

**BASIS FOR COMPETITION
INSTRUCTIONS TO TENDERER**

REQUEST NO.

2015/173

**Purchase of Grain Counter and Thousand Seed
Weight Analyser**

Bioforsk

(Org. Nr. 988 983 837)



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APPENDIXES

- A. SPECIFICATION OF REQUIREMENTS/DESCRIPTION
- B. PROPOSAL FOR CONTRACT BASED ON STANDARD CONDITIONS

1. GENERAL INTRODUCTION

1.1 The employer

The Institute for Agricultural and Environmental Research, Bioforsk, is a research institute with expert knowledge at a high international level within agriculture, food production, plant health, environment and resource management. Bioforsk focuses on research based innovation with sustainability being the basis for all work carried out at Bioforsk. The institute consists of seven research centers with approx. 450 employees and divisions throughout the country. Bioforsk, hereinafter called the Employer, is organized as an administrative body with special authorization under the Ministry of Agriculture and Food (MAF).

On 6 February 2015, the King in Council of State approved the establishment of the Norwegian Institute of Bioeconomy Research (NIBIO), effective 1 July 2015. The new institute will merge the tasks and staffs of the Norwegian Institute for Agricultural and Environmental Research (Bioforsk), the Norwegian Forest and Landscape Institute, and the Norwegian Agricultural Economics Research Institute. NIBIO will be Norway's largest interdisciplinary research institute in the agricultural and environmental sphere, and one of the country's largest research institutes.

Sub-contracts and liabilities as a result of this Tender, will after 1 July 2015 be handled by NIBIO (Org. Nr. 988 983 837).

1.2 Description of the acquirement

Bioforsk Agriculture and Rural Development at Apelsvoll will be acquiring a Grain Counter and Thousand Seed Weight Analyser. The equipment will be used to analyse cereal (wheat, barley, rye, oats, triticale), oilseed (rapeseed, camelina and flax) and pulse (peas and faba beans) seeds. Accurate analysis is essential for the identification of differences between experimental factors, such as cultivar and management strategies, as well as providing key information for the calculation of seeding rate.

Contract value is approx. NOK 130.000,- excl. VAT.

2. INSTRUCTIONS TO TENDERER

2.1 Request documents

The tender shall be worked out in accordance with the guidelines given in the request documents, consisting of:

- Invitation to tender at www.mercell.com
- This request incl. instructions
 - Appendix A – Specification of requirements
 - Appendix B – Proposal for contract based on standard conditions

2.2 Notification, communication and procedure

The competition is notified in Merccell. All communication with person of contact shall take place in writing through Merccell. The acquisition must be based on open tendering.

If the competition is above the national threshold value, the Tender must be submitted including a digital signature. For more information or help regarding this, please contact Merccell Support.

2.3 Competition principles

Current legislation for the acquisition consists of the Public Procurement Act of July 16, 1999, together with the Public Procurement Regulation of April 7, 2006 / Purchase Regulation for Supply Sectors of April 7, 2004.

The acquisition is estimated to be lower than national threshold value and shall comply with part I of the Public Procurement Regulation.

2.4 Legal competence

When handling cases comprised by the Public Procurement Regulation, the principles on legal competence in the Public Administration Act and Local Government Act will apply.

2.5 Corrections, supplementation or changes of the basis for competition

The employer has the right, within closing date for submission of tenders, to make corrections, supplementation or changes to the basis for competition when not of essential character.

Corrections, supplementation or changes will be sent to all companies that have received the basis for competition.

Information given by the Employer responding to an enquiry from a tenderer will immediately be sent, anonymized, to all other tenderers.

2.6 Confidentiality

The Employer shall handle with confidentiality all information coming to his knowledge through the enquiry and in the process of preparing tenders.

The documents of enquiry shall be considered confidential and deposited accordingly.

The Tenderer shall not comment on this enquiry publicly without having obtained written consent from the employer.

2.7 Public access

Bioforsk is presumed to follow the Freedom of Information Act as well as the Public Information Act. Should the Supplier wish certain information to be exempt from public disclosure, the Supplier shall submit two (2) copies of the Tender. One copy shall be regular. The second copy will be censored, i.e. all points of information that the Supplier wishes to be exempt from public disclosure, shall be censored.

2.8 Schedule

Dispatch of enquiry	See Merzell
Closing date for submission of tenders *	See Merzell
Time limit for acknowledgement	See Merzell

* Delivery of tender within closing date is at the tenderer's risk. Tenders arriving too late will be rejected.

2.9 Costs involved in preparing the Tender

The Tenderer bears all costs related to the Tender and to participating in the competition.

2.10 Contract conditions

The contractual relationship is regulated by the enclosed terms of contract.

The Tender shall be based on the conditions enclosed this enquiry.

2.11 Required qualifications

Please note:

Certificate of incorporation.

HSE statement shall be signed by the Employer and an employee representative..

Certificate that provides information about the company's VAT and tax responsibilities.

Suppliers from abroad shall present documentation equivalent to certificates issued by Norwegian authorities. (some countries are exempt from some of these requirements)

2.12 Allotment criteria

The tenders received will be evaluated, and the assignment will take place based on the following allotment criteria:

Allotment criteria:	Documented by:
1. Price 25 %	<ul style="list-style-type: none">• Price given in offer
2. Utility/Quality 65%	Cf Specification of Requirements (this document must be completed)
3. Service 10%	<ul style="list-style-type: none">• The Supplier must give information on the arrangement of service, competence in the service structure, poss. support and maintenance.• Warranty period and conditions• Terms of delivery

When weighting, a scale from 1-9 will be used, counting 9 as the best.

2.13 Reservations and divergence

Considerable reservations against the basis of competition cannot be made. Tenders containing such considerable reservations will be rejected. Other reservations, which are not of essential character, shall be clearly and unambiguously stated, so that the Employer can assess them without contacting the Tenderer.

Reservations that cannot be cost estimated, may lead to the Tender being considered as incomplete and the Tender may subsequently be rejected.

3. TENDER FORMAT AND CONTENT

3.1 Tender content and structure

To secure all suppliers an equal and fair treatment, it is crucial that the Tenders are built up in the same way. The files uploaded in Mercell shall be marked to describe the content in the best possible way. This is to ensure that the Employer, when going through the documentation, will find the correct documents easily. It is requested that the Tender is delivered in accordance with the following structure:

1. Cover letter with binding signature, acceptance of time limit for acknowledgement and clarification of possible reservations. The cover letter must include a short introduction to the enterprise, and a summary of the Tender.
2. Response to requirements indicated in pt 2.11
3. Response to allotment criteria indicated in pt 2.12
4. Any other relevant information. In this chapter, information must be given in price matrices should they exist.

3.2 Format and submittal of tender

The Tender shall be submitted electronically through Mercell.

3.3 Exclusion of tender

Tenders that are incomplete, unclear, do not satisfy the demands of formulation of tenders, contain considerable reservations against the terms of contract, deviate considerably from the specification of requirements, or tenders that are submitted too late, will be excluded.

Tenderers having their tender excluded will be notified in writing, stating the reason for the exclusion.

4. CANCELLATION OF COMPETITION AND TOTAL REJECTION

The employer can cancel the competition or reject all tenders if fair reasons exist.