

**ANNEX A**  
**APPLICATION**  
**for**  
**PREQUALIFICATION WITH**  
**DECLARATION FORMS AND TEMPLATES (PDT)**  
**regarding the**  
**Aquisition of the Nordic Combat Uniform (NCU) system**

Vers 1.01

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## **Introduction**

The Prequalification Declaration forms and Templates (PDT) are intended for candidates applying for prequalification in the tender procedure. The documents guide the Candidate through all requested information.

Candidates should read the Instructions to Candidates (ITC) and the instructions in the PDT carefully before completing the PDT.

All information and documentation requested in the ITC and PDT must be submitted by the Candidate when submitting the application. The Candidate is asked to use the PDT when applying for prequalification.

## **List of Templates and Declaration forms in the PDT:**

Template 1	Consortium Declaration
Template 2	Letter of commitment - economic and financial standing
Template 3	Letter of commitment - technical capacity
Template 4	Information regarding the economic and financial standing
Template 5	Information regarding the technical capacity
Template 6	Review form
Template 7	Statement about health, environment and safety (HES)

## **Other required documentation:**

Tax certificate

- for Norwegian candidates form RF-1244
- for foreign candidates national tax certificate

Quality Management System certificate or other applicable documentation

## 1. INFORMATION REGARDING THE CANDIDATE

### 1.1 The Candidate applying for prequalification

Name	
Address	
Business identification number (or equivalent information applicable in the country where the company is established)	
Contact person	
Phone number	
E-mail address	
Company website (if applicable)	

### 1.2 If the Candidate is a consortium

Is the Candidate a consortium*?	YES	NO
<i>Please tick the relevant box (YES/NO)</i>		

\* For the purpose of this tender procedure, a consortium is defined as an association/joint venture of two or more companies (or other entities) formed on the basis of an agreement with the specific aim of tendering for and, if successful, fulfilling the contract as a group.

By contrast, a company which intends to engage sub-contractors, but will apply for prequalification on its own and be solely responsible for fulfilling the contract is regarded as an independent candidate (despite its sub-contractors). Note, that if such a Candidate relies on the capacities of its sub-contractors in order to meet the requirements set out in the section 6, Economic and Financial standing or section 7, Technical Capacity, the Candidate should take note of section 1.3 below.

If "**YES**" is ticked, indicating that the Candidate is a consortium,

- the Consortium Declaration in **Template 1** should be completed and signed by each member of the consortium, and
- information regarding each member of the consortium must be provided in accordance with the provisions of the PDT with its Declaration forms, Templates and other documentation required (e.g. by submitting completed versions of relevant Templates

for each member of the consortium) except Technical capacity (Template 5) and quality certificate.

### 1.3 If the Candidate relies on the capacities of other entities

Does the Candidate rely on the capacities of other entities*?  <i>Please tick the relevant box (YES/NO)</i>	YES	NO
If yes; have you submitted the information requested below?  <i>Please tick the relevant box (YES/NO)</i>		

\* Does the Candidate, for instance, rely on the economic and financial standing or on the technical capacity of a company within the same group, a sub-contractor or other entity, and will those companies put the relevant resources at the disposal of the Candidate?

If "**YES**" is ticked, indicating that the Candidate relies on the capacities of other/separate entities, each supporting entity in question shall sign the Letter of commitment regarding economic and financial standing (**Template 2**) and/or the Letter of commitment regarding technical capacity (**Template 3**), and the Candidate shall submit those signed Letters of commitment in its application.

The Candidate shall upon request provide an undertaking from the entities in question that the Candidate has the necessary resources regarding economic and financial standing and technical capacity when the Framework Agreement is to be performed. The undertaking regarding economic and financial standing shall confirm that the Candidate and the other entities are jointly and severally liable for the execution of the Framework Agreements. The undertaking regarding technical capacity shall confirm that the other entities will put the necessary resources at the disposal of the Candidate for the execution of the Framework Agreement.

## 2. Exclusion grounds

Any Candidate which has been the subject of a conviction by final judgment for one or more reasons listed in FOSA §11-12 (1) shall be excluded from participation in the tender procedure.

