



Invitation to tender

for competition over the EEA threshold

when procuring:

Nordic Sustainable Aviation

Deadline:

24th February 2020, 13:00 CET

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1. Introduction

1.1 About the contracting authority

Nordic Energy Research (NER) invites you to submit a tender to compete on the task described in this document. Nordic Energy Research is an intergovernmental institute for cooperative energy research and policy development under the auspices of the Nordic Council of Ministers (NCM). NER facilitates and funds research and development to promote a sustainable future and contribute to Nordic policy-making and cooperation within the field of energy.

The Nordic Council of Ministers is funding this project.

1.2 The assignment's objectives and content

Emissions from aviation account for around 3 percent of the EU's total CO₂-emissions. According to the European Commission, air transport activity is expected to increase by 43 percent in 2030 compared to 2015. All the Nordic countries have set ambitious targets to achieve climate neutrality. In order to achieve climate neutrality and meet the objectives of the Paris agreement, it is essential that aviation becomes CO₂-neutral.

The study will aim to examine the opportunities for increased cooperation with regards to sustainable aviation among the Nordic countries. Opportunities and challenges arising from both sustainable aviation fuels for conventional airplanes as well as emerging technologies should be considered in this consultancy report. The project should identify opportunities and challenges for sustainable aviation in the Nordic countries and present policy recommendations which can form the basis for a discussion among the Ministers in October 2020.

The project shall:

- Map and summarise existing national policies and initiatives in the Nordic countries aimed at promoting sustainable aviation.
- The report should consider challenges and opportunities for conventional airplanes and emerging technologies for both short-haul, medium haul and long-distance aviation. More specifically:
 1. Evaluate advantages and potential disadvantages as well as possible next steps towards a common Nordic blend-in/reduction requirement. Can it foster a robust and growing market and thereby stimulate production of sustainable aviation fuels in the Nordic countries? Furthermore, consider whether a common Nordic blend-in/CO₂ reduction requirement could minimise the risk that airlines companies would refuel outside the region. Could the Nordics lead by example by introducing a common policy framework?
 2. Evaluate the advantages and potential disadvantages as well as possible next steps towards bilateral agreements on fuel charges in the Nordic countries.

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3. Evaluate the advantages and potential disadvantages as well as possible next steps for passenger fees.
 4. Provide an overview of ongoing research on and initiatives for electric aviation in the Nordics, including possible routes, infrastructure needs, regional development opportunities and evaluate possibilities for Nordic cooperation.
- Based on the mapping and evaluation of available options, propose policy options and recommendations on the next steps for increased Nordic cooperation to promote sustainable aviation that can form the basis for a discussion among Ministers in October.

1.2.1 Background for the assignment

During 2019, the focus on sustainability and climate has been increased in the Nordic Council of Ministers. On 25 January 2019, the Nordic Prime Ministers of Finland, Iceland, Sweden, Norway and Denmark signed the "[Declaration on Nordic Carbon Neutrality](#)" in which they commit themselves to a strengthened cooperation on climate and work towards carbon-neutrality in the five Nordic countries.

The declaration emphasises the decarbonisation of the transport sector. To assist this effort, the prime ministers commit themselves to intensify Nordic cooperation to "*decarbonizing the transport sector, including through an inter-modal shift, efficiency, electrification, and use of sustainable renewable fuels*".

Further to this, a new vision for the Nordic Council of Ministers was adopted in 2019, in which 'A Green North' constitutes a strategic priority. Thus, this project is a direct extension of the Nordic focus on the enhanced focus on sustainability and the transition to a green economy, including notably the transport sector.

Emissions from aviation account for around 3 percent of the EU's total CO₂-emissions. According to the European Commission, air transportation is expected to increase by 43 percent in 2030 compared to 2015. In order to achieve climate neutrality and the objectives of the Paris agreement, it is essential that aviation in the long term becomes CO₂-neutral. The study should aim to examine the opportunities for increased cooperation with regards to sustainable aviation among the Nordic countries. The project should identify opportunities for sustainable aviation in the Nordic countries and present policy recommendations which can form the basis for a discussion among the Nordic Ministers of Environment and Climate in October 2020.

