

# **TENDER DOCUMENT**

Open tender competition  
under sections I and III of the regulations

for procurement of

Robot-based Directed Energy Deposition (DED) system

ANSK-25-0080

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# 1 GENERAL DESCRIPTION

## 1.1 Contracting Authority

Information about the contracting authority, NTNU, and the contracting authority's contact person can be found in the contracting authority's competition management tool (CMT).

All communication with the contracting authority shall be conducted through the contracting authority's CMT. This also applies to questions and answers.

## 1.2 Purpose and Scope of the Procurement

The purpose of the procurement is to enter a contract for the purchase of one (1) robot-based Directed Energy Deposition (DED) system for additive manufacturing research at NTNU. The system shall include a complete, turnkey DED cell with robot, laser source, wire feed system, workpiece positioner, safety enclosure, control system, and associated software.

A description of the procurement, its purpose and scope can be found in the contracting authority's CMT and part II of the procurement (Annex 1 and 1A).

## 1.3 Terms of the contract

The contract is governed by the contract terms "General Contract Terms for the Purchase of Goods". See contract documents in part II.

## 1.4 Value of the procurement

The value of the procurement is estimated to be between 1,5 and 3,5 MNOK excluding VAT.

## 1.5 Important Dates and Deadlines

The contracting authority has established the following timeframes for the process:

| Activity                                                         | Time                        |
|------------------------------------------------------------------|-----------------------------|
| Deadline for submitting questions regarding the tender documents | 29.05.2026 12:00 cet        |
| <b>Tender deadline</b>                                           | <b>05.06.2026 12:00 cet</b> |
| Evaluation                                                       | Week 22/23                  |
| Selection of supplier and notification to suppliers              | Week 23                     |
| Standstill period                                                | 10 days                     |
| Contract signing                                                 | Week 24                     |
| Tender validity period                                           | 2 months                    |

Please note that the dates after the tender deadline are preliminary and may be subject to adjustments. Any extension of the tender validity period may only occur if the supplier approves this.

## **2 RULES FOR CONDUCTING THE COMPETITION**

### **2.1 *Procurement Procedure***

The procurement will be carried out in accordance with the Public Procurement Act of 17 June 2016 and sections I and III of the Regulations relating to public procurement FOR 2016-08-12-974. The contract will be awarded according to the procedure for open tender competitions, cf. section 13-1 (1) of the Regulations.

This competition does not allow for negotiation. It will therefore not be possible to amend the tender after the submission deadline. It should also be noted that tenders containing significant deviations from the procurement documents will be rejected pursuant to section 24-8 (1) b of the Regulations relating to public procurement. The contracting party may reject tenders that contain deviations from the procurement documents, or ambiguities or such like that cannot be considered insignificant, cf. section 24-8 (2) a of the Regulations.

Suppliers are therefore strongly advised to follow the instructions in this tender documentation, including in relation to appendices, and, if necessary, ask questions about ambiguities via the Contracting authority's CMT.

The tender must be structured in line with the guidelines in this tender documentation and its attachments and submitted electronically using the Contracting authority's CMT.

### **2.1 *Partial Tenders***

Suppliers are not permitted to submit tenders for parts of the procurement.

### **2.2 *Tax Certificate***

The selected supplier shall, upon request, submit a tax certificate for value-added tax and a tax certificate for tax. This only applies if the selected supplier is Norwegian.

The contracting authority may obtain tax information via eBevis. Alternatively, the tax certificate is obtained manually.

The tax certificate shall not be older than 6 months from the deadline for submitting a request to participate in the competition or tender.

### **2.3 *Public Access and Confidentiality***

The Freedom of Information Act applies to public access to documents related to a public procurement. The contracting authority and its employees are obliged to prevent others from gaining access to or knowledge of information about technical devices and methods or operational and business conditions that would be of competitive importance to keep secret, cf. FOA §§ 7-3 and 7-4 and cf. the Public Administration Act § 13.

## **2.4 *Tender Validity Period***

The supplier must stand by its tender until the time specified in section 1.5 above.

## **2.5 *Language***

All written and oral communication related to this competition will be conducted in English or Norwegian.

## **2.6 *Updates to Tender Documents***

Any corrections, supplements or changes to the tender documents, as well as questions regarding the competition with anonymized answers, will be communicated to all suppliers who have registered their interest in the procurement in the CMT.

## **2.7 *Supplementary Information***

If the supplier finds that the tender documents do not provide sufficient guidance or are unclear, the supplier may request supplementary information via the contracting authority's CMT.

If errors are discovered in the tender documents, please report this to the contracting authority via the CMT.

## **2.8 *Suppliers cost***

Costs incurred by suppliers in connection with participation will not be reimbursed. Participation does not oblige the Contracting Authority to enter into any agreement.