Finnish Act on public procurement in the fields of defence and security (1531/2011) § 47 (6) states that contracting authority shall exclude a candidate or tenderer if director or any person having powers of representation, decision or control has been the subject of a conviction by

final judgment for work discrimination through undue influence as defined in Chapter 47. Section 3 a of the Finnish Criminal Code (302/2004):

*Extortionate work discrimination*

*If in the work discrimination an applicant for a job or an employee is placed in a considerably inferior position through the use of the job applicant's or the employee's economic or other distress, dependent position, lack of understanding, thoughtlessness or ignorance, the offender shall, unless a more severe penalty has been provided elsewhere in law for the act, be sentenced for extortionate work discrimination to a fine or to imprisonment for at most two years.*

Has the Candidate been the subject of a conviction for any of the reasons or grounds listed above?  <i>Please tick the relevant box (YES/NO)</i>	YES	NO
FOSA § 11-12 (1)		
Finnish Act on public procurement in the fields of defence and security (1531/2011) § 47 (6)		

Any candidate that is in any of the situations described in FOISA §11-12 (2) may be excluded from participation in the tender procedure.

Has the Candidate been in any situations described in FOISA § 11-12 (2)?  <i>Please tick the relevant box (YES/NO)</i>	YES	NO
FOISA § 11-12 (2)		

If "YES" is ticked, indicating that the Candidate is any of the situations described in FOISA §11-12 (2), the Candidate shall describe the situation and, in addition, explain if the Candidate has taken measures to demonstrate its reliability despite the existence of the ground for exclusion (Mitigation - i.e. self-cleaning measures).

Describe the situation of the ground for exclusion	
Describe any mitigation or self-cleaning measures taken	

### 3. Company registration

The Candidate shall inform if it is registered in a trade or business register in the country it has been established.

Company registration <i>Please tick the relevant box (YES/NO)</i>	YES	NO
Has the Candidate been registered in a trade or business register in the country it has been established?		
If not please describe a reason not to be registered.		

### 4. Tax certificate

The Candidate shall fulfill obligations relating to the payment of taxes, VAT, social security contributions, duties and other tax related charges under the law of Norway, Denmark, Finland or Sweden or of the relevant country in which the Candidate is established.

Obligations related to the payment of taxes and other tax related charges. <i>Please tick the relevant box (YES/NO)</i>	YES	NO
Has the Candidate paid its taxes, VAT, social security contributions, duties and other tax related fees?		
Has the Candidate attached a certificate or other documentation to show that they have complied with the rules and regulations relating to taxes and other tax related fees?		
Has the Candidate unpaid overdue debt of DKK 100.000 or more to public authorities in relation to tax, duties or social security contributions under Danish law or under the law of the country in which the Candidate is established?		

<p>Please be advised that the Candidate when submitting the offer, must submit a Solemn Declaration stating to which degree the Candidate has unpaid overdue debt in relation to tax, duties or social security contributions under Danish law or under the law of the country in which the Candidate is established.</p>		
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The Candidate shall provide the following documentation:

- For Norwegian candidates:
  - o Form from the Tax Commission (RF-1244) issued by the treasury ("Skattekontoret") for value added tax.
  - o Form from the Tax Commission (RF-1244) issued by the municipality treasurer/ "Skatteoppkreverkontoret" for payroll and regular taxes.
  
- For **Non-Sovereign** Norwegian candidates:
  - o Non-Sovereign Norwegian Candidates must have corresponding certificates from their authorities documenting that they have complied with the laws, rules and regulations relating to taxes, VAT fees, duties and other tax related fees. If the Authorities do not issue such certificates, the Candidates shall forward a statement confirming that all such taxes and related fees have been paid.

Tax certificates must be current and shall not be dated more than six (6) months, date counted from the application due date.

## 5. Statement about Health, Environment and Safety (HES)

If any works or services are performed in Norway, the Candidate shall fulfill Norwegian Health, Environment and Security (HES) requirements. If applicable, the Candidate shall provide completed and signed HES statement by fulfilling the Template 7 Declaration form.