The previous Danish presidency of the Nordic Council of Ministers (2015) commissioned a study entitled: '[Sustainable jet fuel for aviation](#)'. The rationale was to investigate ongoing efforts to increase the use and production of sustainable aviation fuels. Nordic Energy Research (NER) together with Nordic Initiative on Sustainable Aviation (NISA) have followed up with [several workshops and conferences](#) on this topic in the subsequent years. In October 2019, [Nordic GTL - a pre-feasibility on sustainable aviation fuel from biogas, hydrogen and CO₂](#). In January 2020, an [update](#) on the study on sustainable aviation was released. In addition to this, climate compensation has been built into the ticketing process of some Nordic airline companies and [Fly Green Fund](#) offer passengers the opportunity to pay extra to either increase the volume of sustainable aviation fuels (SAF) or support R&D to promote SAF.

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In the recent years increased interest for electric aviation have emerged. In September 2019, [Nordic Electric Aviation Network](#) (NEA) was formed. Aviation companies such as [Widerøe](#) in Norway are planning to introduce electric airplanes to replace old conventional airplanes by 2030. [Heart Aerospace](#) aim to have 19-seater electric airliners ready for testing by 2023 and approved for commercial operation by 2025. A new EU-funded research programmed - [Green Flyway](#) - will explore challenges in operation of electric aircrafts and drones in harsh Nordic conditions.

The study may also reflect on preliminary results from the research project called «[Fossilfritt Flyg Sverige](#)».

1.2.2 Content

The major conclusions of the project should, as a minimum requirement, be delivered in the form of:

- A well-designed illustrated final report to be delivered prior to and presented at meeting of the Nordic Environment and Climate Ministers in October 2020.
- Key findings should be available in an executive summary/policy paper.
- All figures, statistics and tables (including all underlying data) in appropriate databases and spreadsheets in an editable format;
- Powerpoint presentations and oral presentation(s) at up to two events within the Nordics;
- All deliverables shall be in English.

Other forms of presentations of the results could also be suggested and developed in collaboration with NER at the contractual meeting between the consultant and NER.

The final report will be published in English as a web version on www.nordicenergy.org (the NEF website) as well as a report in PDF-format.

1.2.3 Method

The study will be made in close collaboration with the Steering Group and NER when necessary. The consultant should outline plans to involve NER in content creation and presentation of the results. The assessment should be based on the most recent and up-to-date information and data available. Any figures, tables, illustrations and photos should be visually pleasing and easy to understand. They should also be cleared for possible copyright/IPR restrictions.

The consultant will be asked to familiarise themselves with the NER design guidelines, which in cooperation with a NER communication adviser will be applied to the presentation of the final results.

It will be up to the supplier to define an approach and suitable methodology (including materials and data) for this assessment. The study should as far as possible be based on existing literature from authoritative sources.

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1.2.4 Tentative timeframe & deliverables for the project execution

Action	Deliverable	Date	Responsible
Call for tender in Doffin/TED		3 February 2020	NER
Deadline for submission of tender	Tender	24 February 2020; 13.00 CET	Consultant
Contract intention announced		3 March 2020	NER
10 day waiting period		Until 13 March 2020	NER
Contract signed	Contract	13 March 2020	NER
Kick-off meeting (TBD)	Minutes	13 March 2020	Consultant
Status meeting with the Steering group		15 April 2020	Consultant
Present draft report to the Steering (the Steering Group receives the draft two days in advance)		1 June 2020	Consultant
Present final to NER and the Steering group	Draft results report	15 June 2020	Consultant
Send to copy-editing		25 June 2020	NER
Approval of copy-editing	Final draft report	5 August 2020	Consultant
Present final draft to EK-MK	Approval final report	10 August 2020	Consultant
Communication	Communications plan	24 August 2020	Consultant/NER
Final report delivered	Final report	1 September 2020	Consultant
Ministerial meeting	Present study and policy paper	October 2020	Consultant

Signing the contract will be done by e-mail or mail. The start-up and progress meetings may be conducted via Skype/teleconference. Further video conference meetings may be organised if deemed necessary. The place and scope of the presentation of the preview as well as the final report should be determined during the course of the project.

