



Invitation to tenders

for open competition under the EEA threshold

(FOA part I)

when procuring:

“Carbon Neutral Nordics” – Media and communications services

Deadline:

June 17, 2019, 14:00 CEST

“Carbon Neutral Nordics” – Media and communications services

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1. Introduction

1.1 *About the contracting authority*

Nordic Energy Research (NER) is a platform for cooperative energy research and policy development under auspices of Nordic Council of Ministers. We fund research and development to promote a sustainable future and contribute to policy-making. For more info, see <https://www.nordicenergy.org/>

1.2 *The assignments objectives and content*

1.2.1 Background

Nordic Energy Research (NER) has financed **3 Nordic Flagship Projects** which are coming to completion at the end of 2019. These projects each focus on a different aspect of reducing carbon emissions and have produced a large amount of academic research within their specific fields. As the projects come to a close our task is now to communicate key results to a broader audience. See section 2 for more information on the Nordic Flagship Projects.

1.2.2 Objective

The objective of the purchase is to ensure that knowledge from the 3 Nordic Flagship Projects is effectively shared with the general public. Key messages, articles, reports should be communicated through social media and press releases across the Nordics, taking into account the different circumstances in these countries. Timing is crucial.

1.2.3 Nordic Energy Research's role:

NER is the project owner and will collaborate with your firm to establish a communication strategy. NER will provide raw material for key messages, press releases and other texts to be communicated. The way in which these are communicated will be decided as part of the communication strategy.

1.3 *Deliverables*

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- Communications strategy
- Help in formulating key messages based on findings from Flagship Projects
- Help in writing articles/press releases for dissemination in the media/press/social media
- Contacting the press and media across the Nordic region
- System for evaluation of outreach
- Photographs
- Illustrations

It is also an advantage if your firm can, in addition, offer NER the following services:

- Produce animated figures that can feature on the website, showing key findings from the projects (see for example: <https://www.nytimes.com/interactive/2019/02/13/climate/cut-us-emissions-with-policies-from-other-countries.html>).
- Assist in sourcing or producing images for the website, such as photos and short video clips.

1.4 Visual Design

When necessary visual design will be developed in collaboration with the Nordic Energy Research’s communication adviser, and adhere to the guidelines presented in the Nordic Council of Minister’s design manual: design.norden.org.

1.5 Language

The working language will be English. However, translation of material into Nordic languages will be delivered by NER.

1.6 Ambitions for outreach

The ambition is to trigger a minimum of one major article in one of the larger newspapers in each of the Nordic countries + minimum one news release in national radio or TV in each of the Nordic countries.

A system for measuring outreach have to agreed as part of the contract.

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1.7 Target groups

1. Media and civil society
2. Policy-makers (ministers, advisors in ministries/institutions)
3. Decision-makers in industry and industry associations

1.8 Preliminary timeframe for the project execution

Action	Date	Responsible
Start-up meeting	21 June 2019	NER
Communication strategy, v1. Presentation and discussion with purchaser	Early August 2019 (date to be agreed)	Consultant
Communication strategy, v1. Presentation and discussion with purchaser	Late August 2019 (date to be agreed)	Consultant
Production in accordance to Communication strategy	August 2019-June 2020	Consultant

The start-up meeting will take place at the NER office, Oslo.

Final time table will be agreed upon at the start-up meeting.

This assignment is part of a large communication project. Details on this will be provided at the start-up meeting.

1.9 Value of the assignment

The total cost for the tender may not exceed 325 000,- NOK, VAT excluded. All expenses should be included.

1.10 Contract

A contract should be established with the one awarded consultant.

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The consultant may use subcontractors to specific tasks, but it will be the consultant who has the entire responsibility regarding deadlines, quality assurance and financial management etc. vis-à-vis the purchaser.

2. About the flagship projects



Shift

Sustainable Horizons in Future Transport

Shift examines how policy instruments can push development towards a sustainable transport and energy system in the Nordic region.

<https://www.nordicenergy.org/flagship/project-shift/>



Negative CO₂

Negative CO₂ Emissions with Chemical-Looping Combustion of Biomass

Negative CO₂ studies capturing CO₂ from burning biomass by means of an innovative and potentially revolutionary technology called Chemical-Looping Combustion of biomass (Bio-CLC).

<https://www.nordicenergy.org/flagship/negative-co2/>



Flex4RES

Flexible Nordic Energy Systems

Flex4RES demonstrates how the challenge of integrating high shares of variable renewable energy in the energy system can be handled efficiently through a stronger coupling of energy markets across the Nordic region, thereby facilitating a zero-carbon energy transition.

<https://www.nordicenergy.org/flagship/flex4res/>

3. Administrative regulation

3.1 Purchase procedure

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

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3.2 Requested structure of the competition

The competition will be based on:

- this document, containing information about the content, procedures and frames describing the process until the award and signing of the contract and
- the appendices as presented below.

Appendices:

Appendix A: EHS declaration

Appendix B: Tender

Appendix C: Disclaimer and Deviation

Appendix D: Consultancy Agreement Draft

Appendix E: Standard Terms of Contract for Consultants

Appendix H: Price form

3.3 Contact information

Contact person concerning this purchase is Communication Adviser Misha Jemsek at Nordic Energy Research.

E-mail: misha.jemsek@nordicenergy.org

3.4 Language

All communication, written and oral, regarding this matter should be made in English. This also applies for the tender itself. Possible juridical questions must be communicated in a Scandinavian language.

