

# **TENDER INVITATION**

## **(OPEN PROCEDURE)**

**Project 1000605 Campus Ås, User Equipment**

**K923.18\_02 Automated sample storage system, -80°C**

## Innhold

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## 1 General information about the tender

### 1.1 Invitation and orientation

Statsbygg (Public construction and property management) invites in connection with the building project

1000605 - Campus Ås, User equipment

Quotes for equipment included in **K923.18\_02 Automated sample storage system, -80°C.**

Further details on are listed in Attachment 7 Tender form.

The elements in this competition will be placed in locations that belong to The Norwegian Veterinary Institute (NVI). The contract will be transferred to NVI for further follow-up in the guarantee period.

The contract will include production, delivery, installation, and integration of the storage system for biological samples. Furthermore, the contract will include 2 years of warranty for the system, covering system components and related software.

Scope of the bid is given in Attachment 6, Descriptive document, section 4 Article specification.

The tender documents consist of:

1. Tender invitation (this document)
2. Requirement specification with attachments
  - a. Training requirement
  - b. Maintenance and service requirements
  - c. ICT requirements
3. Statsbygg's general and special conditions of contract for large goods (The Red book)
4. Business procedures/administrative provisions
5. Contract draft
6. Descriptive document
7. Tender form
8. Drawings

The tender documents are available to all participants on the Mercell portal.

The complete procurement documents are uploaded to and are available for downloading from the Mercell database. **Suppliers that wish to participate in the tender, are encouraged to register interest in Mercell to be notified in case of additional information, corrections and changes that Statsbygg may publish.**

## 1.2 Announcement

The Acquisition has been sent to announcement in the Doffin/TED database June 29<sup>th</sup> 2020.

### **1.3 Some procedural terms and conditions of contract**

#### **1.3.1 Tender form**

Based on the enclosed drawings and bill of quantities, the quantities listed in the tender documents have been determined in accordance with applicable principles in Norsk (Norwegian) Standard and customary practices for the respective works, unless specified otherwise. If the bid is based on quantity assessments that differ from those in the tender documents, such differing assessments must be specified in letter of bid.

#### **1.3.2 Bid prices**

The bid must cover all the items specified in the Tender form, including all services, materials and costs of any kind needed to perform the contract in accordance with the requirements in the tender documents, applicable collective agreements between labour unions and employers, relevant legislation or other information provided by the Client, or which have come to light during the pre-tender inspection (including VAT and all add-ons, such as social costs, administration, travel, meals and profit, etc.)

The bid prices must be fixed and not subject to subsequent adjustments.

General requirements vs. Tender form

All requirements contained in the tender documents must be met, even if they are not included in the attached Tender form.

#### **1.3.3 Omitted prices**

Whenever the bidder has not priced an item in the bill of quantities or elsewhere, Statsbygg will regard this item as included in the bid, unless stated otherwise in the letter of bid.

#### **1.3.4 Itemised prices**

If a bid does not itemise prices to the extent required by the tender documents, Statsbygg may reject the bid or request the bidder to submit adequate itemisation without changing the bid price.

#### **1.3.5 Norwegian VAT regulations (only applicable to foreign suppliers)**

According to Norwegian VAT regulations, the general rule is that companies must be registered in Norway for the payment of Norwegian VAT when the turnover of service and goods exceeds NOK 50 000 within a period of 12 months. The registration involves an obligation to calculate the fee for taxable turnover.

This procurement is to be treated as a combined service and goods delivery. The reasoning for this is based on the fact that the goods is not deemed to be delivered according to contract until mounting, testing and training of the users is finished. This has to be done in Norway and is thereby taxable in Norway.

Foreign suppliers are responsible for import VAT and customs clearance. They must also calculate Norwegian VAT on the invoice to Statsbygg. **Foreign suppliers must therefore register in Norway.**

Statsbygg urges foreign suppliers to make themselves familiar with the applicable regulations in the current Norwegian legislation and to comply with this. Should counsel be deemed necessary by the supplier, Statsbygg is willing to provide this.

All extra cost due to the administrating of the aforementioned registration is to be added to the cost of goods in the Tender form (Attachment 7).

#### 1.4 Contractual terms

The contract will be subject to the following terms:

- Statsbygg's general and special conditions of contract for large goods (Red Book).

Please also note that invoices and credit notes must be sent to Statsbygg's invoice address electronically in accordance with the EHF (Elektronisk Handelsformat) standard laid down by Norway's Ministry of Government Administration, Reform and Church Affairs. Invoices and credit notes must be communicated via an access point in the message communication infrastructure administered by Norway's Agency for Public Management and eGovernment (DIFI).

