

NRK-MA3431/21E

**TENDER INVITATION -
FRAMEWORK AGREEMENT
FOR SOURCING
MANAGEMENT**

TENDER REGULATIONS

JUNI 4, 2021

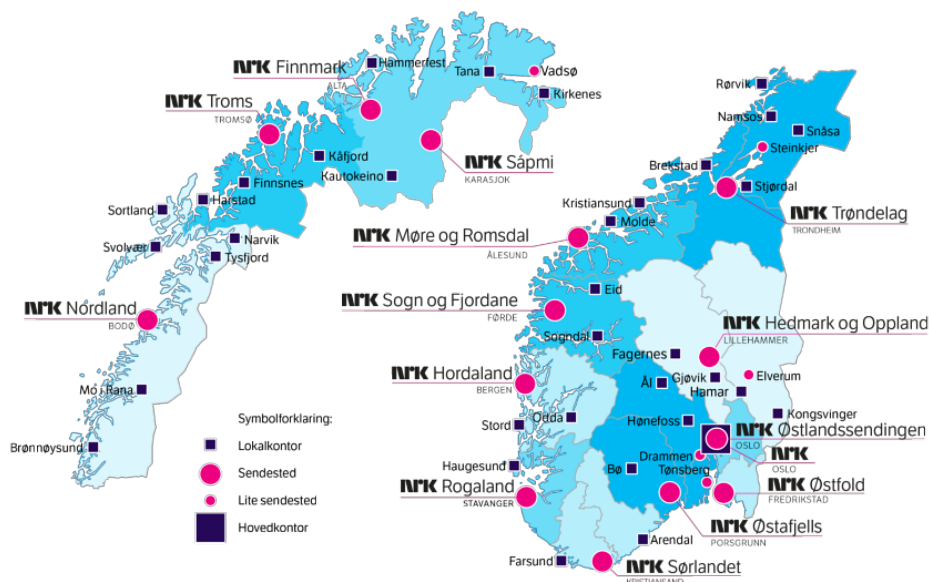
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1. GENERAL DESCRIPTION