## 6. Economic and Financial standing

The Candidate shall submit information regarding the Candidate's economic and financial standing. The Candidate shall provide completed and signed **Template 4, Economic and Financial standing**.



- If the Candidate is a consortium, information regarding the economic and financial standing should be submitted for each member of the consortium. Template 4 must be completed for each member.

If the Candidate relies on the economic and financial capacity of other entities, the information regarding the economic and financial standing should be submitted for each supporting entity by completing Template 4. If the Candidate relies on the economic and financial capacity of other entities, it is sufficient that the guarantor satisfies the requirements for economic and financial standing.

If the Candidate is a consortium it is sufficient that at least one of the consortium members satisfies the requirements for economic and financial standing.

Economic and financial minimum requirements for each candidate:

- Turnover for the last three financial years insofar as information on such turnover is available (for consortiums the turnover will be summarised)
- Credit rating based on last available numbers, but not older than fiscal year 2016

The minimum requirements are mandatory and must be fulfilled, otherwise the Candidate will not be allowed to participate further in the Prequalification phase.

Financial factor	Formula or description	Minimum requirement	
Turnover per year		>40 million EUR	
Credit rating	A score, which clarifies how well a company can meet its financial commitments	Baa2 from Moody's scale, BBB from Fitch Groups scale and BBB from Standard & Poor's scale, or equivalent	

If for any valid reason, the Candidate is unable to provide the documentation required above concerning the minimum requirements, the Candidate may prove its economic and financial standing by any other document which the Purchaser considers appropriate.

## 7. Technical capacity

The candidates that have fulfilled the mandatory requirements according to the PDT will be evaluated on the basis of submitted references. The Candidate shall submit information regarding the Candidate's technical capacity by completing Template 5, Technical capacity. If a candidate is a consortium or relying on other entities' capacity, only one technical capacity template should be filled in. In addition to the Template 5 Technical capacity, the Candidate shall submit a fulfilled Review form (Template 6) of each reference referred to within the Technical capacity template. Reference numbers in the template 5 must reflect the reference numbers on Review forms given by referees.

### Definition of reference:

A reference is a statement concerning a specific delivery related to a certain contract or a certain call-off order from a framework agreement.

### Definition of Referee:

The Referee is the recipient of the specific delivery related to a certain contract or a certain call-off order from a framework agreement.

The Candidates shall describe their references by submitting a filled in and signed copy of the form "Candidate review form" for every reference and answering the questions in "Information about the References" below. The references shall be maximum three (3) and a minimum of one (1) reference per experience field. All references must be relevant to be scored. The delivery referred to in a reference has to concern a performed delivery not older than four (4) years. The Referee shall be a person who has knowledge from several aspects of reference covering as well as contractual and technical aspects. The Purchaser reserves the right to contact the Referee and confirm references.

The Candidate is allowed to use the same reference for several experience fields. However, a reference may not be used more than once within the same experience field.

Each experience field will be weighted 5 % - 30 % as stated in the Template 5. The weight of each experience field is listed in the experience fields a-h.

The referees will be asked to answer three (3) questions in the "Candidate review form". The questions shall be answered with "Level A", "Level B" or "Level C". The Purchaser will then grade the answers as follows:

Answer *)	Point
Level A	5
Level B	3
Level C	1

\*) For definition of the grade see the Candidate review form (Template 6).

The grades from the three (3) questions will be summed up and the result will be a reference score from 3 to 15 for each reference in each experience field.

The experience field score will be weighted in accordance with the weight stipulated for each experience field. The weighted experience field score from each experience field will be added together and constitute the final reference score for the Candidate.

Each of the Candidates' references is evaluated as described above and the points are given by using two decimals. Maximum six (6) Candidates are invited to submit a tender. The best six (6) scored Candidates are the selected ones. If Candidates receive the same total points, the one with the highest score on experience field a) is prequalified. If the Candidates have the same score in the experience field a), the experience field b) is considered to be a determinative factor and so on. The Candidate shall submit information regarding the Candidate's technical capacity by completing **Template 5, Technical capacity**. If a candidate is a consortium or relying on another entities' capacity, only one technical capacity template should be filled in.