The final timetable will be agreed upon at the start-up meeting.

The project will be followed by a steering group, consisting of representatives from relevant national authorities. If deemed necessary, external experts might be consulted on an ad hoc basis.

The consultant/consortium will be responsible for the content and conclusions in the final report.

1.2.5 Use of the report and the results

The main target groups are decision-makers, policy planners, the aviation industry and NGOs. The final report will be made publicly available free of charge.

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1.2.6 Value of the assignment

The total cost for the tender may not exceed 400 000 NOK, VAT excluded. All expenses shall be included.

1.2.7 Contract

A contract will be established with the awarded principal consultant.

The supplier may employ subcontractors to specific task, but it will be the supplier who has the entire responsibility regarding deadlines, quality and finances etc. vis-à-vis the purchaser. If subcontractors are used, documentation for their participation in the project must be submitted, their role must be described and together with their estimated budget and hours allocated allocated.

Elements listed in sections 7.2 (Certificate of registration), 7.3 (Requirements for organizational and legal position) and 7.4 (Requirements for economic and financial position) is only needed from the leading organisation that NER sign the contract with and not from subcontractors.

1.3 Announcement of the tender

The invitation to tender and announcement of winning bid will be made public on Doffin.

2. Administrative regulations

2.1 Purchase procedure

The procurement directive is not directly applicable to Nordic Energy Research as an international organization located in Oslo. Consequently, only the general principles of the EU/EEA will apply to this procurement process. This procurement process will be conducted in accordance with the Norwegian Act on public procurement of 17 June 2017 (Lov om Offentlige Anskaffelser – LOV-2016-06-17-73) and the Norwegian Regulation on public procurement (FOA; Forskrift om offentlige anskaffelser – FOR-2016-08-12-974) of 18 August 2016 part I.

The purchase procedure will be executed in an open competition according to the main principles of FOA. This procedure allows all potential suppliers to bid.

2.2 Requested structure of the competition

The competition will be based on:

- this document (Tender document)
- the appendices listed below.

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Appendices:

Appendix A: HES declaration

Appendix B: Disclaimer and Deviation

Appendix C: Consultancy Agreement Draft

Appendix D: Standard Terms of Contract for Consultants

2.3 Contact information

Contact person concerning this purchase is Svend Søyland, Senior Adviser at Nordic Energy Research, svend.soyland@nordicenergy.org.

2.4 Language

All communication, written and oral, regarding this project should be made in English. This also applies for the tender itself. Possible juridical questions/clarifications must be communicated in Norwegian.

The outputs must be in English, with summaries in a Scandinavian language.

2.5 Execution of the tendering process

Activity	Date
Announcement in Doffin and TED	3 February 2020
Deadline for questions concerning the invitation to tender	14 February 2020 15.00 (CET)
Answers to questions concerning the invitation to tender	19 February 2020
Deadline for tender	24 February 2020 13:00 CET
Opening of tender	24 February 2020 14:00 CET
Evaluation of tender and contract award intention announced (followed by 10-day waiting period)	25 February 2020
Research Plan approved and contract signed	9 March 2020

2.6 Correction, addition and/or change of the competition

Before the deadline of the competition, the purchaser is entitled to make corrections, additions or changes to the competition that are not significant.

2.7 Questions for the competition

Any questions suppliers may have related to the competition must be received by the deadline indicated in the schedule under 2.5.

Questions must be sent by e-mail to the contact person of the competition as indicated in 2.3. All questions will be answered anonymously and made available for all who have registered to receive the competition on Doffin/TED in due time before the deadline of the competition.

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2.8 The participation costs of the supplier

Any costs that the supplier may have in the preparation, delivery or follow-up of the tender and the procurement process will not be refunded.

Participation in the tendering process will in no way commit the purchaser to enter a contract with the supplier or involve the purchaser in financial obligations.