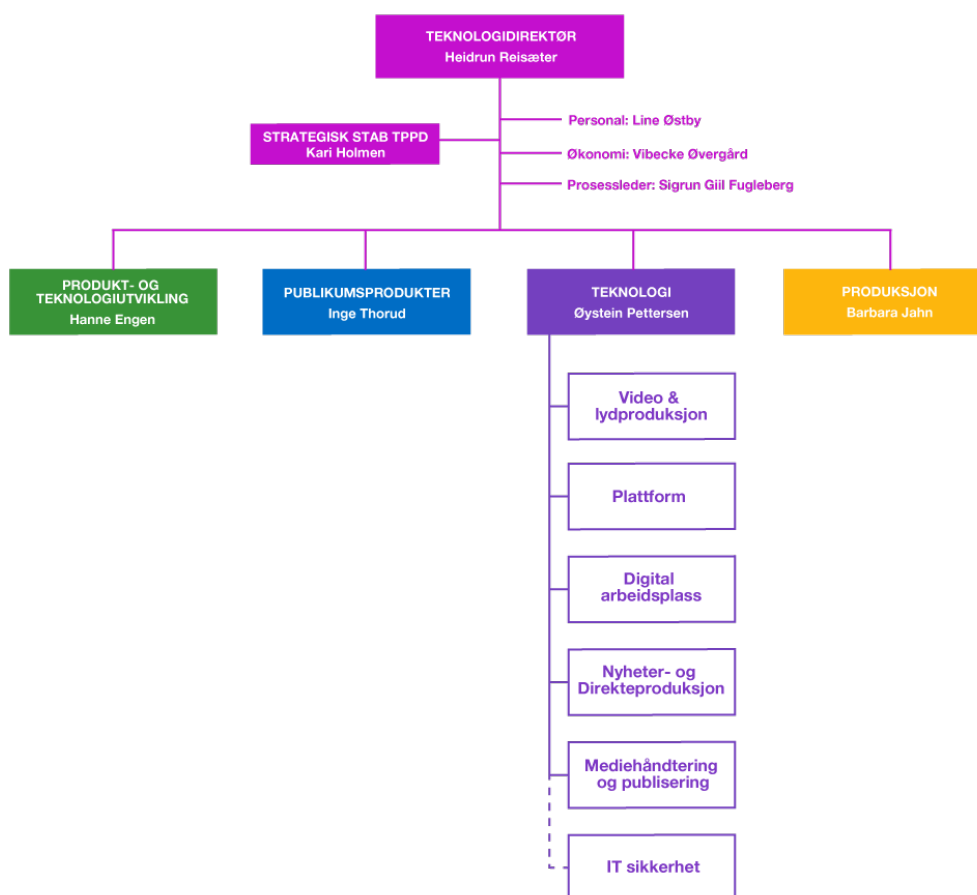
1.1 Contracting authority

NRK is a state-owned limited company and Norway's leading broadcasting company, bearing overall responsibility for production and distribution of radio and television programmes to the entire population. NRK also supplies an extensive range of services on the Internet, mobile phones, and Teletext. With its approximately 3 500 employees, NRK operates nationwide and is the biggest media corporation in Norway.



For further information about NRK, please follow this link: <http://www.nrk.no/about/>.

NRK's technology, public products, and production department (TPPD) is issuing this tender and is currently organised as per below figure. The department is responsible for providing corporate IT, cloud and platform-based technology, broadcast technology (technology used in audio, video, and image production) and digital platforms such as nrk.no, NRK TV, Yr.no and NRK Super etc.



1.2 Tender purpose and scope

NRK needs support for consultancy, advisory and professional service in areas of sourcing, vendor management and partnerships for the entire TPPD department.

NRK's sourcing strategy underpins technology & public product strategy. NRK has ambition to use public cloud & SaaS, use different opportunities in the market, manage different types of vendors professionally and wholistically & manage categories within technology and production. The vendor management area aspires to achieve quality assured contracts, establish pragmatic vendor management governance, and manage vendors professionally across the entire department.

The framework agreements are set up to create a team of vendors that can supply NRK with service (one time or recurring), provide advisory and provide professional consultancy in different areas as per the scope described in Appendix 1 of Attachment 2 - ssa-r_appendices.

1.3 Number of frame agreements

NRK will enter into parallel frame agreements with 4-7 Contractors.

Attachment 2 -ssa-r_appendices, Appendix 2 describes the process for issuing awarding contracts under the Framework Agreement.

1.4 Tender for parts of the assignment

Tender for parts of the assignment will not be accepted.

1.5 Schedule

The procurement will take place in accordance with the general tentative milestone plan shown in the table below. Contractors will be notified if NRK decides to alter the schedule.

Activity	Date	Date
Date of publication		4.6.2021
Deadline for submitting questions concerning the tender document		30.6.2021 at 12.00 CET
Deadline for submitting Tender		15.7.2021 at 12.00 CET
Evaluation		Week 29 - 33
Presentation of tenders		Week 31 - 32
Notification of contract award (tentative date)		Week 33 - 34
Signing of contract		Week 35
Deadline for period during which offers are binding		15.10.2021

2. RULES FOR THE IMPLEMENTATION OF THE TENDER COMPETITION

2.1 Procurement procedure

This procurement is carried out in accordance with Norwegian Act of 17th June 2016 with regulations for public procurements. The procurement shall be made by means of an open tender procedure in accordance with part I and III of the Regulations for public procurements.

In an open procedure, all interested bidders have the same opportunity to submit bids. There is no pre-qualification, and the bidder must submit the requested documentation to prove that they qualify for the competition. This documentation must be submitted at the same time as the tender offer.

There will be no negotiations in this tender competition. Hence, it is not possible to change or seek to change the tenders through negotiations. This includes changes to the price, delivery schedule or other conditions that are of significance in the competition. The bidder must therefore submit their best offer by the deadline for submission.