#### 1.5 Supplemental information/Tender documents amendments

Queries regarding this invitation and attached documents, including requests for clarification and suggested amendments, must be posed via the Mercellportalen website. Bidders should make such contact well before the expiry of the bid submission deadline for Statsbygg to have sufficient time to respond.

All such queries as well as Statsbygg's comments will be published on the Mercellportalen website and automatically forwarded to all the bidders.

Queries will remain anonymous.

#### 1.6 Information Meeting/Site inspection

There will be no information meeting for this contract.

Statsbygg encourage participants in the bid to perform a site inspection at Campus Ås. Statsbygg will not cover cost related to site visit. Contact person for site visit is Hege Anette Martinsen ([hege.martinsen@metieroec.no](mailto:hege.martinsen@metieroec.no))

## 2 Information about the project and the contract

### 2.1 General remarks

In connection with the merger of the Veterinary College and the Norwegian University of Life Sciences, NMBU, it has been decided that the veterinary education and the Veterinary Institute will be moved from Adamstuen in Oslo and co-located with the NMBU on Campus Ås. The Ministry of Education has instructed Statsbygg to carry out the construction project (SLP) and acquire user equipment (BUT). This is organized as two projects, with a joint project director.

The contract will include delivery, installation and integration of a complete solution for automated sample storage within the specified room.

The contract will be entered into between the supplier and the Norwegian Veterinary Institute. Statsbygg is not one of the contract parties. Statsbygg's role in this procurement is "procedural" and limited to carrying out the procurement process.

After the contract has been entered into, the Veterinary Institute is responsible for the contract management (enforcement of contractual rights and implementation of contractual obligations), such as arrangements, necessary follow-ups/participation in conjunction with installation, testing, integration etc.

After the procurement process is completed and the contract is signed, the supplier must relate to the Veterinary Institute.

For more information on the project:

<http://www.statsbygg.no/Prosjekter-og-eiendommer/Byggeprosjekter/Campus-As/>

For more information on the Veterinary Institute: [www.vetinst.no](http://www.vetinst.no)

## 2.2 Milestones

The bidders must take note of the time schedule below.

The time schedule is not final, but approximate. Following signature of the contract, the supplier – in consultation with Statsbygg – must produce a detailed and legally binding time schedule with delay penalties as specified below.

Phase	Date	Daily penalty
Contract	Q4 / 2020	No
Completed installation	Q3 / 2021	Yes, according to Red book
SAT	Q4 / 2021	Yes, according to Red book
Handover	To be agreed	Yes, according to Red book

## 3 Procedural rules

### 3.1 The Public Procurement Act

The acquisition is covered by the Public Procurement Act of 17<sup>th</sup> of June 2016 No 73 and the Public Procurement Regulations of 12<sup>th</sup> of August 2016 No 974. For this acquisition applies the above, as well as the rules of this tender document.

This acquisition follows the procedure "open tender competition".

### **3.2 Principles for this tender competition**

The competition shall be conducted in a fair and reasonable manner that provides equal treatment for all tenderers. The tenderers do not have the right through agreement, concerted practice or otherwise, to seek to influence the competition's outcome.

The tenders cannot be altered, and negotiations is not allowed.

### **3.3 Public**

The names of suppliers participating in the procurement procedure will be kept confidential until Statsbygg issues a contract award notice.

### **3.4 Supplier used as advisor in preparing the specifications**

Statsbygg shall not seek or receive advice that can be used during the preparation of specifications for this procurement from anyone who may have financial interests in the acquisition when this happens in a way that would preclude competition. A tenderer who has been used as an advisor during the preparation of the specifications in a way that will preclude competition as mentioned above, will be rejected.

### **3.5 Cancellation of the competition and total dismissal - rejected quotes**

Statsbygg can terminate the procurement procedure at any stage if such a decision seems justified, such as withdrawal of funding or if political approval is not forthcoming.

Moreover, Statsbygg can reject all bids if such a decision is deemed justified.