## 8. Quality assurance

The Candidate is required quality management system to secure fulfillment of the quality requirements throughout the entire supply chain.

Quality Management System <i>Please tick the relevant box (YES/NO)</i>	YES	NO
The Candidate shall have a Quality Management System (QMS) that follow the requirements of ISO 9001:2008/ISO9001:2015 or equivalent.		
The Candidate shall declare willingness and ability to comply with AQAP 2120 Ed.3 'NATO Quality assurance requirements for production or AQAP 2110 Ed.D, version 1 'NATO Quality assurance requirements for		

Design, Development and Production or equivalent if selected as a supplier.		
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The Candidate shall enclose a Certificate or other equivalent documentation showing that the requirements in ISO9001:2008/ ISO9001:2015 or /equivalent is fulfilled.

**9. Corporate social responsibility**

The Candidate has procedures in place to purchase materials and manufacture garments to fulfil ethical social requirements.

Corporate social responsibility <i>Please tick the relevant box (YES/NO)</i>	YES	NO
The Candidate agrees to comply with corporate social responsibility requirements as set primarily out in ILO Conventions 1, 26, 29, 30, 87, 94, 98, 105, 131, 135, 138, 155, 182 and the UN Global Compact Initiative, and Articles 23(3) and 24 of the UN Universal Declaration of Human Rights). The detailed requirements will be stated in the Framework Agreement.		
The Candidate shall have a system for traceability of its supply chain, that to any given time, gives an overview to which suppliers (including agents/producers) that directly or indirectly contributes in the production of textiles and in which country they are located.		

Date:

Signature:

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**TEMPLATE 1**  
**Consortium Declaration**

We, the undersigned companies, hereby declare to be members of the consortium named below.

We also declare that **we will undertake joint and several liabilities for the fulfillment of any and all obligations under the framework agreements** to be awarded, should we be successful in the tender procedure.

Name of the consortium: \_\_\_\_\_

For [*Name of company 1, address, Website if applicable*]  
Date:  
Signature:

For [*Name of company 2, address, Website if applicable*]  
Date:  
Signature:

\_\_\_\_\_  
[*Name and title*]

\_\_\_\_\_  
[*Name and title*]

For [*Name of company 3, address, Website if applicable*]  
Date:  
Signature:

For [*Name of company 4, address, Website if applicable*]  
Date:  
Signature:

\_\_\_\_\_  
[*Name and title*]

\_\_\_\_\_  
[*Name and title*]

The company mentioned below is appointed to represent the consortium and, thus, has the authority/power to bind the consortium (the Candidate).

[*Name of company*]  
\_\_\_\_\_  
The Candidate

[*Name and title of point of contact*]  
\_\_\_\_\_  
Point of Contact of the Candidate

*This consortium declaration is only relevant if the Candidate applying for prequalification is a consortium. If necessary, more company signatures can be added.*

**TEMPLATE 2**  
**Letter of Commitment - Economic and Financial Standing**

The below-mentioned company:

Name	
Address	
Business identification number <i>(or equivalent information applicable in the country where the company is established)</i>	
E-mail address	
Website if applicable	

hereby declares that [*insert name of the Candidate applying for prequalification*] applying for prequalification may rely on our economic and financial capacity, cf. FOSA § 8-11, and that those resources will be put at the disposal of the before mentioned Candidate applying for prequalification for the purpose of fulfilling the Framework Agreement.

Date:

Signature:

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[*Name and title*]

*The undersigned company should also submit the information regarding the undersigned company's economic and financial standing in accordance with section 6 of the PDT.*

**TEMPLATE 3**  
**Letter of Commitment - Technical Capacity**

The below-mentioned company:

Name	
Address	
Business identification number <i>(or equivalent information applicable in the country where the company is established)</i>	
E-mail address	
Website if applicable	

hereby declares that the company [*insert name and company registration number of the Candidate applying for prequalification*] applying for prequalification may rely on our technical and/or professional capacity, cf. FOSA § 8-12, and that those resources will be put at the disposal of the before mentioned Candidate applying for prequalification for the purpose of fulfilling the Framework Agreement.