Furthermore, it is pointed out that tenders that contain significant deviations from the procurement documents shall be rejected in accordance with regulations on public procurement § 24-8 (1) b. The client may also reject tenders that contain deviations from the procurement documents, ambiguities or the like that must not be considered insignificant, cf. § 24-8 (2) a of the regulations.

It is important that the contractors submit the bid according to the rules in this document.

2.2 Confidentiality and disclosure

The contracting authority, the beneficiary and their employees are obligated to prevent others from gaining access to, or knowledge of, information about technical devices and procedures or operating and business matters which for competition reasons should be kept secret, cf. § 3-6 of the "Regulations on public procurements", cf. Public Administration Act § 13.

The contracting authority acknowledges that the general public has the right to access the tender offers and the procurement protocol after the contractor has been chosen, cf. the Freedom of Information Act of 16 May 2006, no. 16, regarding the right of access in public sector agencies, see § 23(3), cf. "Regulations on public procurement" § 7-4.

The contracting authority is obligated to comply with the obligation to provide guidance, cf. the Freedom of Information Act § 11.

If a request for access is made, NRK is committed to make its own assessment of the demand for access against the legal framework.

2.3 Validity period

Tenders must remain valid for three months after the deadline for tenders as stated in section 1.5 above, or until contracts has actually been signed if this takes place before the expiry of the validity period.

2.4 Additional information, communication concerning the procurement

This procurement will be managed in the Mercell portal. The contractors will be allowed to access, via the portal, the tender documentation and other correspondence relating to the procurement, and to submit an electronic version of the tender.

Any queries on the tender documentation and other enquiries relating to the procurement must only be submitted via www.mercell.no. Enquiries must be labelled with a case number: "MA3431". The deadline for queries is stated in section 1.5 above.

Responses to other enquiries cannot be expected. Attempts to acquire information or influence NRK staff involved in the procurement could lead to rejection or cancellation of the tendering procedure.

Queries received will be reviewed and answers in a general, anonymous fashion and will be distributed continuously via www.mercell.no, from which email notifications to the contacts of all contractors invited to participate will be generated.

If you have any questions about how to use Mercell, please contact Mercell Support on +47 21 01 88 00 or by e-mail: support@mercell.com.

2.5 Correction, supplementation, or amendment of the tender documentation

If the supplier becomes aware that the tender documentation could include potential errors or unclear points, or that files sent cannot be read as anticipated, it is the obligation of the supplier to get in touch with the contact at NRK in order to have the error corrected or the unclear points clarified.

NRK reserves the right to make necessary amendments to the tender documentation. The deadline for tenders could be extended accordingly, where necessary.

2.6 Structure of the tender notice

The tender notice consists of:

- This document
- Attachment 1 - ssa-r_2015_eng (The frame agreement text)
- Attachment 2 - ssa-r_appendices_2015_eng (incl. Requirement Specification)
- Attachment 3 - Attachment 3-ssa-b_simplified_2015_eng (agreement for mini-tenders under the agreement)
- Attachment 4 - Standard-data-processing-agreement-GDPR-english

3. The European Single Procurement Document (ESPD)

3.1 General information about ESPD

The tender must fill out the European Single Procurement Document (ESPD). ESPD is a self-declaration of the businesses' financial status, abilities, and suitability for a public procurement procedure. <https://ec.europa.eu/tools/espd/filter?lang=en>.

As a preliminary documentation on fulfilment of qualification requirements, that there are no grounds for rejection and possible fulfilment of selection criteria, the supplier must complete the integrated ESPD form in Mercell.

3.2 ESPD for subcontractors

If the supplier wants to rely on subcontractors or partners for fulfilment of the contract, an ESPD form must also be submitted for each individual subcontractor / partner, cf. FOA § 17-1 (6).

3.3 National grounds for rejection

According to the ESPD Part III: Grounds for rejection, section D: "Other grounds for rejection provided for in the national law of the client's Member State" The Norwegian procurement rules go beyond what follows from the grounds for rejection stated in the EU Public Procurement Directive and in the standard form for ESPD. It is therefore emphasized that in this competition, all the grounds for rejection in section 24-2 of the Procurement Regulations apply, including the purely national grounds for rejection.

