



Invitation to tenders

for open competition under the EEA threshold

(FOA part I)

when procuring:

Production of web page “Carbon Neutral Nordics”

Deadline:

June 17, 2019, 14:00 CEST

Production of web page “Carbon Neutral Nordics”

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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 Background for the assignment

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 translate key results they have produced into simple but compelling messages.

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/>

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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/>

1.3 The assignments objectives and content

1.3.1 Objective

The objective is to produce a website that will serve as a communications tool that clearly conveys how the three flagship projects provide pathways to a carbon-neutral Nordic region. Emphasis should be on visual communication through images and simple figures. Text will also be used but should be short, clear and concise.

Visitors to the site should be able to understand the solutions that the flagship projects offer for making the Nordic region carbon-neutral even if they are not highly knowledgeable about the issue.

The website will function primarily as a story-telling medium, and is therefore atypical for a website. Users should be able to get key information with minimal navigation on the site, but still have the option to dive deeper into the details if they wish.

See this link from the NRK in Norway for a good example of this type of approach:

<https://www.nrk.no/jakten-pa-klimaendringene-1.14375177>

1.3.2 Deliverables:

- Website
- Technical support and guidance to NER in the weeks leading up to, and following, the website launch
- Built in multi-language functionality (see 1.3.4)
- Set up a web analytics tool to track outreach

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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.

1.3.3 Visual Design

The website’s 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.

1.3.4 Language

The website should be made in English at the outset. However there will need to be multi-language functionality built into the site, ready to be updated with material in other languages once that material is finalised. The translation of material into other languages will be delivered by NER.

1.4 Nordic Energy Research’s role:

NER is the project owner and will collaborate with your firm in the planning phase to develop a outline for the website. NER will provide the key messages to be communicated on the website. The way in which these messages are communicated with be decided in collaboration with your firm.

1.5 Target groups

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

1.6. Preliminary timeframe for the project execution

Action	Date	Responsible

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Start-up meeting	21 June 2019	NER
Production	June - September	Consultant
Launching	September 2019 (date to be agreed)	NER

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.

1.7 Value of the assignment

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

1.8 Contract

A contract should be established with the one awarded consultant.

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

2. Administrative regulation

2.1 Purchase procedure

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

2.2 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.

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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

2.3 Contact information

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

E-mail: misha.jemsek@nordicenergy.org

2.4 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.

2.5 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

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 the suppliers may have for the competition must be received by the deadline indicated in the schedule 1.6.

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 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 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.

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 (<https://lovdata.no/dokument/SF/forskrift/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 acc. to the following sectioning.

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 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

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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.

5.2 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.

5.3 Validity

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

5.4 Contract

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

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.

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 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.

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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.

5.9 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.

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 or delay in delivery.

6.2. 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 – **Production of web page “Carbon Neutral Nordics”**”

7. Eligibility requirements

7.1 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.

7.2 Mandatory requirements

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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.

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 acc. 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 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.

7.5 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 and link to final web page • Implementation date • Scope of delivery and its price • Name and phone number of a contact person responsible for ordering

8. Award criteria and evaluation

8.1 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
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		%
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). • The milestones in preparing the website, including planned budget. • The organization and structure of the project • accountable persons for the deliveries. • Description of the suggested web platform. 	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

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

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 as soon as the choice of supplier is made.

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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.