

## CALL FOR TENDERS

Preliminary plan for new library for  
Trondheim public library,  
Trondheim local authority

Trondheim local authority's reference number 22/12502  
Submission time limit 12.00 o'clock (noon) on 10 June 2022

## TABLE OF CONTENTS

<b>1</b>	<b>CALL FOR TENDERS.....</b>	<b>2</b>
1.1	About the assignment – general information .....	2
1.2	Needs.....	2
1.3	Service requirements.....	2
1.4	Budget frame .....	3
1.5	Contract and contract provisions .....	3
1.6	Announcement.....	3
<b>2</b>	<b>RULES FOR IMPLEMENTATION OF THE COMPETITION.....</b>	<b>3</b>
2.1	Legislation and regulations concerning public procurements .....	3
2.2	Languages .....	4
2.4	Submission.....	4
2.5	The time a tender remains binding .....	4
2.6	The supplier’s obligations .....	4
<b>4</b>	<b>Awarding the contract .....</b>	<b>5</b>
4.1	Quality 50 per cent .....	5
4.2	Implementation ability 40 per cent.....	6
4.3	Price 10 per cent.....	6
	List of attachments.....	6

# **1 CALL FOR TENDERS**

## **1.1 About the assignment – general information**

Trondheim local authority, represented by Trondheim public library, hereinafter the principal, is hereby calling for tenders for **Pilot planning of the new library**.

## **1.2 Needs**

Trondheim public library is planning a new library in Østbyen. The location has not yet been determined. Both private actors offering rental premises and municipal premises are relevant here. We are in the pilot planning phase and need assistance with a three-part report:

### **User survey**

- Gauging needs and wishes from city inhabitants
- Identifying the histories and identities of various types of inhabitant to be reflected in a design manual

### **Area plan and design manual**

- Prepare an area plan based on the user survey and contributions from library staff
- Make a design manual based on the user survey and contributions from library staff

### **Location study**

- Assess locations based on other functions from a holistic urban planning perspective
- Assess locations based on demographic data
- Assess locations based on the user survey and contributions from library staff

## **1.3 Service requirements**

A knowledge base must be prepared in the form of a report based on the described needs and purposes.

The knowledge base must be grounded on empirical insight from a broad contribution process, from both inhabitants and staff, and must be based on the bidder's experience of similar projects.

The bidder must submit proposals for a progress plan and budget, stipulating assumed scope of three sub-deliveries: 1. User survey, 2. Area plan and design manual and 3. Location study.

The delivery must be submitted in the form of a report within 31 October 2022.

## **1.4 Budget frame**

The assignment described in this call for tenders has a total ceiling of NOK 600 000 excluding VAT (MOMS). The bidder must also specify an hourly rate for any extension or expansion of the assignment. Any additional work is part of the same budget frame.

## **1.5 Contract and contract provisions**

The agreement will be regulated by the enclosed contract.

## **1.6 Announcement**

The call for tenders (the procurement) is being announced in DOFFIN.

## **1.7 Additional information - the principal's representative (contact person)**

If the bidder finds that the grounds for the competition do not provide sufficient information, he may request in writing to be given additional information through the communication module in the Merccell competition implementation tool, hereinafter called KGV.

Any questions relating to the tender documents must have been received by the principal at the latest within the time limit for inquiries set at noon 7 of June. Any information the principal provides in relation to an inquiry from a potential bidder will also be sent to all other bidders by means of KGV. There must be no communication about the tender competition outside KGV.

Bidders are urged to read all tender documents as soon as possible after the announcement of the call for tenders, and to submit any questions well before the time limit for asking questions.

All communication during the call for tenders process must take place through KGV. If the questions are relevant for all bidders, the principal will answer this anonymously by providing the answer as additional information. Additional information can be accessed under the tab "Additional information" [*Tilleggsinformasjon*] in the KGV communication module.

## **1.8 Expenses**

Any expenses incurred by a bidder when preparing the tender will not be reimbursed by the principal.

# **2 RULES FOR IMPLEMENTATION OF THE COMPETITION**

## **2.1 Legislation and regulations concerning public procurements**

The procurement is carried out pursuant to the Public Procurement Act dated 17 June 2016 no. 73 (Norwegian acronym LOA) and the Regulations concerning public procurements dated 18 August 2016 n. 97 (FOA) part 1, and the rules in this call for tenders.

## 2.2 Languages

The call for tenders is made in a Norwegian and an English version. Tenders, including the requested documentation, may be submitted in the Norwegian, Swedish, Danish or English languages.

## 2.3 Time limit for tenders and progress plan

The time limit for submitting a tender is 12.00 o'clock (noon) on 10 June 2022.

Activity	Time
Time limit for submitting questions about the grounds for the competition	Tuesday noon 7 June
Time limit for submitting tender	Friday 12.00 o'clock (noon) 10 June
Evaluation	Week 24
Selection of supplier and notification to bidders	Week 25
Entering contract	Week 26

Attention is drawn to the fact that the times given after the time limit for submitting a tender are provisional and may be adjusted. Any extension of the time when a tender remains binding can only be undertaken if the supplier accepts this.

The tender must be sent to the principal before the time limit for submitting a tender has expired. Tenders that arrive too late will be rejected.

## 2.4 Submission

The tender must be prepared in accordance with the guidelines in this document, and submitted in accordance with the design stipulated by KGV for submission.