The following of the grounds for rejection in the Procurement Regulations § 24-2 are purely national grounds for rejection:

- §24-2 (2). This provision states that the client shall reject a supplier when he is aware that the supplier has been legally convicted or has adopted a fine for the specified criminal offenses. The requirement that the client must reject contractors who have adopted fines for the specified criminal offenses is a special Norwegian requirement.
- 24-2 (3) letter i. The reason for rejection in the ESPD form only applies to serious errors in professional practice, while the Norwegian reason for rejection also includes other serious errors that may lead to doubts about the supplier's professional integrity.

4. QUALIFICATION REQUIREMENTS

This section includes supplier requirements. These must be regarded as minimum requirements which must all be met for contractors to participate in the tendering procedure.

As a preliminary documentation of fulfilment of qualification requirements, that there are no grounds for rejection and possible fulfilment of selection criteria, the supplier must complete the integrated ESPD form in Mercell, cf. Chapter 3 above. In addition, we request that the documentation requirements specified below in this chapter (sections 4.1-4.4) is submitted as an appendix in Mercell:

4.1 Mandatory documentation requirements

Qualification requirements	Documentation requirements
<p>The company should have no arrears relating to the payment of taxes and fees to the government.</p>	<p>Appendix 1:</p> <p>Norwegian Contractors:</p> <p>Documentation on the tax paid and the employer's salaries from kemnerkontor (Certificate Order RF-1316. This form is used to order certain certificates and extracts from the Norwegian Tax Administration). They must not be older than 6 months following the deadline for tender submission. If there are arrears, these must be explained.</p> <p>https://www.altinn.no/en/Forms-and-Services/Etater/The-Norwegian-Tax-Administration/Certificate-Order-RF-1316/</p> <p>International Contractors:</p> <p>Contractors are encouraged to submit certificates, not older than 6 months, issued by the competent authority to the effect that the Contractor has fulfilled his obligations relating to the payment of taxes, social security contributions and VAT. Tax certificates are issued by the chief municipal treasurer in the municipality where the Contractor has their head office and by the tax collector in the equivalent.</p>

4.2 Contractor's organisational and legal position

Qualification requirements	Documentation requirements
<p>The contractor must be a legally registered company</p>	<p>Appendix 2: Company certificate or equivalent documentation indicating that the supplier is registered with a trade register in his homeland</p>

4.3 Economic and financial position

Qualification requirements	Documentation requirements
<p>The supplier must have a satisfactory economic and financial position to fulfill the contract.</p> <p>Economic and financial position will be examined based on a total evaluation including Operating margin (preferably higher than 5 %), Current ratio (preferably higher than 1), Debt-equity ratio (preferably lower than 5) and Capital adequacy/solvency ratio (preferably higher than 20 %).</p>	<p>Appendix 3: Documentation of the economic and financial position:</p> <ul style="list-style-type: none"> • Income statement and balance sheet for the last two completed financial years (with audit report), as well as any preliminary accounts for recent periods that have not been completed. • Solvency assessment from a company licensed to operate credit information business. This assessment must be no more than three months old from the deadline for applications and be based on the last approved accounts, and it should provide information on creditworthiness and degree of bankruptcy risk (bankruptcy prediction). • If the supplier has valid reasons for being unable to produce the requested documentation, a guarantee may be accepted from a parent company which meets the qualification requirement, or alternative documentation in the form of a declaration from an auditor or financial institute, for example, which is appropriate to meet the documentation requirement. • If the supplier relies on a parent company or others, the corresponding financial figure for the actual company and the declaration of commitment must be submitted.

4.4 Technical and professional qualifications

Qualification requirements	Documentation requirements
<p>The supplier must have relevant experience of the supply of services equivalent to those described in this document.</p>	<p>Appendix 4: Documentation of the most important deliveries of the contractor and any subcontractors over the last three years. These deliveries must be relevant and comparable in relation to the description of the subject of the procurement.</p> <p>The documentation must state the following for each delivery:</p> <ul style="list-style-type: none"> • the client's name and contact information. • services/solutions supplied. • the scope, value, and duration of the delivery • a brief description explaining why the supplier considers this reference to be relevant to the present procurement. • information on whether – and if so, to what extent – the delivery will be implemented by or using subcontractors.

