**Tender document**

* qualification phase -

Innovation Partnership Competition

Pursuant to Parts I and III of   
the Procurement Regulations,

for the Procurement of

Support system for the Norwegian Coastal Administration’s Pilot Service

**Table of Contents**

[1 GENERAL DESCRIPTION 3](#_Toc56431960)

[1.1 The contracting authority 3](#_Toc56431961)

[1.2 Description of the delivery 3](#_Toc56431962)

[1.3 Language 3](#_Toc56431963)

[1.4 Key dates 3](#_Toc56431964)

[2 BACKGROUND 4](#_Toc56431965)

[3 RULES FOR ENTERING INTO AND CARRYING OUT AN INNOVATION PARTNERSHIP 4](#_Toc56431966)

[3.1 Procurement procedure 4](#_Toc56431967)

[3.2 Duty of confidentiality 4](#_Toc56431968)

[3.3 Updating the procurement documents 4](#_Toc56431969)

[3.4 Additional information 5](#_Toc56431970)

[4 EUROPEAN SINGLE PROCUREMENT DOCUMENT (ESPD) 5](#_Toc56431971)

[4.1 General information on the ESPD 5](#_Toc56431972)

[4.2 National exclusion grounds 5](#_Toc56431973)

[4.3 Overall declaration of all the qualification requirements in the ESPD form 6](#_Toc56431974)

[4.4 Support from another businesses in order to fulfil the qualification requirements 6](#_Toc56431976)

[5 QUALIFICATION REQUIREMENTS 7](#_Toc56431977)

[5.1 The supplier’s registration, authorization, etc. 7](#_Toc56431978)

[5.2 The supplier’s economic and financial capacity 7](#_Toc56431979)

[5.3 The supplier’s technical and professional qualifications 8](#_Toc56431980)

[6 SELECTION CRITERIA 8](#_Toc56431981)

[7 SUBMISSION OF A REQUEST TO PARTICIPATE IN THE COMPETITION 9](#_Toc56431982)

[7.1 Formulation of the request 9](#_Toc56431983)

# GENERAL DESCRIPTION

## The contracting authority

The Norwegian Coastal Administration is the Norwegian Ministry of Transport’s agency for maritime transport, maritime safety, ports, and acute pollution preparedness. The Norwegian Coastal Administration works actively for an effective and safe maritime transport by maintaining the transport industry’s need for navigability and effective ports. The Norwegian Coastal Administration prevents and mitigates the harmful effects of acute pollution and contributes to a sustainable development of the coastal zone.

For further information about the Norwegian Coastal Administration’s organization and activities, please consult our website at [www.kystverket.no](http://www.kystverket.no)

The contracting authority’s point of contact is:

|  |  |
| --- | --- |
| Name | Odd Sveinung Hareide |
| E-mail | [odd.sveinung.hareide@kystverket.no](mailto:odd.sveinung.hareide@kystverket.no) |

Any enquiries shall be communicated via the contracting authority’s communication channel in Mercell. Mercell is the NCA’s competition execution tool.

For matters concerning this competition, no contact/communication should be made outside the communication channel in Mercell.

## Description of the delivery

The contracting authority’s description of the delivery is stated in the Innovation partnership agreement in appendix 1 (the contracting authority’s description of needs and objectives).

## Language

All written and oral communication in conjunction with this competition shall take place in Norwegian or English. This language requirement also applies to the tender.

## Key dates

The contracting authority has set up the following timetable for the process:

|  |  |
| --- | --- |
| Activity | Time |
| Deadline for enquiries regarding the qualification process | 11.12.2020 |
| Deadline for submitting a request to be qualified | 18.12.2020 12.00 |
| Notification of the qualification results | 23.12.2020 |

Note that all dates after the deadline for submitting a request to be qualified are tentative.

# BACKGROUND

The Norwegian Coastal Administration’s pilot service contributes to safety at sea by providing the vessel’s crew with the necessary knowledge of local waters during voyages to and from Norwegian ports.