## 2.5 The time a tender remains binding

The bidder is bound by the tender for three months after the time limit for submitting a tender has expired.

## 2.6 The supplier's obligations

Bidders are obliged to carefully review the call for tenders and are responsible for being familiar with all matters and circumstances that may affect the tender. It is the bidder's responsibility to submit a complete and unambiguous tender. No concessions will be made by the principal for errors or omissions made by the bidder, and the bidder is bound by the information that is supplied in the tender. Anything that is unclear or incomplete in the tender may lead to rejection.

## 3 Documentation requirements

The following requirements are set for the bidder:

Requirements	Documentation requirements
The bidder must be in good standing in terms of payments of taxes and VAT (MOMS)	Tax and VAT (MOMS) attestation not older than six months. These can be obtained from the local tax collector or tax office and must be enclosed with the tender. This only applies if the bidder is Norwegian.
The supplier must exercise environmental management	Attachment 1 relating to environmental requirements must be filled in and attached to the tender.
The supplier's wage and working conditions must be in compliance with general collective bargaining agreements or national collective bargaining agreements for the field the contract comprises	The supplier must attach a declaration confirming that wage and working conditions are in agreement with general collective bargaining agreements or national collective bargaining agreements, please see Attachment 3.

## 4 AWARDING THE CONTRACT

The contract will be awarded based on the principal's assessment of the following:

### 4.1 Quality 50 per cent

The bidder must demonstrate good understanding of the assignment, and if appropriate also indicate new topics, problematisations and perspectives. More specifically, the tender must contain:

- The bidder's understanding of the assignment.
- Descriptions and solution proposals that take into consideration the library-function and area dilemma, i.e. that the library is to be a low-threshold meeting-place for all.
- Description of the process used for the user survey, where all the city district's inhabitants from all demographic strata are represented.
- Description of the process for preparing the area plan and design manual.
- Description of the process for preparing the location study.

We attach importance to the library's societal mission as the underpinning for all the processes.

## **4.2 Implementation ability 40 per cent**

The supplier must describe how the assignment is envisioned to be implemented. Specifically the tender must include:

- Progress plan for the work, with specific time for start-up.
- Methodological plan for the work (knowledge basis, analysis, organisation design and measures).
- Binding overview of resources offered for the assignment, with curriculum vitae and capacity (scope) of resources to be used for the assignment. Importance will be attached to experience with similar assignments from libraries.
- Representative (contact person) for the assignment.
- Plan for how the bidder intends to ensure continuity in the implementation of the assignment in the event of one or more of the participants being prevented from participating due to illness or other reasons.

## **4.3 Price 10 per cent**

A fixed price for the assignment must be stated in the tender. All work tasks described in the specification of requirements and in the supplier's tender must be included in the fixed price, including any travel and per diem expenses.

In addition, the hourly rate for any additional work must be stated. Additional work means tasks not described in the specification of requirements and which the parties agree on during the contract period. Prices must be stated exclusive of VAT (MOMS).

### **List of attachments**

<b>Attachment 1</b>	Environmental requirements form
<b>Attachment 2</b>	Declaration relating to wage and working conditions
<b>Attachment 3</b>	General procurement requirements for purchases by Trondheim local authority (AIK)
<b>Attachment 4</b>	Contract

## Attachment 1 environmental requirement form

The questions here concern whether the supplier is qualified to make deliveries to Trondheim local authority. The supplier must therefore answer all the questions asked. If the supplier does not satisfy our requirements (see below), he is not qualified.

To fill in: press TAB to move to the next box.

Question	Answer	
	Yes	No
1. Does the enterprise have an environmental management system, ISO 14001, EMAS or similar?		
2. Is the enterprise certified?		
3. Has the enterprise prepared an environment outline or environmental report?		
4. Is the enterprise actively undertaking environmental activities inhouse in its operation by:  A. Has some form of environmental training been carried out in the enterprise (all or parts of it)?		
B. Has the enterprise prepared an improvement programme in the environment area?		
C. Has a person responsible for the enterprise's environmental impact been appointed?		

5. Does the supplier have routines for environmentally hazardous waste?		
6. Is the supplier willing as a minimum to carry out the activities relating to questions 3 to 5 within six months?		
<p>A supplier is qualified:</p> <p>a If the answer is “Yes” to question 1 or 2 <b>or</b></p> <p>b If the answer is “Yes” to questions 3 - 5 <b>or</b></p> <p>c The supplier is willing as a minimum to carry out the activities relating to questions 3 to 5 within two – 2 – months.</p>		
<p>Date: .....</p> <p>Signature/Enterprise stamp .....</p>		

**Attachment 2 Declaration of compliance relating to wage and working conditions**

**In relation to supplying to Trondheim local authority.**

**Wage and working conditions**

In the event that our enterprise is selected as supplier, we can document that the wage and working conditions are in accordance with general collective bargaining agreements.

If the area is not covered by the regulations relating to generally accepted collective bargaining agreements, we can document that our wage and working conditions are in accordance with the national collective bargaining agreement in force for the industry in question. Wage and working conditions in this context mean provisions regulating minimum working hours, pay, including additions for overtime, shift and rota supplements and inconvenience pay, coverage of travel expenses, bread and board, to the extent that such provisions follow from the collective bargaining agreement.

.....  
Place and date

.....  
Signature of supplier