4.5 Requirement Specification

The detailed information about procurement, requirements, and specifications is presented in section 1.2 and in Attachment 2 -ssa-r_appendices (incl. Requirement Specification).

4.6 Joint Venture Consortiums and Subcontractors

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

- Information must be provided about which areas of the procurement that the main contractor, joint venture partner and subcontractors will be meeting, and estimated percentage of the total deliverables that will be executed by the joint venture partner/subcontractor.
- Signed declarations of commitment for joint venture partners/subcontractors must be presented. This declaration must document that the required resources are at the project disposal for the procurement.

5. NRK'S PROCESSING OF TENDERS

This part is only applicable to those contractors who have been qualified according to chapter 4 above.

Tenders from qualified contractors will be processed in compliance with the provisions specified in sections 5.1 to 5.3, below.

5.1 Tender opening

Tenders will be opened immediately after the expiry of the deadline for tenders. Contractors will not be permitted to be present when the tenders are opened.

5.2 Cancellation

It should be noted that it will not be possible to specify significant reservations to the contract terms or the tender documentation. **Furthermore, NRK will be obliged to reject tenders which contain reservations, errors, ambiguities, incomplete sections or similar which cast doubt over how the tender is to be evaluated in relation to other tenders.**

5.3 Presentation of tenders

All qualified contractors will after deadline for submitting tender be invited to present their bid for NRK through an electronic meeting (MS Teams or similar). In the presentation minimum 3 and maximum 5 offered resources are welcome to attend together with bid-manager (responsible for the bid), no other participants. It would be recommended that the contractor invite candidate whose CV has been sent in as part of tender to the presentation.

The presentation must be connected to the written offer. Each presentation will last maximum 60 minutes.

NRK will write minutes of each meeting, which will be included in the evaluation of Criteria 1 (offered competence and experience). Clarification of written offered prices/ rates might also be carried out, to ensure correct understanding and evaluation of Criteria 3.

No negotiation will be allowed during the presentations, cf. the negotiation ban related to an open tender procedure (see also section 2.1 above).

5.4 Award criteria

5.4.1 Main award criteria

The selection will be based on the most financially and technically beneficial tender offer, based on the following criteria:

Award criteria	Weight (main criteria)	Description/sub criteria
<p>Criteria 1: Overall Quality of submission (Point A and Point B of section 1.4 of SSA-R, Attachment 1 (Appendix 1):</p>	50%	<p>When assessing this criterion, the client will evaluate the extent to which the offered solution meets the requirements specified in SSA-R, Appendix 1. The assessment will include following considerations:</p> <ul style="list-style-type: none"> • Does the solution provide necessary details/ precisions in response to case-study? • Does the solution to the case study demonstrate the level of organizational experience of solving a tangible problem in NRK? • Degree of adherence to market best practice. • Quality that demonstrates that the collective experience will meet the needs of NRKs requirements (refer to NRK's sourcing roadmap) • Demonstrates commitment to solving challenges in NRK's sourcing and vendor management roadmap by ideas presented in Case study or ideas presented in sourcing/vendor management practices. • Demonstrate a healthy mix of capabilities in sourcing / vendor management and technology that can create value for NRK. • References from other customers like NRK. • Knowledge of Media and Broadcasting Industry as demonstrated in the submission would be evaluated positively.
<p>Criteria 2: Quality of CVs (Point C) of section 1.4 of SSA-R, Attachment</p>	20%	<ul style="list-style-type: none"> • Apart from the section 1.4 in Appendix 1, following criteria would be used to evaluate the quality of CV • Quality of experience • # of years of experience in sourcing and vendor management.

