



Tender Document

Procurement of the Public Procurement Regulations Part 1

for the procurement of

Per- and polyfluoroalkyl ethers – identity,
production and use

Case number: 2019/4936

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1 About the procurement and the administrative provisions

On behalf of the Nordic Council of Ministers, the Norwegian Environment Agency invites you to participate in a competition on the procurement of a project on Per- and polyfluoroalkyl ethers – identity, production and use.

1.1 About the Contracting Authority

The Nordic Working Group for Chemicals, Environment, and Health (NKE) is a working group under the Nordic Council of Ministers. NKE's work supports a chemical policy whose overarching goal is to minimise the risk of exposure to chemicals in products and of damage to the environment and human health. The work to be done in this project is part of the Nordic risk assessment project (NORAP). The Norwegian Environment Agency, Norway, will be the project leader.

Contracting authority's contact persons:

Contact persons:	Cécile Blom
E-mail address:	██████████@miljodir.no

There shall be no contact or communication with other personnel employed by the Contracting authority than this contact person. All questions concerning this tender shall be sent to through the competitive procurement tool that are used in this procurement by the Norwegian Environment Agency.

1.2 Procurement objective

The aim of this procurement is to gather more information on per- and polyfluoroalkyl ethers (PFAE), and more specifically identity, production and use of these substances.

This includes information on the following points:

- Identification of the PFAEs on the EEA market
- Occurrence of PFAEs in mixtures in EEA
- Downstream use of PFAEs
- Occurrence of PFAEs in articles imported into EEA (types of articles, amounts)
- Production, import and use (volume and application) of PFAEs in EEA
- Global production (volume) of PFAEs, including time trends
- Potential for spills and exposure to the environment and consumers

For more detailed information on the project see Annex 2 of the draft Contract.

1.3 Partial bids

It is not permitted to make offers for parts of the assignment. This is justified by the fact that the assignment cannot naturally be divided into several parts that different suppliers can work with, without having a very close dialogue. This will be an inefficient implementation of

assignments and working methods and could result in the price becoming higher and the delivery being fragmented and in the worst case incorrect.

1.4 Tentative procurement plan

Activity	Date
Invitation is sent to the suppliers	1. April 2019
Deadline for submitting queries to the tender (15:00 CET)	24. April 2019
Deadline for submission of tenders (12:00 CET)	8. May 2019
Evaluation of received tenders and award decision	15. May 2019
Signing of contract	22. May 2019
Tender validity period	22. June 2019

It should be noted that all deadlines after the deadline for submission of tenders are preliminary and may be subject to adjustments. An extension of tender validity period must be approved by the Supplier.

2 Rules for the implementation of the tender

2.1 Procurement procedure

The procurement should be conducted in accordance with the Public Procurement Act of 17 June 2016 (LOA)¹ and the Public Procurement Regulations (FOA) FOR 2016-08-12-974. Part I².

The contracting authority will primarily award the contract without having contact with suppliers beyond to make any minor clarifications / corrections of the offers.

After project proposals are received from bidding suppliers, the client can initiate contract negotiations if deemed necessary. Project proposal selection is done only after an assessment of award criteria by the client. It should be noted that suppliers cannot assume dialog with the client regarding their project proposal and should therefore deliver their best possible proposal.

2.2 Public access and confidentiality

Regarding general public access to documents relating to an official procurement Freedom of Information Act applies. The contracting authority and its employees must undertake precaution to prevent others from gaining access to or knowledge of information about technical devices and procedures or operational or business conditions that will be important to keep confidential for competitive reasons ref. FOA §§ 7.3 and 7.4 and, jf. Administration Act § 13.

¹ <https://lovdata.no/dokument/NL/lov/2016-06-17-73>

² <https://lovdata.no/dokument/SF/forskrift/2016-08-12-974?q=FOR 2016-08-12-974>

2.3 Tenders validity period

The Supplier must adhere to his offer until the time stated in section 1.4 above.

2.4 Contract Award

The remaining suppliers who have participated in the contest will receive a written feedback to inform them of whom the contracting authority will sign a contract with.

3 Qualification Requirements of the Supplier

In order to be qualified to compete in this procurement process the Supplier must fulfil all the qualification requirements set out below. Only qualified suppliers will have their tenders evaluated.

It is the Supplier's responsibility to ensure that all requested documentation is submitted in accordance with the below-mentioned requirements.