2.9 Return of tender

The purchaser will not return the tender of the supplier.

3. Wages and working conditions

If this competition includes services or construction work in accordance with regulations of February 8, 2008 no. 112 on wages and working conditions in public contracts (Forskrift om lønns- og arbeidsvilkår i offentlige kontrakter – FOR-2008-02-08-112), separate requirements and remedies related to this apply, cf. part 2 of Contract.

4. Confidentiality and disclosure

4.1 Confidentiality

Information that the parties become acquainted with regarding the competition and implementation of the contract shall be treated as confidential and not made available to any third party without the consent of the other party.

5. Requirements for the tender

5.1 Structure of the tender

The tender should contain the following documentation that should be structured according to the following sections.

Section no.	Documentation
1.	Tender which should include the following: 1.1 Reference to the name of the competition 1.2 The address, phone number and e-mail address of the supplier 1.3 The contact person of the supplier and his/her phone numbers and e-mail address 1.4 Confirmation of the validity of the tender, cf. section 5.3. 1.5 Binding signature from a person with authority to sign on behalf of the supplier
2.	Documentation of eligibility 2.1 Tax certificates cf. section 7.2. 2.2 Health Environment and Safety (HES) declaration cf. section 7.2. 2.3 Documentation of the supplier's organizational and legal position ref. section 7.3. 2.4 Documentation of economic and financial position ref. section 7.4. 2.5 Documentation of technical and professional qualifications ref. section 7.5

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3.	Project description (including a draft work plan, a draft of the table of contents in the report, methods and preliminary list of data and materials to be used, see section 8.1) Estimation of the number of work days by the consultant and price NOK/day excl. VAT. Other relevant information. Format: Maximum 4 A4 format pages (Times 12 points 1,5 paragraph spacing).
4.	Any modifications or alteration to the competition or the contract ref. section 5.7. and Appendix C.
5.	Other relevant information.

5.2 Delivery format of the tender

Tenders should be delivered by e-mail to the following address:

tender@nordicenergy.org.

with the following subject line: TENDER – Nordic Sustainable Aviation.

The tender shall be in PDF format.

5.3 Validity

The tender must have a validity of a minimum of 90 days from the day of the deadline of the tender.

5.4 Contract

The supplier must base its tender on the enclosed contracts (Appendices D and E).

5.5 Tender for all or part of the delivery

It is not permitted to submit tenders for part of the delivery.

5.6 Alternative tenders

It is not permitted to submit alternative tenders or to participate in several tender consortia.

5.7 Reservations and amendments

Significant reservations and amendments shall be stated precisely and unambiguously so that the purchaser can evaluate the offer without contacting the supplier. Reservations and amendments shall clearly and unambiguously refer to the relevant appendix and point in the tender documents and shall be annexed to the tender.

The supplier shall clearly specify the consequences that any reservations and amendments have or may have on the performance, price and/or other aspects of the tender.

5.8 Revocation of tender

A tender may be revoked or altered until the deadline of the tender. Revocation shall be done in writing. Change of the tender is considered a new offer.

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6. Delivery of tender

6.1 Deadline of tender

The tender must reach the purchaser no later than the deadline specified in section 2.5. The deadline is absolute. Late submitted tenders will be rejected. The supplier carries the risk of failure to meet the deadline or any delay in shipment.

6.2. Delivery method and delivery address

The tender must be delivered electronically to tender@nordicenergy.org in the format specified in section 5.2.

Tenders may not be delivered by mail.

7. Eligibility requirements

7.1 About the eligibility requirements

The supplier must meet the requirements listed below to be eligible for participation in the competition. The supplier is responsible for providing all documentation requested below as proof of the requirements imposed. Lack of documentation or incomplete information may lead to the rejection of the tender. Only qualified suppliers can be awarded the contract.