		<ul style="list-style-type: none"> • Demonstrates leadership, complex problem solving, workshopping, collective coordination, and policy/ process implementation. • Demonstrates organizational change management experience. • Experience of working in a complex and matrixed organization. • Is aware of different concepts of supply chain models such as resellers, dealers, service integrators, system integrators, managed service providers, prime contractors, and consulting. Can support NRK contract these models as per requirements. • Has in depth experience in one of the standard governance practices such as ITIL, Agile/Safe, COBIT or similar. • Has a good sense of humour. • Experience in media and broadcasting industry would be preferred in some special cases and is not seen as a mandatory requirement. • Quality of interview based if needed for specific cases
Criteria 3: Rate Cards	30%	<ul style="list-style-type: none"> • Adherence to rate card format • Rates cards are comparable to other submissions in the procurement. • Rate cards does not include expenses (travel, food expense) • Rate cards are considered as a reference point for mini competitions and can be applied for international consultants (landed consultants) working in Norway. The expenses for landed rates shall be described in mini competitions where relevant.

5.4.2 Other aspects of the evaluation

5.4.2.1 Reservations

NRK wishes to assess the scope and consequences of any reservations to the terms of the agreement, as well as any criteria and requirements from the Contractor. These will be assessed under the "Prices" criterion if the condition is deemed to be of economic value, or under the other award criteria if they are deemed to be of significance to these.

5.4.2.2 Scale of the evaluation

NRK uses a scale from 0 (no answer) to 10 points (maximum score) on each part of the evaluation.

Best bid on each of the three main criteria will be awarded 10 points and the other vendors points on the actual main criteria will be adjusted accordingly.

Maximum score for criteria 1 in the total evaluation is 5 points (10 points x 50 % weight) and for criteria 2 is 2 points (10 points x 20 % weight) and criteria 3 is 3 points (10 points x 30% weight).

6. REQUIREMENTS FOR THE TENDER

6.1 Tender content and structure

Contractors are asked to note in particular that all descriptions of requested tools and services must be as complete and as transparent as possible.

NRK requests that responses be kept as concise as possible in relation to what contractors are asked to describe. Extensive use of references to brochures or other general information where someone has to look for the necessary information could count against the supplier during the assessment. The responses to each section should be kept as brief as possible, but they should still describe the solutions in a way that makes it possible to assess whether they are suitable for the described and requested needs.

Tenders may include specifications/documentation providing complete and detailed information on relevant tools, including technical specifications etc.

The tender documents must be compiled as specified in the table below. The following documentation must be included in the tender:

Part	Description
1.	Signed tender letter, containing: <ul style="list-style-type: none">a. The full name, address, and exhaustive contact information for the supplier, including contact information for the person responsible for the tender.b. The supplier's understanding of section 2.1 above concerning Confidentiality and disclosure.c. Deadline for period during which offers are binding.
2.	Documentation indicating compliance with the qualification requirements; cf. section 4 above