## **4 Evaluation of the offer**

### **4.1 Qualification requirement**

The following qualification requirements will be applied when evaluating the tenderers (the documentation listed below shall not be submitted with the offer, only the self-declaration on fulfillment of the qualification requirements (European Single Procurement Document, ESPD):

<b>Qualification criteria</b>	<b>Qualification requirements</b>	<b>Documentation</b>
Organizational and legal structure	The tenderer must be a legally established and registered company	Certificate of Registration or other documentation that the tenderer is Registered as a company in accordance with the regulation in his home state
Economic and financial capacity	The tenderer must have satisfactorily solidity and financial performance ability	Statsbygg will perform a credit rating of the tenderer.  The tender could also be asked for Annual accounts and statutory balance sheet audit for the last year.
Technical and professional qualifications	The tender must have experience with equipment for similar projects which have a transfer value.	A list of relevant reference projects where the offered equipment is in use (biobanks)
Technical and professional qualifications	The tender must have sufficient capacity for carrying out the contract	Enclose an organization chart with positions actually involved in this project, both in the service organization and in other roles, to show that the necessary human resources are at the tender's disposal

**Statsbygg demands that when a tenderer leans on the capacity of other companies to fulfill the requirements on economic and financial qualifications, the other company must be solidary liable for the fulfillment of the contract.**

**Tenderers that lean on other companies to fulfill the requirements on economic and financial qualifications to be qualified, must document that they have disposal of the actual resources by a statement of solidary liability.**

**Statsbygg demands that when a tenderer leans on the capacity of other companies to fulfill the requirements on technical and professional qualifications, the other companies shall perform the part of the contract work that requires such requirements. Tenderers that leans on other companies' technical or professional capacity to be qualified, must document that they in reality**

have the disposal of the resources, by submitting the front page of an agreement between the parties or a self-declaration from the subcontractor that a cooperation is established.

Companies that the tenderer leans on must submit the self-declaration on fulfillment of the qualification requirements, see cl 1.1.

#### **4.2 Certificate for tax and value added tax**

Tenderers must submit joint certificate for tax (tax, advanced tax deduction, garnishment, payroll tax) and VAT (Tax certificate).

The certificate should not be older than 6 months from the deadline for delivering offer.

Tenderers with business in other EEA countries than Norway shall disclose the corresponding certificates according to procurement regulation § 11-10 (3) and 20-12 (3).

#### **4.3 Award criteria in this competition**

The award is made based on the offer, which is the most economically beneficial for Statsbygg, based on the following criteria:

##### **Total cost as defined below:**

Total cost means investment cost, costs for delivery included transport, installation, start-up etc. until accepted SAT, 12 months warranty. In addition, the cost element will include the cost for a comprehensive service contract for 10 years (LCC).

##### **Quality**

The evaluation will be based on the submitted description of solution and will be performed by the Client's interdisciplinary group. The quality will be graded according to requirements set in attachment 6 Descriptive document. Sub criteria that will be emphasized during the evaluation are quality, functionality, design, and ergonomics. and user friendliness.

Requirements regarding training, technical service and ICT will also be evaluated under this criterion.

As documentation the bidder must submit a description of the proposed solution including drawings and sketches or other descriptive means.

#### 4.4 Information on the table of equipment requirements

The table of equipment requirements uses two categories of requirements:

A: Required – this is a minimum requirement, and will as such not be evaluated, but must be fulfilled if the article shall be evaluated.

B: Answer will be evaluated

The tenderer must give extensive information in connection to each criterion for the purpose of the Client's impartial evaluation. The information must be sufficient to evaluate the tender without need for contact. Missing information could lead to rejection.

A short, satisfactory description on offered equipment to give the Client a good overall view, is desirable.

Brochures should be thoroughly marked for the actual information on the equipment offered.

#### 4.5 Evaluation and weighting of award criteria

Weight	Award criteria	Documentation
30%	Total cost	Complete tenderform. (Attachement 7)
70%	Quality	Completed Requirement specification form (Attachment 2), description of solution, including drawings, sketches, pictures, or other descriptive means.

In this competition an evaluation model is used where all offers are awarded a score for each of the award criteria from 0-10. The score from each criterion is multiplied by the criterion specified weight. The criterion's weighted points score is summarized and the supplier who has the highest score is considered to have the best relation between price/cost and the solution description.

The award criterion "Total cost" is evaluated proportionally, with the lowest total cost is being awarded the highest score and other vendors awarded relative to the lowest offer's total cost.

The award criteria "solution description" will be evaluated and given a score based on the offered documentation.

There will be one contract.

User-friendliness will be strongly emphasized.

## 5 Deviations from the tender documents

### 5.1 General about reservation and deviation

The bidders should avoid submitting bids that do not conform with the tender documents, e.g. by not meeting stipulated technical requirements or by stating delivery terms that depart from those in the tender documents. Rather than submitting a bid that might violate the terms of the tender documents, bidders should seek clarification with Statsbygg in the pre-bid phase, cf. section 1.6 above. Please note that bid ambiguities will not be given the benefit of the doubt about non-conformance. Bidders should not submit bids with non-conforming terms before considering it might lead to the entire bid being rejected.