3.5 Execution of the tendering process

Activity	Date
Announcement in Doffin	June 3
Deadline for questions concerning the invitation to tender	June 14
Deadline for tender	June 17, 14:00 CEST
Opening of tender	June 17, 15:00 CEST
Evaluation	
Decision of tender	June 21
Waiting period	
Contract signing	June 31

3.6 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.

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3.7 Questions for the competition

Any questions the suppliers may have for the competition must be received by the deadline indicated in the schedule 3.5.

Questions must be sent by e-mail to the contact person of the competition as indicated in 3.3. All questions will be answered anonymously and made available for all who have registered to receive the competition on Doffin in due time before the deadline of the competition.

3.8 The participation costs of the supplier

Any costs that the supplier may have in connection with 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 into a contract with the supplier or involve the purchaser in financial obligations.

4. 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 (<https://lovdata.no/dokument/SF/forskrift/2008-02-08-112>), separate requirements and remedies related to this apply, cf. part 2 of Contract.

5. 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.

6. Requirements for the tender

6.1 Structure of the tender

The tender should contain the following documentation that should be structured acc. to the following sectioning.

Section no.	Documentation
1.	Tender which should include the following: 1.1 Reference to the name of the competition

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	1.2 The address, phone number and e-mail address of the supplier 1.3 The contact person of the supplier and his phone number and e-mail address 1.4 Confirmation of the validity of the tender 1.5 Binding signature from a person with authority to sign on behalf of the supplier
2.	Documentation of eligibility 2.1 HES declaration 2.2 Documentation of the supplier’s organizational and legal position 2.3 Documentation of economic and financial position 2.4 Documentation of technical and professional qualifications
3.	Documentation of award criteria
4.	Any modifications or alteration to the competition or the contract. Appendix C.
5.	5.1 Project description (including work plan, methods and preliminary list of data and material to be used). Maximum 5 A4 format pages. 5.1 Other relevant information (it would be useful to have estimation of the number of work days by the consultant and price NOK/day) Appendix H Price form.

6.2 Format of the tender

- The tender and all related documentation must be submitted electronically. Preferably as zipped documents in PDF format and/or other Microsoft Office compatible format.
- The documents should have the same outline and content according to the structure in section 5.1.

6.3 Validity

The tender must have a validity of a minimum of 60 days from the day of the deadline of the tender.

6.4 Contract

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

6.5 Tender for all or part of the delivery

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

6.6 Alternative tenders

It is not permitted to submit alternative tenders.

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6.7 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 Appendix C 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.

6.8 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.

6.9 Rejection of tenders

The rejection rules in Regulations of Public Procurements (Forskrift om Offentlige Anskaffelser) § 9-4, §9-5, §9-7, and §24-8 (2) will apply. <https://lovdata.no/dokument/SF/forskrift/2016-08-12-974?q=forskrift%20om%20offentlige%20anskaffelser>

We urge the suppliers to make themselves familiar with these.

7. Delivery of tender

7.1 Deadline of tender

The tender must reach the purchaser no later than the deadline specified in section 3.5.

The deadline is absolute. Late submitted tenders will be rejected.

The supplier carries the risk of failure or delay in delivery.

7.2. Delivery method and delivery address

The tender must be delivered in the format specified in section 5.2.

- The tender shall be posted to this address: fm@nordicenergy.org.
- The subject of the tender shall be marked with the following information:
“Tender – **“Carbon Neutral Nordics” – Media and communication services**”

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8. Eligibility requirements

8.1 About the eligibility requirements

The supplier must meet the requirements listed below in order to be eligible for participation in the competition. Only qualified suppliers will have their tenders evaluated. 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.

8.2 Mandatory requirements

Requirements	Documentation requirements
For work to be performed in Norway, the supplier must fulfill Norwegian HES requirements.	Only for Norwegian suppliers: Completed and signed HES statement according to FOA appendix 2. Please use the attached template, Appendix A.

8.3 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 acc. the legislation of the country where the supplier is established.

8.4 Requirements for economic and financial position

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

8.5 Requirements for technical and professional qualifications

Requirements	Documentation requirements
The supplier must have previous experience on similar assignments.	References from a maximum of 3 similar assignments within the last 3 years. References shall at least contain: <ul style="list-style-type: none">• A short description of the delivery• Implementation date

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	<ul style="list-style-type: none"> • Scope of delivery and its price • Name and phone number of a contact person responsible for ordering
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9. Award criteria and evaluation

9.1 Award criteria

The contract is awarded to the supplier who financially has the most favourable tender based on the below-mentioned criteria.

Award criteria	Documentation	Weight %
Expected quality Project description in the proposed assignment including relevance, ambition, quality, organization and structure ref. section 1.	The supplier must supply the following documentation: <ul style="list-style-type: none"> • The understanding of the assignment and the implementation of it (project and solution description). • Outline of communications strategy with milestones, including planned budget. • The organization and structure of the project • accountable persons for the deliveries. 	50
Offered expertise Offered expertise means the expertise and experience of the key personnel who is offered to implement this specific contract.	The supplier must present his/her CVs with an overview of expertise and experience from relevant projects for the named key personnel.	40
Price of the assignment The total price is maximum NOK 325.000,- excl. VAT.	Price must be in NOK ex. VAT. This includes all costs required to execute the tender (ie. salaries, travel costs etc.)	10

9.2 Evaluation

All approved offers will be evaluated with scores per award criterion, where 10 is the highest and 0 the lowest. The overall result per criterion will be weighted according to the weighing degree above, ref. section 9.1.

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10. Termination of competition

10.1 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 Regulations of Public Procurements (Forskrift om Offentlige Anskaffelser) § 25-4.

10.2 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 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 contract is signed.