Part	Description				
3.	<p>The following documentation is needed for Evaluation of Award criteria for the contract.</p> <ul style="list-style-type: none"> ▪ Vendors answers to SSA-R appendix 1 and 5. <table border="1" data-bbox="355 416 1369 1330"> <tbody> <tr> <td data-bbox="355 416 683 927"> <ul style="list-style-type: none"> • Part 1 : Mandatory Requirements specification in Appendix 1 (Appendix Instructions for SSA-R – Framework Agreement – version 2015) </td> <td data-bbox="691 416 1369 927"> <p>Please refer to the Appendix 1 (Appendix Instructions for SSA-R – Framework Agreement – version 2015) to understand details of the requirements.</p> <ul style="list-style-type: none"> • Solution to the selected case-study (A) • Description of the capabilities and best practices in sourcing and vendor management (B) • CVs as an example of the relevant competence available in the organisation including references if available from similar experiences such as NRK.(C) • Rate Cards in the specified template (D) </td> </tr> <tr> <td data-bbox="355 934 683 1330"> <ul style="list-style-type: none"> • Part 2: Non Mandatory Requirements specification in Appendix 1 (Appendix Instructions for SSA-R – Framework Agreement – version 2015) </td> <td data-bbox="691 934 1369 1330"> <p>Following requirements are considered nice to have (Vendors will not be evaluated for the following requirements)</p> <ul style="list-style-type: none"> • Example of Category tree for technology in Media and broadcasting organisation. • Sample template for requirements for an infrastructure / application services contract • References from Media and Broadcasting </td> </tr> </tbody> </table> <ul style="list-style-type: none"> ▪ Individual CVs for the offered resources with competence and experience related to Appendix 1. ▪ Completed SSA-B- Simplified (if any reservations to the agreement text) ▪ Signed data processing agreement (Attachment 4). NRK has attempted to provide details in the data processing agreement related appendices on the type of data that shall be processed under the Frame Agreement. Contractors can recommend changes to ensure that the requirements of the agreements are met based on the services delivered. ▪ Completed censored copy. 	<ul style="list-style-type: none"> • Part 1 : Mandatory Requirements specification in Appendix 1 (Appendix Instructions for SSA-R – Framework Agreement – version 2015) 	<p>Please refer to the Appendix 1 (Appendix Instructions for SSA-R – Framework Agreement – version 2015) to understand details of the requirements.</p> <ul style="list-style-type: none"> • Solution to the selected case-study (A) • Description of the capabilities and best practices in sourcing and vendor management (B) • CVs as an example of the relevant competence available in the organisation including references if available from similar experiences such as NRK.(C) • Rate Cards in the specified template (D) 	<ul style="list-style-type: none"> • Part 2: Non Mandatory Requirements specification in Appendix 1 (Appendix Instructions for SSA-R – Framework Agreement – version 2015) 	<p>Following requirements are considered nice to have (Vendors will not be evaluated for the following requirements)</p> <ul style="list-style-type: none"> • Example of Category tree for technology in Media and broadcasting organisation. • Sample template for requirements for an infrastructure / application services contract • References from Media and Broadcasting
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6.2 Language

Tenders can be written in Norwegian or English.

6.3 Number of copies

The tender delivery in mercell.no must comprise:

- One complete copy version labelled "ORIGINAL" as stated in section 6.1 above.
- One copy labelled "SLADDET KOPI" [CENSORED COPY] as stated in section 2.2 above.

It should be noted that it is the responsibility of the contractor to ensure that electronic documents are named correctly in accordance with the above templates and that the electronic deliveries are correct and coincide.

6.4 Reservations and deviations

If the bidder makes reservations against parts of the Tender notice, this must be clearly stated in the tender offer. The conditions must be specified with consequences for performance, price or other matters related to the tender scope and purpose.

The same applies to deviations. Any reservations or deviations shall be precise and unambiguous so that the Contracting authority can consider them without contacting the bidder. Reservations and deviations must refer to the relevant sections in the tender documentation and be well described. Significant reservation and deviations may lead to rejection of the offer.

Any reference made by the bidder to standardized terms of delivery or the like will be considered a reservation if these deviate from the current Tender notice.

6.5 Alternative tenders

As is also stated in the announcement, submission of alternative tenders is not permitted beyond what is stated in this tender documentation. Alternative tenders will be rejected; cf. section 5.2 above.

6.6 Amendment and withdrawal

Tenders may be withdrawn or amended up to the expiry of the deadline for tenders via the Mercell portal.

Amended tenders are to be regarded as new tenders, and these must be formulated in compliance with the tender requirements as specified above.

6.7 Costs for participation in the tendering procedure

Contractors will prepare and submit tenders at their own expense and risk. Thus NRK accepts no financial responsibility for discontinued work or other expenses in connection with contractors participation in the tendering procedure.

6.8 Cancellation of the tendering procedure and total rejection

NRK reserves the right to cancel the tendering procedure if there are reasonable grounds for doing so.

Company Statement (required)

Company:			
Organization Number:			
Address:			
Zip/City			
Phone:			

Contact:			
Phone:		Mobil no:	
E-mail:			

We hereby confirm that our company, within the specified area of supply, commits to provide the resources necessary for contribution to the fulfillment of the contractual obligations in case of contract award.

The tender remains valid for three months after the deadline for tenders as stated in section 1.5 above, or until a contract has actually been signed if this takes place before the expiry of the validity period.

Place Date CEO (sign.)