If a bid does include non-conforming terms, they should be clearly stated in the letter of bid. Non-confirming bid terms must be phrased in a precise and unambiguous manner to enable Statsbygg to assess the terms without having to contact the bidder. Statsbygg will primarily try to subject non-confirming bid terms to a cost assessment. If this is not possible, the bid is likely to be rejected.

Non-confirming terms that challenge basic elements in the tender documents will always cause the bid to be rejected.

A bid based on the supplier's standardised terms of delivery, etc., will be regarded as non-conforming far as such terms deviate from the terms of the tender documents.

The bid must be priced in NOK. The bid prices must be unconditional and final. Terms regarding adjustment of contract prices, including terms related to changed currency values, will not be accepted.

Terms stipulating an advance payment above the amount (%) specified in the attached terms of contract in *Statsbygg's general and special conditions of contract for goods (Red Book)*, will not be accepted.

### 5.2 Variant bids

Variant bids will not be accepted. Accordingly, bids containing other solutions than the ones specified in the tender documents, or which do not comply with the tender documents in some other way, will be regarded as a non-compliant, see Section 5.1 above.

### 5.3 Partial bids

Partial bids (i.e. bids that do not offer all the items specified by Statsbygg) will not be considered.

## 6 Formal bid requirements

### 6.1 Mode of submission and file format

The following file formats are accepted. Files must be virus-free and unencrypted.

- Test document: PDF/A, XML, TIFF or Word
- Tables: Excel
- Image files: JPEG or TIFF
- Maps: TIFF
- Video: MPEG 2
- Audio: MP3, PCM or PCM-based Wave

**Infected and encrypted files, as well as files in a different format from those specified above, will be rejected in Statsbygg's data system and the tender will be evaluated as if such files had not been submitted.**

## **6.2 Period of validity**

Tenders are binding for 6 months from the deadline for the submission of tenders (inclusive).

## **6.3 Offer's language**

The offer and all the associated documents shall be written in one of the Scandinavian languages or in the English language.

## **6.4 What is to be delivered - the file structure to be used?**

- 1-1 Final bid /Tender letter, stating the tender sum and any deviations / reservations from the tender documents. The tender letter must be signed.
- 2-1 Tender form, completed and signed
- 3 The documentation requested in the contract award criteria table, see section 4.2
- 3-1 Description of solution provided
- 4 Table of contents

To facilitate Statsbygg's handling of the bids and its attachments, suppliers are urged to use the above file numbering system and file names (number first and file name second, both in bold fonts) in their bids. Please avoid sub-files.

Bids that do not contain the above information and documents or that do not meet the stated formal requirements may be rejected.

## **6.5 Place of submission and deadline for tenders**

The deadline for submission of bids to the Merccell-portal is 14<sup>th</sup> of September 2020, 14:00 local time.

**Bids that are submitted after the deadline has expired will be rejected.**

(Notice that the system does not allow submission of bids electronically via the Mercell-portall after the deadline.)

## **6.6 Information about the “Mercellportalen”**

To be able to submit a request via Mercell Portal, you must have a user and log in with this.

It is recommended that the request should be delivered in good time, at least 1 hour before the expiry of the deadline. Delivered offers can be changed until the deadline expires. The last request is considered the final request.

The request requires electronic signature upon delivery. Electronic signatures can be obtained from different suppliers, eg [www.commfides.com](http://www.commfides.com), [www.buypass.no](http://www.buypass.no) or [www.bankid.no](http://www.bankid.no).

NB! We note that it may take a few days to receive electronic signature so that this process should be initiated as soon as possible.

Statsbygg recommends that you test the signature with the certificate you have available as soon as possible (in due time before the deadline). Test functionality is in the registration / offer submission steps.

If you have questions about functionality in the tool or if you are having trouble getting a request, please contact Mercell Support on phone: 21 01 88 60 or e-mail: [support@mercell.com](mailto:support@mercell.com) in good time before the expiry of the deadline.

## 7 Statsbygg's signature

Sted: Ås Dato: 26.06.2020

For Statsbygg: Marius Tunstad  
byggherredirektør

*Dette dokumentet er elektronisk godkjent.*

## 8 Attachments

1. Tender form
2. Requirement specification with attachments
  - a. Training requirement
  - b. Maintenance and service requirements
  - c. ICT requirements
3. Statsbygg's general and special conditions of contract for large goods (Red Book)
4. Business procedures/administrative provisions
5. Contract draft
6. Descriptive document.