# **3 THE EUROPEAN SINGLE PROCUREMENT DOCUMENT (ESPD)**

## **3.1 *General information about the ESPD***

As preliminary documentation of fulfilling qualification requirements, that no grounds for rejection exist, and where applicable, fulfillment of selection criteria, the supplier shall complete the electronic ESPD form. The form shall be submitted together with the tender. The supplier or suppliers awarded the contract must, before the contract is entered into, document fulfillment of the qualification requirements in accordance with the stated documentation requirements.

The contracting authority may at any time during the competition request that suppliers submit all or part of the supporting documents if this is necessary to ensure that the competition is conducted properly, cf.FOA § 17-1 (3).

If several suppliers participate in the competition jointly, the participating suppliers shall each submit separate ESPDs.

### **3.2 National grounds for exclusion**

The ESPD, Part III: Exclusion grounds, section D states the following: '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 rules go further than the exclusion grounds stipulated in the EU directive on public procurement and in the standard ESPD. It should therefore be noted that in this competition, all the exclusion grounds in section 24-2 of the Regulations relating to public procurement also apply, including the purely national exclusion grounds.

The following exclusion grounds in section 24-2 of the Regulations relating to public procurement are purely national exclusion grounds:

- Section 24-2 (2). This provision states that the Contracting authority must exclude a supplier when it is known that the Supplier has been legally convicted or has accepted a fine for the specified criminal offences. The requirement for the Contracting authority to exclude suppliers who have accepted such fines is a requirement that is specific to Norway.
- 24-2 (3) (i). The grounds for exclusion in the ESPD only apply to serious professional misconduct, whereas the Norwegian grounds for exclusion also encompass other serious issues that may create doubt about the Supplier's professional integrity.

### **3.3 Global indication for all selection criteria**

In this competition, suppliers may in the ESPD form provide a single declaration confirming that they meet all of the qualification requirements set out in this tender document. This is done in Part IV, Section A of the ESPD form.

## **4 QUALIFICATION CRITERIA**

In order to have their tender evaluated, the supplier must complete the electronic self-declaration form (ESPD) confirming that they meet the qualification requirements specified below.

The supplier or suppliers awarded the contract must, before the contract is entered into, document fulfillment of the qualification criteria.

### **4.1 Supplier's registration, authorisation etc.**

| <b>Criteria</b>                                                                                                                                           | <b>Documentation Requirement</b>                                                                                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The Supplier must be registered in an official business register, professional register or trade register in the state where the Supplier is established. | <ul style="list-style-type: none"><li>• Norwegian companies: Certificate of registration</li><li>• Companies outside Norway: Proof that the company is registered in an official business register, professional register or trade register in the state where the Supplier is established.</li></ul> |

#### **4.2 *Supplier's economic and financial capacity***

| <b>Criteria</b>                                                                                                                                                                                                                 | <b>Documentation Requirement</b>                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The Supplier must have sufficient economic and financial capacity to be able to perform the contract.</p> <p>Creditworthiness, without the requirement to provide security, will be sufficient to fulfil this criterion.</p> | <ul style="list-style-type: none"><li>• Credit assessment based on the most recently available accounting figures. The rating must be carried out by a credit reference agency that has a licence to operate such activity.</li><li>• The Contracting authority reserves the right to obtain additional credit ratings or other financial information, including but not limited to annual accounts with notes, the Board's annual reports and audit reports.</li></ul> |

If the Supplier has a valid reason for not presenting the documentation requested by the Contracting authority, they may demonstrate their economic and financial capacity through submission of any other document that the Contracting authority deems suitable.

#### **4.3 *Supplier's technical and professional qualifications***

| <b>Criteria</b>                                                     | <b>Documentation Requirement</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The Supplier must have experience from comparable contracts.</p> | <p>Description of up to 3 of the Supplier's most relevant contracts in the last 3 years. The description must include an indication of the contract's value, timeframe and contracting authority (name, telephone number and email address). It is the Supplier's responsibility to demonstrate relevance through the description.</p> <p>The Supplier can document experience by referring to the competence of the personnel they have at their disposal and are able to utilise for this contract, even if the experience was gained while the personnel were providing services for another supplier.</p> |

#### **4.4 *System for quality assurance, environmental considerations and information security***

| <b>Criteria</b>                                                                                                                                                                                      | <b>Documentation Requirement</b>                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>A good and well-functioning quality assurance system is required for the services to be delivered.</p> <p>A quality management system includes, but is not limited to, the Supplier having an</p> | <p>Description of the company's quality assurance system.</p> <p>If the Supplier is certified by a public certification body, it is sufficient to attach a copy of the issued certificate.</p> |

|                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| awareness of, for example, quality targets, planning, safeguarding, deviation management and quality improvement.                                                                                                                                                                                                                                                                                 | If the Supplier is not certified, the quality system must be documented by, for example, attaching a quality manual that describes the quality management system and how it has been implemented in the organisation.                                                           |
| <p>The Supplier must have systems and procedures in place that ensure a low environmental impact during performance of the contract.</p> <p>The system must, among other, ensure continuous improvement in:</p> <ul style="list-style-type: none"> <li>• the organisation's expertise in environmental and safety matters</li> <li>• the climate impact of performance of the contract</li> </ul> | The Supplier can document the requirement by submitting relevant environmental certification, such as EMAS, Eco-Lighthouse, ISO 14001 or equivalent, or by describing their own system and procedures for environmental policy, environmental management and employee training. |

