



Open tender above EEA threshold value  
(*The Public Procurement Regulation part I and III*)

## **Part 1 – Conduct of the procurement**

Contract number FFI-82442 Vibration Shaker (26/00636)

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# **1 Introduction**

## **1.1 The Contracting Authority**

This procurement is conducted by The Norwegian Defence Research Establishment (FFI), hereinafter referred to as FFI or «the Contracting Authority». FFI is a civil research institution directly under the Ministry of Defence. The undertaking has more than 900 employees, of whom approximately 550 are researchers and engineers who develop technology and knowledge to enable Norway to have a modern and efficient defence. The Establishment is interdisciplinary and covers subjects like mathematics, physics, information technology, chemistry, biology, medicine, psychology, political science, and economy. The Establishment is situated in Kjeller near Lillestrøm and has a small work department in Horten. For more information, see our web site: [www.ffi.no](http://www.ffi.no)

## **1.2**

The Contracting Authority executes this procurement on behalf of FFI.

## **1.3 Purpose of the procurement**

FFI Test and Environmental laboratory needs an electrodynamic shaker system for vibration testing. The shaker needs the capability of testing in both the vertical and horizontal axis and max force must be above 70KN, see the technical specifications (Annex 6) for further description and specifications.

The purpose of this procurement process is to award a contract to the economic operator (“contractor” or “tenderer”) with the tender that best meets the award criteria, in addition to meeting the minimum requirements set out in the procurement documents.

## **1.4 Scope of the procurement**

The scope of the Procurement is a single delivery (purchase) with stated warranty and priced options.

## **1.5 Duration**

The duration of the contract is from the date of contract signing until full delivery and acceptance of the performance.

## **1.6 Type of contract**

The contract to be awarded is a purchase agreement.

## **1.7 International sanctions – Russian involvement**

This procurement is conducted in accordance with § 8 n) of the regulation laid down by Royal Decree of 15th of August 2014 no. 1076, with later amendments, concerning restrictive measures regarding actions to undermine or threaten the territorial integrity, sovereignty, independence and stability of Ukraine (“The Regulation”). Accordingly, the Contracting Authority is obliged to not enter into any agreements with any legal entities covered by The Regulation. The Regulation is given with authority from the Act of 14th of April 2021 no. 18 (The Act of Sanctions).

To comply with The Regulation, FFI relies on loyal follow-up from its suppliers. Any contractors that do not comply with The Regulation will be rejected from the tender.

If there is any uncertainty whether The Regulation applies to the contractor, the contractor is encouraged to contact the Norwegian Ministry of Foreign Affairs ([www.regjeringen.no/en/dep/ud/id833](http://www.regjeringen.no/en/dep/ud/id833)).

Before the contract is awarded, the Contracting Authority will require that the selected contractor submits a signed version of Annex 5 without undue delay.

The Contracting Authority may also, at any time during the tender process, ask the contractor to provide further documentation to ensure compliance with The Regulation. This is necessary in order to ensure that the conduct of the tender complies with the rules and regulations for the tender procedure. This may entail, but is not limited to, documentation of ownership and strategic structure of the contractor and its subcontractors, description of any reliance or involvement of subcontractors, as well as cooperation with any Russian entities.

The Contracting Authority encourages each contractor to familiarize themselves with obligations and commitments concerning the affirmed/adopted international sanctions, outlined in clause *4.10 Act of Sanctions* in General Contract Provisions.

## **1.8 The structure of the tender documentation**

The tender documentation consists of two parts:

**Part 1** contains the procedural rules that describe the procedure until contract award, as well as and forms and templates to be used by the contractors in the preparation of the tender. Part 1 consists of the following documents:

The main document	Conduct of the procurement (this document)
Annex 1	Deviations from the tender documentation
Annex 2	Declaration of commitment
Annex 3	Self-declaration of ethical commitment
Annex 4	Caution, duty of non-disclosure and conflict of interest
Annex 5	Self-declaration Russian involvement
Annex 6	Technical Specifications
Annex 7	Price Matrix
Annex 8	Template for answering qualification requirement

**Part 2** contains the contract for this procurement including conditions for the performance of the contract.

The following documents fall within part 2:

Front page of the contract with signatures – Form 5101
Contract provisions
Annexes according to the list of annexes as specified in the contract

## 1.9 Climate and environmental considerations in this procurement

The Contracting Authority considers that for this procurement, climate and environmental impacts will be minimal, cf. § 7-9 (5) of the current national Public Procurement Regulation and has therefore chosen not to use requirements to safeguard climate and environmental considerations. This is because the procurement concerns goods with no emissions or particular climate impacts. Power consumption has still been considered under the award criteria for quality and is thus maintained.