Description of the necessary resources that the company will make disposable to the candidate.	
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Date:

Signature:

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[*Name and title*]

*The undersigned company also should submit the information regarding the undersigned company's technical capacity in accordance with section 7 of the PDT.*

**TEMPLATE 4**  
**Information regarding the economic and financial standing**

The below mentioned company:

Name	
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Financial factor	Formula or description	Last audited financial year	Second last audited financial year	Third last audited financial year
Turnover	Per year			
Credit rating	A score, which clarifies how well a company can meet its financial commitments			

Date:

Signature:

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[*Name and title*]



**TEMPLATE 5**  
**Technical capacity**

The below mentioned Candidate:

Name	
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**a) Experience field: Delivery of military garments where your company has also been responsible for the camouflage printed textile with IRR requirements.**

**Evaluation weight: 30%**

Information required	Reference no 1	Reference no 2	Reference no 3
Name of the Purchaser (Referee)			
Article(s) (jackets and/or pants)			
Quantity ( min. 15 000 pcs per Delivery)			
Name of the Supplier (if the Candidate is a Consortium or other than the Candidate.)			

**b) Experience field: Production of garments for insulation layers for climate zone C1/C2 or colder. Evaluation weight: 20%**

Information required	Reference no 4	Reference no 5	Reference no 6
Name of the Purchaser (Referee)			
Article(s)			
Quantity (min. 5000 pcs per Delivery)			
Name of the Supplier (if the Candidate is a Consortium or other than the Candidate.)			

**c) Experience field: Production of woolen underwear garments made of minimum 50 % wool.**

**Evaluation weight: 10%**

Information required	Reference no 7	Reference no 8	Reference no 9
Name of the Purchaser (Referee)			
Article(s)			
Quantity (min. 5000 pcs per Delivery)			
Name of the Supplier (if the Candidate is a Consortium or other than the Candidate.)			

**d) Experience field: Production of garments with membrane/coating and taped seams.**  
**Evaluation weight: 10%**

Information required	Reference no 10	Reference no 11	Reference no 12
Name of the Purchaser (Referee)			
Article(s)			
Quantity (min. 10 000 pcs per Delivery)			
Name of the Supplier (if the Candidate is a Consortium or other than the Candidate.)			

**e) Experience field: Development of garments based on customers' technical requirements including a sizing system suitable for the customers' needs.**

**Evaluation weight: 10%**

Information required	Reference no 13	Reference no 14	Reference no 15
Name of the Purchaser (Referee)			
Article(s)			
Description of development of interface			
Quantity (min. 500 pcs per Delivery)			
Name of the Supplier (if the Candidate is a Consortium or other than the Candidate.)			

**f) Experience field: Delivery of garments where your company has also been responsible for the production of garments with inherent flame retardancy.**

**Evaluation weight: 10%**

Information required	Reference no 16	Reference no 17	Reference no 18
Name of the Purchaser (Referee)			
Article(s)			
Quantity (min. 5000 pcs per Delivery)			
Name of the Supplier (if the Candidate is a Consortium or other than the Candidate.)			

**g) Experience field: Delivery of garments where your company has also been responsible for the production of garments with permethrin.**

**Evaluation weight: 5%**

Information required	Reference no 19	Reference no 20	Reference no 21
Name of the Purchaser (Referee)			
Article(s)			
Quantity (min. 5000 pcs per Delivery)			
Name of the Supplier (if the Candidate is a Consortium or other than the Candidate.)			

**h) Experience field: Delivery of garments where your company has also been responsible for the production of garments with oil and water resistance.**

**Evaluation weight: 5%**

Information required	Reference no 22	Reference no 23	Reference no 24
Name of the Purchaser (Referee)			
Article(s)			
Quantity (min. 5000 pcs per Delivery)			
Name of the Supplier (if the Candidate is a Consortium or other than the Candidate.)			