#### 4.5 Subcontractors

For this contract, the Supplier can utilise the capacity of other businesses to meet the criteria for economic and financial capacity, cf. section 16-3 of the Regulations relating to public procurement, and technical and professional qualifications, cf. section 16-5 of the Regulations relating to public procurement.

If a supplier utilises the capacity of other businesses, they must document that they have the necessary resources, cf. section 16-10 of the Regulations relating to public procurement, for example in the form of a commitment statement.

Separate ESPDs must also be submitted for the relevant subcontractors.

## 5 AWARD CRITERIA

The award will be based on which tender has the best ratio between price and quality, based on the following criteria:

| Criterion                                               | Documentation                                                                      | Weight |
|---------------------------------------------------------|------------------------------------------------------------------------------------|--------|
| <b>Price</b><br>Total offered price for the procurement | Completed Annex 3A Price form<br><br>The prices shall be excluding VAT and in NOK. | 30 %   |
| <b>Quality</b>                                          | Completed Annex 1A Requirements Specification                                      | 40 %   |

| Criterion                                                                           | Documentation                                 | Weight |
|-------------------------------------------------------------------------------------|-----------------------------------------------|--------|
| Fulfilment of B requirements specified in Annex 1A                                  |                                               |        |
| <b>Environmental elements</b><br>Fulfilment of B-requirements specified in Annex 1A | Completed Annex 1A Requirements Specification | 30 %   |

### 5.1 *Evaluation of Quality and Environmental elements*

The quality of the tender will be evaluated based on the tenderer's response to the requirements specified in Annex 1A. The Contracting Authority will assess how well the offered solution meets the needs of the research environment.

### 5.2 *Evaluation of price elements*

The evaluation sum in the price schedule, Annex 3A Price form, forms the basis for the assessment. The evaluation will be carried out according to the following model for price evaluation:

| Model         | Explanation                                                                       |
|---------------|-----------------------------------------------------------------------------------|
| Linear method | Best price is awarded 10 points.<br>Best price * 2 or higher is awarded 0 points. |

All prices may be submitted in either Dollars, Euros or NOK. These are the only accepted currencies. The currency are not subject to change, the exchange rate of each currency on the tender deadline day is subject for the whole contract period.

## 6 SUBMISSION OF TENDER AND TENDER FORMAT

The tender shall be submitted to the contracting authority's CMT.

The tender shall be submitted in its entirety according to the format specified by the electronic submission system, within the tender deadline.

Tenderers shall submit a complete tender comprising the documents listed in the table below. Incomplete tenders may be rejected.

### 6.1 *Structure of tender*

Tenderers shall submit a complete tender comprising the documents listed in the table below. Incomplete tenders may be rejected.

| Document                    | Reference  | Mandatory |
|-----------------------------|------------|-----------|
| Tender Letter               | Appendix 1 | Yes       |
| Confidentiality declaration | Appendix 2 | Yes       |

|                                 |            |                   |
|---------------------------------|------------|-------------------|
| Tender Deviations               | Appendix 3 | Yes               |
| Commitment Declaration          | Appendix 4 | Yes (if relevant) |
| Reference Form                  | Appendix 5 | No                |
| Requirement Specification       | Annex 1A   | Yes               |
| Supplier's solution description | Annex 2    | Yes               |
| Price form                      | Annex 3A   | Yes               |
| Administrative conditions       | Annex 4    | Yes               |
| ESPD                            | Electronic | Yes               |

## 6.2 *Electronic Signature*

We recommend that suppliers use a qualified electronic signature (QES) compliant with the eIDAS Regulation to authenticate themselves when submitting tenders.

## 7 APPENDICES

### Tender documents (Part I)

Tender document (this document)

- Appendix 1\_Tender Letter
- Appendix 2\_Confidentiality Declaration
- Appendix 3\_Tenderer Deviations
- Appendix 4\_Commitment Declaration
- Appendix 5\_Reference Form

### Contract and its appendices (Part II)

General Contract Terms

Agreement Document

- Annex 1 Requirements Specification
- Annex 1A Requirements Specification
- Annex 2 Suppliers solution description
- Annex 3 Price and payment terms
- Annex 3A Price form
- Annex 4 Administrative conditions
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