for services in the contracts through simulation of the scope of implementation phase and the subsequent contract period of 5 years and 3 optional years, in total estimated 8 years (see section 2.4.3)**1.1 Total cost - The implementation phase** The period from contract signed leading up to Delivery date according to the SSA-T contract:* Total calculated cost in Document 11 SSA-T Appendix 7B

**1.2 Total cost - The operational- and termination phase** The period from Delivery date according to SSA-T leading up to the terminated contract period: * Total calculated cost in SSA-L Appendix 6B

**1.3 Economic value of reservations to contract requirements** | 30 % | The Tenderer shall deliver an updated version Document 11, SSA-T Appendix 7B, incl. fill out all values in the cells with green background.The Tenderer shall deliver an updated version of Document 21 SSA-L Appendix 6B, incl. fill out all values in the cells with green background.See this ITT section 5.3 "Rejection of tenders" andsection 5.2.6.1. Tenderersmust submit assessments on economic value to each and every reservation or deviation, if applicable.  |
| **2. Quality** **2.1 Functional requirements*** Fulfillment of Functional needs/requirements, cf. Document 03 and 04, SSA-T&L Appendix 1A and 1B

**2.2 Non-functional requirements** * Fulfillment of Non-functional requirements, cf. Document 03 and 04, SSA-T&L Appendix 1A and 1B
 | 40 %(60 %)(40 %) | The Tenderer’s responses in Document 05 SSA-T&L Appendix 2 to all E-requirements under worksheet "Functional requirements" in SSA-T&L Appendix 1B marked “Q” in the column “Evaluation Q=Quality/C=Capabilities”.The Tenderer’s responses in Document 05 SSA-T&L Appendix 2 to all E-requirements under worksheet "Non-functional requirements" in Document 04 SSA-T&L Appendix 1B marked “Q” in the column “Evaluation Q=Quality / C=Capabilities”. |
| **3. Capabilities****3.1 The implementation phase*** Fulfillment of Non-functional requirements

**3.2 The operational phase*** Fulfillment of Non-functional requirements

**3.3 The contract termination phase*** Fulfillment of non-functional requirements
 | 20 %(30%)(65%)(5%) | Identification of resources shall be completed in accordance with the template in Annex F.The Tenderer’s responses in:- Document 05 SSA-T&L Appendix 2 to all E-requirements under worksheet "Non-functional requirements" in the category “The implementation phase” in Document 04 SSA-T&L Appendix 1B marked “C” in the column “Evaluation Q=Quality/C=Capabilities”, and the column B “SSA-T” marked with “x”.- The Tenderer shall hereunder deliver updated versions of SSA-T Appendix 4, SSA-T Appendix 5 and SSA-T Appendix 6.The Tenderer’s responses in:- Document 05 SSA-T&L Appendix 2 to all E-requirements under worksheet "Non-functional requirements" in the category “The operational phase” in Document 04 SSA-T&L Appendix 1B marked “C” in the column “Evaluation Q=Quality/C=Capabilities” and the column C “SSA-L” marked with “x”, excluding Req.ID NF09.03, NF10.01, NF10.02, NF20.03, NF20.05 and NF20.06.- The Tenderer shall hereunder deliver updated version of SSA-L Appendix 5 and SSA-L Appendix 4.The Tenderer’s responses in Document 05 SSA-T&L Appendix 2 to Req.ID NF20.03, NF20.05 and NF20.06.  |
| **4. Legal and commercial risk** * Differences in third-party standard terms and conditions (not including reservations) compared to the Customers Business Principles
* Risks related to the offered price model
* Differences in the Tenderers offered sanctions level
 | 10% | The Tenderer’s responses in Document 24, SSA-L Appendix 9:Complete/fill in the highlighted cells in Table 1 (The Customer’s Business Principles), and enclose relevant standard terms and conditions, if applicable. *\*)See descriptions in text box below.*The Tenderer’s responses inDocument 20 SSA-L Appendix 6B.The Tenderer’s responses in Document 18, SSA-L Appendix 4, see "instruction to Tenderer" for further elaboration on this document requirement.  |