7.2 Mandatory requirements

Requirements	Documentation requirements
The supplier should have orderly conditions concerning payment of tax, payroll tax and VAT.	Tax certificates no older than six months calculated from the deadline of the tender. Tax certificates are: For Norwegian suppliers: Form from the Norwegian tax authorities for tax, employer charges and VAT (Attest for skatt, arbeidsgiveravgift og mervediavgift), which can be requested from www.altinn.no For foreign suppliers: Foreign suppliers must submit corresponding certificates from their country showing that they have complied with tax matters. If the authorities in the country concerned do not issue such certificates, the supplier shall submit a statement confirming that all taxes have been paid. The declaration must be approved and signed by the supplier's CFO/finance manager.
For work to be performed in Norway, the supplier must fulfil Norwegian HES requirements.	Only for Norwegian suppliers: Completed and signed HES statement according to the Norwegian Regulation health, environment and safety at work (FOR-1996-12-06-1127 Forskrift om systematisk helse-, miljø- og sikkerhetsarbeid i virksomheter (Internkontrollforskriften). Please use the attached template, see Appendix A.

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7.3 Requirements for organizational and legal position

Requirements	Documentation requirements
The supplier shall be a legally established company	For Norwegian suppliers: Certificate of registration For foreign suppliers: Confirmation that the supplier is registered in a trade or business register in accordance with the legislation of the country where the supplier is established.

7.4 Requirements for economic and financial position

Requirements	Documentation requirements
The supplier shall have sufficient financial strength to fulfil contract.	Excerpt from the supplier's annual report including notes with the report from the Board and the auditors for the past two financial years.

7.5 Requirements for technical and professional qualifications

Requirements	Documentation requirements
The supplier must have extensive experience from previous, relevant assignments.	References from a maximum of 3 relevant deliveries/assignments within the last 3 years for each consultant involved. References shall at least contain: <ul style="list-style-type: none"> • A short description of the delivery • Implementation date • Scope of delivery and its price • Name, e-mail and phone number of the proposed assignment leader.

8. Award criteria and evaluation

8.1 Award criteria

The contract is awarded to the supplier which offers the best price / quality ratio based on the criteria listed below.

Award criteria	Documentation	Weight %
Expected quality Project description in the proposed assignment including relevance, ambition, quality, organization and structure	The supplier must supply the following documentation (maximum 5 A4 format pages Times 12, 1,5 line spacing): <ul style="list-style-type: none"> • Workplan; • Key questions and issues related to the project, and how those will be addressed; • Project deliveries, milestones and 	40

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	<ul style="list-style-type: none"> • deadlines; • Planned budget; • Organization and structure of the project as well as for accountable persons for the separate part deliveries; • Approach and choice of methodology and relevant modelling tools and data; • Data and information sources to be used. 	
Price of the assignment The total price is maximum 400 000 NOK NOK excl. VAT.	Price must be in NOK excl. VAT. This includes all costs required to execute the tender (i.e. salaries, travel costs etc.)	20
Offered expertise Offered expertise means the expertise and experience of the key personnel who is offered to implement this specific contract.	<ul style="list-style-type: none"> • The supplier must present CVs (max 3 pages each) contact details, and provide an overview of expertise and experience from relevant projects for the named key personnel; • Explanation of how the team can offer expertise and experience covering Nordic countries • The distribution of labour (work hours and hourly rates) persons involved shall be specified. 	40

8.2 Evaluation

All approved offers will be evaluated with scores per award criterion, where 10 is the highest and 1 is the lowest. The overall result per criterion will be weighted as described in the table in section 8.1.

9. Termination of competition

9.1 Cancellation of competition and total rejection

The purchaser reserves the right to cancel the competition or to reject all offers, if there are reasonable grounds (See: FOR-2016-08-12-974 §10-4).

9.2 Notification of the choice of supplier and waiting period

The purchaser informs all suppliers in writing and simultaneously about whom the purchaser intends to award the contract to, as soon as the choice of supplier is made.

The notification will include an explanation for the choice and specify the waiting period from the time the award is made known until the contract signing is planned (concluding the contract).

If the purchaser finds that the award decision is not in accordance with the criteria for the choice of supplier, the decision can be annulled until the contract is signed.