In addition to the pilot’s professional skills and comprehensive local knowledge, digital tools such as GNSS are utilized for this task. The systems are effective, but they are also subject to factors that can affect their accuracy and integrity.

Through this innovation partnership, the Norwegian Coastal Administration wishes to have support tools developed for the pilot service that compensate for lack of reliability and can warn the pilot of radio frequency interference.

# RULES FOR ENTERING INTO AND CARRYING OUT AN INNOVATION PARTNERSHIP

## Procurement procedure

The procurement must be carried out pursuant to the Public Procurement Act of 17 June 2016 (*lov om offentlige anskaffelser*) and parts I and III of the Regulations Concerning Public Procurement (*forskrift om offentlige anskaffelser*, FOR 2016-08-12-974). The competition follows the procedure for an innovation partnership competition, cf. section 13.1.3 of the procurement regulations.

The competition to enter into an innovation partnership begins with a pre‑qualification phase. Only the tenderers that fulfil the qualification requirements and that have been invited will have the opportunity to submit a tender.

If more than 5 qualified suppliers submit a request to participate in the competition, the contracting authority will choose among these suppliers on the basis of the selection criteria enumerated in item 6 below.

The contracting authority will sign Innovation partnership agreements with a maximum of 2 tenderers.

## Duty of confidentiality

The contracting authority and the employees thereof are duty-bound to prevent others from gaining access to or knowledge of information about technical solutions/methods or operations/business activities that would be of competitive importance to keep secret.

## Updating the procurement documents

Any emendations, supplements, or changes to the procurement documents, as well as all questions and answers (duly anonymized), will be conveyed to all the suppliers that have been invited to submit a tender.

## Additional information

If a supplier finds that the procurement documents do not provide sufficient guidance, said supplier may send a written request via the contracting authority’s communication channel in Mercell in order to obtain additional information from the contracting authority.

If a mistake is discovered in the procurement documents, suppliers are requested to convey this in writing via the contracting authority’s communication channel in Mercell.

# EUROPEAN SINGLE PROCUREMENT DOCUMENT (ESPD)

## General information on the ESPD

Suppliers must fill in the ESPD form in Mercell to tentatively document that the qualification requirements have been fulfilled, that there are no grounds for exclusion, and that the selection criteria have been fulfilled. The form must be submitted along with the participation request.

At any point in time during the competition, the contracting authority can ask the supplier to submit all or parts of the documentary evidence if that is necessary in order to ensure that the competition transpires in a correct fashion.

## National exclusion grounds

This item is pursuant to ESPD, part III (“Exclusion Grounds”), section D (“Other Exclusion Grounds That May Be Foreseen in the National Legislation of the Contracting Authority’s or Contracting Entity’s Member State”). The Norwegian procurement regulations go further than what follows from the exclusion grounds stated in the EU directive on public procurement and in the standard ESPD form. Note therefore that all the exclusion grounds stated in section 24.2 of the Norwegian procurement regulations, including the purely national exclusion grounds, apply to this competition.

The following exclusion grounds stated in section 24.2 of the Norwegian procurement regulations are such purely national exclusion grounds:

* Section 24.2.2 states that the contracting authority shall exclude a supplier when the authority knows that the supplier has a legally valid criminal conviction or has accepted a fine for the stated criminal offences. The requirement that the contracting authority shall exclude suppliers that have accepted a fine for the stated criminal offences is an exclusively Norwegian requirement.
* Section 24.2.3(i) – the exclusion grounds in the ESPD form only apply to professional misconduct, while the Norwegian exclusion grounds also include other forms of misconduct that may raise doubts about the supplier’s professional integrity.

## Overall declaration of all the qualification requirements in the ESPD form

## In this competition, suppliers can provide an overall declaration in the ESPD form that the enterprise in question fulfils all of the qualification requirements that are stipulated in this tender document. This may be done in section IV.a of the ESPD form.