3.1 Mandatory qualification requirements

Qualification requirement	Documentation requirement
The Supplier must be a legally established company.	Norwegian companies: Company registration certificate. Foreign companies: Confirmation that the Supplier is registered in a trade register of business enterprise in accordance with the laws of the State where the Supplier is established.
The Supplier must have experience from similar assignments.	Description of the Supplier's relevant assignments. This shall include a description of past assignments with relevance to this project, date and name of client (name, phone and e-mail.) References may be contacted when needed for clarification of relevance. It is, however, the Supplier's responsibility to document the relevance by the above description. Relevant experience from similar projects must be documented by project reports, scientific papers or other relevant documentation.
The Supplier must have sufficient implementation capacity to complete the assignment/contract.	Statement of the Supplier's workforce within relevant subject areas and their capacity to carry out the assignment in the event of unforeseen events, such as illness or the like.

4 Award criteria

The contract will be awarded to the Supplier who offers the most advantageous tender based on the award criteria listed below. The criteria are listed in order of priority.

Award criteria	Documentation
Competence and Quality	The requirements for competence and quality as set out in in Annex 2 of the draft contract should, as far as possible, be fulfilled. Relevant expertise and level of competence for key personnel and their substitutes must be documented with curriculum vitae for the offered personnel, or other relevant documentation.
Insight and understanding	Demonstrated insight and understanding of the nature and scope of the project. Project description which includes a detailed description of how the Supplier foresees to perform the project. The project requires multidisciplinary competences. The Supplier is invited to suggest a suitable, although realistic, progress plan according to the tentative progress plan given in Annex 2 to the draft contract.
Price	Price must be stated as hourly rate excluding VAT in NOK, and the number of hours offered. Other price components than hourly rates must be specified. This will be the total price of the assignment. The Supplier should present a staffing schedule with hourly rates and time allocation for the staff offered, with a clear indication of what is to be done when and by whom. The total price of the assignment is based on hourly rate times the number of hours offered, in addition to other costs. The total price will constitute the upper financial limit for the assignment.

5 Requirements for the tender and submission

5.1 Submission of tender

The Norwegian Environment Agency employs the electronic procurement implementation system (KGV light), and suppliers must use this system when submitting their bids. The deadline for submission of bids is the deadline stipulated in KGV light.

Bids that have not been received by the contracting authority via the KGV system within the deadline will be rejected according to the public procurement regulations. The applicant accepts all the risk for any delivery delays when submitting the bid electronically through the EU-supply system procurement tool KGV Light, within the deadline. We recommend that you start filing in advance of the deadline.

It is not permitted to submit bids by e-mail or regular mail.

5.2 Requirements for the tender

Project proposals should be formulated in English with the following outline:

- Completed and signed offer letter (template attached)
- Documentation regarding assessment of qualification requirements (ref. capital 3).
- Documentation regarding evaluation of award criteria (ref. capital 4).
- Documentation regarding specification of option(s) given in the contract.

Redacted proposal:

The Supplier can deliver a redacted version of the submitted offer in PDF format. In this case the Supplier redacts parts that are considered protected by confidentiality in accordance with the Norwegian Public Administration Act (§ 13, #2, business confidentiality). Redacting can be performed on a hard copy of the proposal by blacking out the confidential information with a permanent marker and then scanning the document to a PDF file. In the event of a public request for access to submitted proposals, the client will make an independent assessment determining if the redacted information meets the requirements for confidentiality and exception from public disclosure. If necessary, the client will ask the bidder to specifically justify why the redacted information should be withheld for competitive reasons. If the bidder does not deliver a redacted version of the proposal with the original delivery, then in the event of a public request for access, the client can give the bidder a 1 work-day deadline to submit a redacted version.

Deviations:

If the Supplier deviates from parts of the tender requirements, technical specifications, contract or other related contract documents, then these deviations should be clearly stated in the project proposal. Deviations should include a description of the consequences for project performance, price, or other issues. Description of deviations should be precise and clear, and also be included in the offer letter.

6 Appendices

Appendix	Number
Tender letter	1
Draft contract including two annexes (Standard terms and conditions and project description)	2

Appendix 1

Tender letter

Suppliers should fill in their information in the table and sign below.

Company name:			
Organization Number:			
Postal address:			
Visiting address:			
Phone number:			

Contact person:			
Phone number:		Position:	
Email address:			

The above Supplier hereby submits the enclosed tender bid "Per- and polyfluoroalkyl ethers – identity, production and use" under the conditions stated in the tender documents.

The Supplier confirms that they can provide satisfactory documentation that makes them eligible for the competition, in accordance with the mandatory qualification requirements stated in the tender documents. Documentation will be provided on request without undue delay.

Any reservations and deviations herein:

This bid applies until the date specified in the tender documents. The bid may be accepted by the Customer at any time until the expiry date of the tender validity period.

Place	Date	Signature
		_____ Name in block capitals