Table 9: Award criteria

|  |
| --- |
| *\*)* ***Legal and commercial risk – third-party standard terms and conditions:*** *To the extent that third-party deliveries must be delivered under (one or more different) standard terms/conditions, and which are included in the Services of the Contractor, the standard terms and conditions shall be enclosed in Document 24, SSA-L Appendix 9.* *Appendix 9 shall not be used where the Contractor shall not include such third-party deliveries through agreement with a subcontractor, in other words, if a direct agreement between the Customer and the subcontractor of standard cloud service is not required.* *In a situation where the Contractor is not required to complete Appendix 9, the Contractor will achieve "full score" - 10 - on the part under award criterion Legal and Commercial risk that applies to standard terms and conditions in relation to the Customer's Business Principles.* *If a direct agreement between the Customer and the subcontractor/supplier of standard cloud service is required, the Customer will evaluate standard conditions based on the Contractor's response in relation to the Customer's Business Principles, cf. Document 24 SSA-L Appendix 9. It is noted that the Customer's Business Principles are not requirements in a traditional sense, and responses that show deviations from the Business Principles will not be regarded as a reservation and will therefore not lead to rejection. The answer will be the basis for evaluation.* |

In the evaluation of the criterion **“Total cost”**, the Tenderers are given a score from 0 to 10 where 10 is the best score and is given to the best tender. A higher “Total cost” is given a lower score according to linear model. However, if prices/total cost offered differ more than twice compared to the lowest and highest price offers, Customer reserves the right to modify the model and perhaps use a hybrid model (linear and proportional) to handle such differences.

In the evaluation of the subcriteria under **“Quality”**, the Tenderers are given a score from 0 to 10 where 10 is best.

In the evaluation of the subcriteria under **“Capability”**, the Tenderers are given a score from 0 to 10 where 10 is best.

In the evaluation of the subcriteria under **“Legal and commercial risk”**, the Tenderers are given a score from 0 to 10 where 10 is best.

Responses and any submitted documentation will be evaluated based on the respective content of each submission.

After evaluation of the subcriteria under “Quality”, “Capability” and “Legal and commercial risk”, the score for each criterion will be normalized and the tenders are given a score from 0 to 10, where 10 is the best and is given to the best tender (or best tenders if equally evaluated). The weighted point scores for the main criteria are summarized and the tenderer with the highest total score will be the winner of the competition.

The following evaluation levels are used in the evaluation of tenders:

* 0 – 1: Very weak level
* 2 – 3: Weak level
* 4 – 6: Acceptable level – quality is acceptable for contract award and there are no blocking major issues
* 7 – 8: Strong level
* 9 – 10: Very strong level

**Please note**: Only Evaluation requirements (E) are included in the evaluation. Mandatory requirements (M) are absolute minimum requirements, which the Tenderer must answer with “yes” for fulfilled, or “no” for non-fulfilled. The Tenderer’s in-depth comments or additional information in response to a mandatory requirement will not be taken into account in evaluation of the tender. E-requirements are evaluated one time regardless of whether an E-requirement apply to both agreements, SSA-T and SSA-L.

* E-requirements are given a priority as either “Critical”, “High”, “Medium” or “Low”, where:
	+ “Critical” equals 4x the weight of a “Low”-requirement,
	+ “High” equals 3x the weight of a “Low”-requirement, and
	+ “Medium” equals 2x the weight of a “Low”-requirement
	+ Please note that the actual weight of an E-requirement is determined from both the number of E-requirements under a given subcriteria and the relative weight of that sub criteria.
	+ Tenders response to E-requirements will be compared and measured against a reference-/quality standard for each requirement.

### Knockout functions

In order to minimize the risk of a Tenderer that receives low scores (below 4) on the weighted point scores to win the contract, four knockout functions have been put in place. Tenderers receiving a lower score than this will be considered unsuitable for fulfilling the purpose of the procurement for the Customer and will be rejected. The method is described below:

1. The Tenderer must achieve a minimum total evaluation score of 4 or higher for each of the following main award criteria:
	* Quality
	* Capability
	* Legal and commercial risk
2. The Tenderer must achieve a minimum evaluation score of 4 or higher for each of each sub criteria under Quality (level 1), Functional requirements (level 2), i.e.:
	* Cross module
	* Seismic module
	* Well module
	* Production module
3. Tenderer must achieve a minimum evaluation score of 4 or higher for all evaluation requirements under the requirement category “Security and personal data processing”. The category is evaluated under Quality (level 1) and Non-functional requirements (level 2).
4. Furthermore, in order to minimize the risk of a tenderer that receives low scores (below 4) on *individual E-requirements* winning the contract, a fourth knockout function has been put in place:
	* This function entails that the evaluation result of the following requirements in Document 04 SSA-T&L Appendix 1B must have a score of 4 or higher:
		+ CR15: “The Contractor should provide functionality to receive data, including metadata.“
		+ CR34: “The search functionality in Diskos 2.0 should display the search result through a map interface (GIS) and by table view. The two modes of displaying the entries should be connected. It should be possible to filter the search results.”
5. To ensure a high availability of the services in the Diskos 2.0 solution, the offered SLA for availability (SLA requierement ID 1) shall as a minimum be 99%. Tenderers with a lower availability will be disqualified from the tender process.

To all five knockout-functions described above:

* + The evaluation score of a minimum 4, must be achieved at the completion of the negotiations stage at latest where remaining tenderers have delivered best and final offer (“BAFO”), or at an earlier stage during the negotiations where clearly notified by the Customer.

### Contract award

The Customer will provide a written notice of the award decision with a justification simultaneously to all Tenderers that have submitted a tender. In accordance with section 25-2 of the Public Procurement Regulation, the Customer will set a standstill period of at least 10 days.

# Annexes for qualification

1. Declaration of commitment

Reference to section 4.2.4. (The Tenderer's right to rely on other company's capacity by qualifying)

[The Tenderer] intends to rely on the following company’s resources related to the procurement of Diskos 2.0: [name of company]

This is relevant for the following requirements for the Tenderer:

|  |  |
| --- | --- |
| **Qualification requirement** | **Check** |
| *The Tenderer shall have an economic and financial standing that makes it able to fulfill its contractual obligations throughout the entire contractual period.* |    [Tenderer’s answer, only if applicable] |
| *The Tenderer shall have sufficient technical and professional experience to perform the contract, i.e.:*  | [no answer in this particular cell] |
| 1. *The Tenderer shall have sufficient relevant experience from similar deliveries, including handling similar data types as stored in Diskos. cf. ITT 4.2.3. no. 1. And:*
 |  [Tenderer’s answer, only if applicable] |
| 1. *The Tenderer shall have the organizational capacity to fulfil the contract (i.e. adequate staffing and necessary expertise), cf. ITT 4.2.3. no. 2*
 |  [Tenderer’s answer, only if applicable] |

Table 10: Declaration of commitment

We hereby confirm that [Tenderer name] will have available resources from [name of company] according to the declaration above throughout the contract period.

|  |  |
| --- | --- |
| **For the Tenderer:** | **For the other entity:** |
| **Date:** | **Date:** |
| **Sign:** | **Sign:** |
| **Name:**<block letters> | **Name:** <block letters> |
| **Position:** | **Position:** |

Table 11

1. Template for financial ratios

Reference to section 4.2.2. , no. 2

|  |  |  |
| --- | --- | --- |
| **Year** | **Current ratio** | **Operating Cash flow ratio** |
|  |  |  |
|  |  |  |
|  |  |  |

Table 12: Template for financial ratios

1. Template for description for quality management system

Reference to 4.2.3, no. 3.

A brief description (free-text) of total quality management system and which part of the organization its applicable for and how it relates to the performance of the contract, copy of certificates (e.g. ISO 9001) or documentation of equivalent quality measures relevant for the performance of the contract. The description must be sufficient for the Customer’s assessment of the quality management system; max 3 pages excluded certificate(s).

1. Template for description of relevant deliveries

Reference to section 4.2.3, no. 1.