## 2 Conduct of the procedure

### 2.1 Procurement procedure

This procurement is conducted in accordance with the Norwegian Act and Regulation on public procurement; the Act of 17 June 2016 no. 73 (the Norwegian Public Procurement Act) and the Regulation laid down by royal decree of 12 August 2016 no 974 (the Norwegian Public Procurement Regulation).

The procurement is conducted according to the procedure "open tender" according to Section 13-1 first paragraph of the Public Procurement Regulation. This procedure gives all interested contractors the opportunity to submit tenders.

In this tender, it is not possible to negotiate. It is consequently not possible to amend the tender after expiry of the deadline to submit tenders.

## **2.2 Tender notice**

The procurement is published in Doffin ([www.doffin.no](http://www.doffin.no)) and in the Tender Electronic Daily (TED) ([www.ted.europa.eu](http://www.ted.europa.eu)).

## **2.3 Important dates**

### **2.3.1 Progress plan**

The Contracting Authority plans to conduct the procurement in accordance with the progress plan below.

Please note that the progress plan is tentative, and that the Contracting Authority may make adjustments during the process. **Tenders that are submitted too late will be rejected.**

<b>ACTIVITY</b>	<b>DATE</b>
Publication of notice in Doffin/TED	15.05.2026
Deadline for questions to the tender documentation	15.06.2026
<b>Deadline for submission of tenders</b>	<b>22.06.2025 at 13:00</b>
Evaluation of tenders	Week 26
Contract award	29.06.2026
Expiry of the stand-still period	11 days from award of contract
Signing of contract	13.07.2026
<b>Tender acceptance period</b>	<b>18.09.2026 at 13:00</b>

### **2.3.2 Tender conference**

A tender conference will not be held.

## **2.4 Communication, questions to the tender documentation and additional information**

All communication in the procurement process period shall take place via Mercell.

When logged in on the tender in Mercell, please choose the folder «communication». Click on the icon «new message» in the menu. Write the question/information and click «send». The Contracting Authority will then receive the question/information.

Any questions from contractors about the tender documentation, or to the tender conference, must be submitted within the deadline stated in clause 2.3.1.

All questions will, well ahead of the expiry of the deadlines for submission of tenders be answered anonymously and made available as additional information for all those who have notified of their interest in Mercell. Additional information is available under the folder «communication» and then under the folder «additional information». Contractors that have already notified their interest will also receive a message by e-mail if additional information is provided in the tender. The contractor can then follow the link in the message to view the relevant tender.

## **2.5 Correction, supplementing and/or amendments to the tender documentation**

Within the expiry of the tender period, the Contracting Authority is entitled to make corrections, supplements and amendments to the tender documentation that are not substantial. Corrections, supplements or amendments to the tender documentation will immediately be sent out to all contractors that have notified of their interest via Mercell.

Information about corrections, supplements and amendments are notified electronically via Mercell.

If you discover an error in the tender documentation, please notify the Contracting Authority via the communication module in Mercell.

# **3 Administrative provisions**

## **3.1 Language**

All communication relating to this tender shall be in Norwegian or English. The language requirement also applies to the actual tender.

## **3.2 Public access to documents and confidentiality**

For the general public's access to documents relating to a public procurement, the Freedom of Information Act and the non-disclosure regulation in the Public Administration Act apply.



The contractors must submit one copy of the tender where the contractor censors what the contractor considers to be trade secrets according to Norwegian law. Examples of such confidential information is information about employees, reference descriptions, information about collaborating partners, unit prices, man-hour rates, etc.

In connection with requests for access to information, the Contracting Authority must independently of the view of the contractor, assess whether the information is of such a nature that the Contracting Authority is obliged to give access.

The contractors shall protect information of a confidential nature which is made available to them in connection with the procurement.

### **3.3 Code of ethics and general requirements for the case handling**

Employees in the defence sector and contractors participating in the tender shall act in accordance with good business practice and ensure a high business ethical standard in their case handling in all phases of the procurement process.

This is further explained in Annex 3 – Self-declaration of Ethical Guidelines and Annex 4 – Caution, duty of non-disclosure and conflict of interest. When submitting tenders, the contractor confirms to have read and accepted Annex 3 and 4, and that any information pursuant to Annex 3 item 3 appears from the tender.

### **3.4 The Contractor's costs relating to participation in the tender**

Costs incurred by the contractor in connection with the preparation, submission or follow-up of the tender or the procurement process in other respects will not be refunded. Participation in this procurement process will not in any way commit the Contracting Authority to enter into contract with the contractor or impose any type of economic obligations upon the Contracting Authority towards the contractor.