## Support from another businesses in order to fulfil the qualification requirements

If the supplier needs support from other enterprises in order to fulfil the requirements for economic and financial capacity and/or technical and professional requirements the enterprises/suppliers shall deliver separate ESPD forms.

If a supplier needs support from another enterprise to fulfil any of the qualification requirements, it is necessary to document that the supplier has control over the necessary resources. Template for the declaration of commitment is found in attachment 1.

# QUALIFICATION REQUIREMENTS

In order to be invited to submit a tender to the competition, interested suppliers must fill in the electronic self-declaration form and attach documentary evidence that the qualification requirements below have been fulfilled cf. 7.1.

## The supplier’s registration, authorization, etc.

| **Requirement** | **Documentation requirements** |
| --- | --- |
| The supplier must be registered in a business register, professional register, or commercial register in the state where the supplier is located. | * Norwegian companies: certification of incorporation (*firmaattest*) * Foreign companies: evidence that the company is registered in a business register, professional register, or commercial register in the state where the supplier is located |

## The supplier’s economic and financial capacity

|  |  |
| --- | --- |
| **Requirement** | **Documentation requirements** |
| The supplier must have sufficient economic and financial capacity to be able to carry out the contract. Creditworthiness without collateral will be enough to fulfil this requirement. | * A credit rating based on the last known accounting figures. The rating must be carried out by a credit rating agency that has a concession to perform such ratings. |

If a supplier has a justifiable reason to not submit the documentation that the contracting authority has required, said supplier may document their economic and financial capacity by producing any other document that the contracting authority considers appropriate.

## The supplier’s technical and professional qualifications

| **Requirement** | **Documentation requirements** |
| --- | --- |
| The supplier must have qualifications within research and development, including the implementation of innovative solutions. The supplier’s qualifications within the areas mentioned above should be relevant for the contracting authority’s needs as described in appendix 1. | The description must include a statement of each commission’s value, timeframe, and client (name, telephone, and e-mail.) It is the supplier’s responsibility, by means of the description, to document the relevancy. The supplier may document experience by referring to the skill sets and experience of the personnel that the firm employs and can use for this commission. This applies even if the skills and experience have been gained while working for another supplier.  In addition the documentation should describe the commissions’ achievement such as, but not limited to:   * What was developed * Which documented results did the development achieve or experiences did the commission result in * How the commission was organised in detail * What role and responsibility the supplier had in connection with the commission * The challenges and risk identified during the commission (both financial and in regards to goal achievement) * Is the solution implemented, if so what stage in the implementation are the commission |
| The supplier must have experience with robust PNT | The supplier shall provide a short general description on the companies experience with robust PNT[[1]](#footnote-1). |

The Contracting Authority ask for a concise and brief documentation, in attachment 2, for qualification requirements in 5.3. The documentation should not exceed a total of 12 A4 pages.

# SELECTION CRITERIA

If more than 5 suppliers fulfil the minimum requirements to the qualifications cf. 5, the contracting authority will rank the suppliers according to the following selection criteria:

Criterion 1 Relevance: This criterion considers the degree to which the various comparable commissions stated in 5.3, as described, are relevant to this innovation partnership. Weight: 70 %

Criterion 2: This criterion considers the degree to which the company has experience with robust PNT in previous work, cf. item 5.3. Weight: 30 %.

The information given in attachment 2 – technical and professional requirements will be the basis for this evaluation.

# SUBMISSION OF A REQUEST TO PARTICIPATE IN THE COMPETITION

The request must be submitted via [www.mercell.com](http://www.mercell.com).

## Formulation of the request

The request must be submitted in the form indicated by the electronic submission system.

The request should be set up according to the following outline:

* Completed self-declaration form (ESPD)
* A statement of commitment from another enterprise – this shall only be submitted if the supplier relies on the capacity of another enterprise. These enterprises must also submit separate self-declarations
* Stipulated documentation for the qualification requirements.

1. Position, Navigation and Timing (PNT) [↑](#footnote-ref-1)