The Tenderer’s experience in the field of data storage and processing, and handling of data types as stored in Diskos + cloud services. If the Tenderer is a reseller/integrator of cloud services, please describe partner or reseller status/category per Cloud Service Provider (CSP) and/or service area. Please also describe the types of agreement (e.g. enterprise category agreements) the Tenderer is capable of entering into or managing on behalf of the CSP (The documentation should be free text and maximum 2 pages).

|  |
| --- |
| **Reference 1** |
| **Title:** |
| **Customer (contact person and contact data to be included):** |
| **Delivery duration (from – to):** |
| **Business area/industry:** |
| **Scope of deliveries (value of deliveries and scope (number of FTE) of development/configuration/integration):** |
| **Tenderer’s role/responsibility:** |
| **Delivery method (waterfall/iterative/agile etc.)** |
| **ICT delivery model (e.g. cloud type)** |
| **Description of stakeholders, challenges, success factors and value for customer (max 1 page)** |
| **Description of delivery (infrastructure, integrations, processing of special categories of data, privacy by design and default, applications, and other characteristics); max 1 page** |

Table 13: Template for description of relevant deliveries

|  |
| --- |
| **Reference 2** |
| **Title:** |
| **Customer (contact person and contact data to be included):** |
| **Delivery duration (from – to):** |
| **Business area/industry:** |
| **Scope of deliveries (value of deliveries and scope (number of FTE) of development/configuration/integration):** |
| **Tenderer’s role / responsibility:** |
| **Delivery method (waterfall / iterative / agile etc.)** |
| **Hosting model (cloud / on premises, etc.)** |
| **Description of stakeholders, challenges, success factors and value for customer (max 1 page)** |
| **Description of delivery (infrastructure, integrations, processing of special categories of data, privacy by design and default, applications, and other characteristics); max 1 page** |

|  |
| --- |
| **Reference 3** |
| **Title:** |
| **Customer (contact person and contact data to be included):** |
| **Delivery duration (from – to):** |
| **Business area/industry:** |
| **Scope of deliveries (value of deliveries and scope (number of FTE) of development/configuration/integration):** |
| **Tenderer’s role/responsibility:** |
| **Delivery method (waterfall/iterative/agile etc.):** |
| **Hosting model (cloud/on premises, etc.)** |
| **Description of stakeholders, challenges, success factors and value for customer (max 1 page)** |
| **Description of delivery (infrastructure, integrations, processing of special categories of data, privacy by design and default, applications, and other characteristics); max 1 page** |

1. Template for resource capacity

Reference to section 4.2.3. , no. 2.

A brief description of organization and organizational units (center of excellence), of the Tenderer relevant for performance of the contract. The description must be sufficient for the Customer assessment of organizational capacity; max 4 pages

|  |  |
| --- | --- |
| **The Tenderers capacity for the procurement** | **Number** |
|  |   |
|  |   |
|  |   |
|  |   |
|  |   |

Table 14: Template for resource capacity

# Annexes for competition

1. Template for preparation of CV’s

The Tenderer shall use the following template for CVs included in the tender.

The description should be sufficient to give the Customer a background for evaluation of relevant competence areas described in Document 09 and 19 (SSA-T Appendix 6 and SSA-L Appendix 5). The description should however not be so extensive that key points are overshadowed by too many details. Paragraphs in Document 09 and 19 (SSA-T Appendix 6 and SSA-L Appendix 5 shall not be reused in the description in project references).

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| [Photo of the resource] | **[NAME of the resource]**[Supplier name][Role(s) in the proposed/tendered team] |
| **Education & professional training**[Main/supplementary education][from month/year] - [to month/year][Educational Institution][Main/supplementary education][from month/year] - [to month/year][Educational Institution][Main/supplementary education][from month/year] - [to month/year][Educational Institution] **Courses & certifications**[month/year name of course/certification][Certification][month/year name of course/certification][Certification]**Work experience**[from month/year] - [month/year][Employer][from month/year] - [month/year][Employer] | **Special qualification**[Summary of competence background, most important references for this tender and a rationale for the selection of this resource ] |  |
| **Project references*** **[Client name] - [Project name]**

[month/year] to [month/year][Short description of the reference project, inclusive project scope and duration][Specific description of the resource participation/activities in the reference project (duration of participation, role(s), key activities, responsibilities and results achieved etc.]* **[Client name] - [Project name]**

[month/year] to [month/year][Short description of the reference project, inclusive project scope and duration][Specific description of the resource participation/activities in the reference project (duration of participation, role(s), key activities, responsibilities and results achieved etc.]* **[Client name] - [Project name]**

[month/year] to [month/year][Short description of the reference project, inclusive project scope and duration][Specific description of the resource participation/activities in the reference project (duration of participation, role(s), key activities, responsibilities and results achieved etc.] |