Date:

Signature:

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[*Name and title*]

**TEMPLATE 6**  
**Review form**

**Part I - To be filled in by the Candidate or Referee:**

Name of the Purchaser (Referee)	
Name of the Supplier (Candidate)	
Delivery date/period	
Contract no	
Description of article(s) delivered	
Delivered quantity	
Referee with contact information (name, e-mail and telephone no)	

**Part II - To be filled in and signed by each referee:**

1. Grade your experience about the Candidate's ability to deliver goods according to schedule: (mark for the most suitable description in the column to the right below.)

Level A	Delivery on schedule.	
Level B	Delivery with minor delay of little consequence.	
Level C	Delivery was far behind schedule.	

2. Grade your experience about the candidate's availability and ability to cooperate throughout the order: (mark for the most suitable description in the column to the right below.)

Level A	Availability and level of cooperation exceeded expectations. Any complaints and warranty issues was handled in accordance with expectations.	
Level B	Availability and level of cooperation was according to expectations. Any complaints and warranty issues was handled in accordance with expectations.	
Level C	Availability and level of cooperation was below expectations. Any complaints and warranty issues was not handled in accordance with expectations.	

3. Grade your experience about the Candidate's ability to deliver according to order in terms of quality and commitment: (mark for the most suitable description in the column to the right below.)

Level A	Delivery was according to order in terms of quality and commitment.	
Level B	Delivery was according to order in terms of quality and commitment or with minor defects of no consequence.	
Level C	Delivery failed to comply with order in terms of quality and commitment.	

Date:

Signature:

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[Name and title]

**TEMPLATE 7**  
**Statement about health, environment and safety**

**Egenerklæring om helse, miljø og sikkerhet (HMS)**

**– Norske tilbydere**

Denne bekreftelsen gjelder:

Virksomhetens navn		Organisasjonsnr/ Fødselsnr/	
Adresse		Land	
Postnummer/		Poststed	

Jeg bekrefter med dette at denne virksomheten arbeider systematisk for å oppfylle kravene i helse-, miljø- og sikkerhetslovgivningen og ved det tilfredsstillende kravene i forskrift om systematisk helse-, miljø- og sikkerhetsarbeid i virksomheten (Internkontrollforskriften).<sup>1</sup>

Jeg bekrefter at virksomheten er lovlig organisert i henhold til gjeldende skatte- og arbeidsmiljøregelverk når det gjelder ansattes faglige og sosiale rettigheter. Jeg aksepterer at oppdragsgiver etter anmodning vil bli gitt rett til å gjennomgå og verifisere virksomhetens system for ivaretagelse av helse, miljø og sikkerhet.

\_\_\_\_\_  
Dato

\_\_\_\_\_  
Daglig leder [Name and title]

Jeg bekrefter med dette at det er iverksatt systematiske tiltak for å oppfylle ovennevnte krav i helse-, miljø- og sikkerhetslovgivningen.

[ ] Ingen ansatte

\_\_\_\_\_  
Dato

\_\_\_\_\_  
Representant for de ansatte

<sup>1</sup> Fastsatt ved kgl.res. 6. desember 1996 nr. 1127 i medhold av lov 17. juni 2005 nr. 62 om og arbeidsmiljø, arbeidstid og stillingsvern m.v.

**TEMPLATE 7**  
**Statement about health, environment and safety**

**Statement about health, environment and safety (HES)**  
**– non-Norwegian Candidates<sup>2</sup>**

This confirmation concerns:

Company name		Organisation number/Personal ID number	
Address		Country	
City code		City	

Concerning non-Norwegian candidates the following applies:

The Candidate hereby confirms that through the preparation of this application, the utmost considerations has been made in order to comply with existing Norwegian legislation regarding health- environment and safety legislations based on the regulation for systematic health- environment and safety work in enterprises (Internal Control Regulations), settled by Royal Decree 6. December 1996 supported by Norwegian Law 17.juni 2006 no. 62 about workers' protection and working environment.

The Candidate also accepts that the Purchaser upon request will be given the entitlement to undergo and verify the enterprise' system for protection of health- environment and safety work.

Committing signature

Managing Director (sign.)

Date:

\_\_\_\_\_  
[Name and title]

<sup>2</sup> Upon request the Purchaser can provide a description of Regulation relating to Systemic Health Environmental and Safety Activities in Enterprises (Internal Control Regulations) in English.