### **3.5 Deviations from the tender documentation and exclusion**

Any deviations shall be specified accurately and clearly in Annex 1 – Deviations from the Tender Documentation, in order for the Contracting Authority to be able to evaluate the tender without contacting the contractor. Deviations must appear in this document in order to be invoked by the contractor. The specification of deviations must refer clearly to the relevant Annex and clause in the tender documentation. The contractor must specify clearly the consequences of such deviations for the service, price and/or other circumstances in the tender.

The Contracting Authority requests that the contractors familiarise themselves with the exclusion principles in chapter 24 of the Public Procurement Regulation.

## **4 The European Single Procurement Document (ESPD) – electronic self-declaration form**

### **4.1 General information about ESPD**

The contractor shall submit the European Single Procurement Document together with the tender as preliminary documentation so that the tender fulfils all qualification requirements and that no grounds exist for exclusion.

In this tender, the contractors shall complete the ESPD form which is integrated in Merzell.

The Contracting Authority may, at any time during the tender, ask the contractor to provide all or parts of the documentary evidence should this be necessary to ensure that the tender is conducted correctly. This is particularly relevant before invitation to submit tenders are sent. The contractor must therefore make sure to have the documentation available.

Before award of the contract, the Contracting Authority will request that the selected contractor immediately submit updated documentary evidence.

### **4.2 National exclusion grounds**

The exclusion grounds that are ticked off under ESPD exclusion grounds item C in principle only provides the Contracting Authority with an exclusion right. In the following two cases, the Contracting Authority has an exclusion obligation:

1. In the event of conflict of interest which the Contracting Authority cannot remedy by lesser measures, cf. Section 24-2 first paragraph letter c of the Public Procurement Regulation.
2. If the contractor has participated in the preparation of the tender, and thereby achieved an unreasonable competitive advantage which cannot be remedied by lesser measures, cf. Section 24-2 first paragraph letter d of the Public Procurement Regulation.

In the ESPD Exclusion grounds item D, the contractor has ticked off for «purely national exclusion grounds». The national exclusion grounds are stricter than what follows from the exclusion grounds indicated in ESPD in two cases:

1. In the event of conflict of interest which the Contracting Authority cannot remedy by lesser measures, cf. Section 24-2 first paragraph letter c of the Public Procurement Regulation.
1. The Contracting Authority may exclude a contractor if it may be documented that the contractor has made serious errors/misrepresentations causing doubts regarding his professional integrity, cf. section 24-2 third paragraph letter I of the Public Procurement Regulation.

### **4.3 Qualification requirements**

#### **4.3.1 General**

The contractor must respond to the qualification requirements included in the ESPD form in Merccell.

Please note that the qualification and documentation requirements appear under the heading «Description of requirements/documentation» under the individual requirement in Merccell.

#### **4.3.2 Reliance on the capacity of other entities**

The contractor can choose to rely on the capacity of other entities in order to fulfil the requirements to the contractor's economic and financial capacity and to technical and professional qualifications. Other entities include parent companies, collaborating partners, subcontractors etc.

If the contractor relies on the capacity of other entities to fulfil the qualification requirements to economic and financial capacity and/or for technical and professional qualifications, the contractor must document that it possesses the necessary resources. This may be documented by for instance enclosing a signed declaration of commitment from these enterprises, see Annex 2 – Declaration of commitment. The enterprises shall in addition submit separate ESPD-forms. If more than one contractor participates jointly in the tender, the participating contractors must submit separate ESPD self-declarations.

#### **4.3.3 Requirements to the contractors' registration, authorization etc.**

<b>Qualification Requirement</b>	<b>Documentation Requirement</b>
<b>The contractor must be registered in the Central Coordinating Register of Legal Entities or the Chamber of</b>	<u>Norwegian contractors:</u> Certificate of Registration.  <u>Foreign contractors:</u>

<b>Commerce in the state where the contractor is established.</b>	Confirmation that the contractor is registered in the Central Coordinating Register of Legal Entities or a Chamber of Commerce in the state where the contractor is established.
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#### 4.3.4 Requirements to the contractors' technical and professional qualifications

<b>Qualification Requirement</b>	<b>Documentation Requirement</b>
<b>The contractor must have good experience from similar deliveries.</b>	<p>The contractor should provide an overview of 3 relevant deliveries during the past 3 years. The overview must include a specification of:</p> <ul style="list-style-type: none"> <li>• The value of the delivery</li> <li>• Time of the delivery</li> <li>• Recipient (name, telephone, and e-mail)</li> <li>• Brief description of the delivery</li> </ul> <p>The contractor accepts that the Contracting Authority may contact references.</p> <p>It is the contractor's responsibility to document relevance through the description.</p> <p>The contractor shall fill out and submit Annex 8.</p>

## 5 Tender

### 5.1 Award criteria

Award criteria	Weight	Documentation requirement
<b>Price</b> Under this criterion, the following is assessed: <ul style="list-style-type: none"> <li>- Price for the shaker system</li> <li>- Pricing for options</li> </ul>	20%	<ul style="list-style-type: none"> <li>- Contractor must fill out and submit Annex 7.</li> </ul>
<b>Quality</b> Under this criterion, the degree of fulfillment of the desirable features set out in the technical specifications, and delivery time, is assessed. Noise level will be assessed.	50%	<ul style="list-style-type: none"> <li>- Contractor must provide concise answers to the requirements and reference to suitable technical documentation that should also be provided.</li> <li>- Contractor must guarantee the latest delivery time from placed order to completion of order.</li> <li>- Contractor must document noise (in decibel) under full power (100%) and noise (in decibel) under low power (10%).</li> <li>- Lower noise level will be rewarded.</li> <li>- Contractor must document power consumption.</li> <li>- Lower power consumption will be rewarded.</li> </ul>
<b>Functionality / Features /Technical Spec.</b>	30%	<ul style="list-style-type: none"> <li>- Contractor must document functionality, features and technical specifications.</li> </ul>

### 5.2 Assessment

#### 5.2.1 Assessment model

The Contracting Authority shall award the contract to the tender with the best ratio between “Price” and “Quality” as set out in the table above. The assessment will be carried out in the methodology set out in clauses 5.2.2 and 5.2.3 below.

#### 5.2.2 Assessment model – Price (20%)

The prices will be assessed based on the following model:

Model	Explanation	Chosen
Proportionate	Non-linear model where the tender with the best price scores 10 points. Other tenders are awarded points based on relative deviation from best price.	<input checked="" type="checkbox"/>

### 5.2.3 Assessment model – Quality (50%)

Award criteria relating to quality will be given points on the basis of an assessment model where the best tender under each award criterion scores 10 points. The other tenders score points based on relative difference from the best tender.

### 5.2.4 Assessment model – Functionality/Features (30%)

Award criteria relating to functionality/features will be given points on the basis of an assessment model where the best tender under this award criterion scores 10 points. The other tenders score points based on relative difference from the best tender.

## 6 Submission and preparation of tender

### 6.1 Submission of tender

All tenders must be submitted electronically in Merccell within the deadline stated in clause 2.3.1.

The contractor may, before expiry of the deadline for submission of tenders, make changes and submit a new tender. The last submitted tender counts as the final tender.

### 6.2 Tender structure

The tender shall contain the following documents in addition, contractors must fill in the ESPD form in Merccell:

Document number	Document	Annex/Appendix
1	Any filled in deviation from the tender documentation	Annex 1
2	Overview of any subcontractors	

3	Signed Declaration of commitment, if the contractor relies on other entities to fulfil qualification requirements to economic and financial capacity and/or technical and professional qualifications	Annex 2
4	Filled in price matrix	Annex 7
5	Reply to the qualification requirements	Annex 8
6	Reply to tender specifications	Annex 6 /
7	Signed self-declaration of ethical commitment	Annex 3
	Signed self-declaration Russian involvement	Annex 5
7	Any censored versions of tenders	See clause 3.2
8	Other relevant information	

### **6.3 Guidance to the contractors**

The Contracting Authority encourages tenderers to read the procurement documents carefully and ask any questions within the deadline stated in clause 2.3.1 and otherwise adhere to the requirements set out in the procurement documents. Dates are given in Norwegian format (dd.mm.yyyy hh:mm).

### **6.4 Tenders relating to the entire or parts of the procurement**

It is not possible to submit tenders relating to parts of the procurement.

## **7 Conclusion of the tender**

### **7.1 Tax certificate**

The Contracting Authority will require that the selected contractor submit a tax certificate for value-added tax and a tax certificate for taxes, cf. Section 7-2 of the Public Procurement Regulation.

This only applies to Norwegian contractors. The tax certificate must not be older than 6 months calculated from the deadline for submission of tenders.

### **Notification of award and standstill period**

The Contracting Authority will inform all contractors of which contractor the Contracting Authority intends to award the contract to. This notification will be distributed to all contractors in writing at the same time as soon as the selection of contractor has taken place.

The notification will include a justification of the choice. It will also specify the standstill period from when the award is published until the signing of the contract is planned to take place (the entering into of the contract).

If the Contracting Authority finds that the decision on the award has not been made in accordance with the criteria for the selection of contractor, the decision can be cancelled until before the contract has been entered into.

## **7.2 Cancellation of the tender**

The Contracting Authority may cancel the tender if justifiable reason exists, cf. Section 25-4 of the Public Procurement Regulation.