

TENDER DOCUMENT

Procurement pursuant to the Regulations Part III

for procurement of

Cross-Country Survey to Measure Public and Elite Preferences
for the Future of Europe

ANSK-26-0093

Innhold

TENDER DOCUMENT	1
1 GENERAL DESCRIPTION	4
1.1 Contracting Authority	4
1.2 Purpose and Scope of the Procurement	4
1.3 Value of the Procurement	4
1.4 Contract Terms	4
1.5 Important Dates and Deadlines	4
2 RULES FOR CONDUCTING THE COMPETITION	5
2.1 Procurement Procedure	5
2.2 Communication	5
2.3 Tenderer's Participation Costs	5
2.4 Questions	5
2.5 Corrections, Amendments and/or Supplements to the Procurement Documents	5
2.6 Deviations	6
2.7 Parallel Tenders	6
2.8 Alternative Tenders	6
2.9 Partial Tenders	6
2.10 Withdrawal of Tenders	6
2.11 Tax Certificate	6
2.12 Public Access and Confidentiality	8
2.13 Tender Validity Period	8
2.14 Updates to Tender Documents	8
2.15 Supplementary Information	8
3 SUBMISSION OF TENDER AND TENDER FORMAT	8
3.1 Submission of Tender	8
3.1.1 Electronic Signature	8
3.2 Formal Requirements and Structure	9
3.3 Electronic Signature	Feil! Bokmerke er ikke definert.
4 APPENDICES	10
5 10	
6 QUALIFICATION REQUIREMENTS	10
6.1 About the Qualification Requirements	10
6.2 The European Single Procurement Document (ESPD)	10
3.2.1 General Information about the ESPD	10
3.2.2 ESPD for Subcontractors/Cooperating Partners	11
3.2.3 National Grounds for Rejection	11
3.2.3 Consolidated Declaration for All Qualification Requirements in the ESPD Form	11
6.3 Use of Subcontractors/Cooperating Partners	11
6.4 Supplier's Registration, Authorizations, etc.	12
6.5 Requirements for Economic and Financial Capacity	12
6.6 Supplier's Technical and Professional Qualifications	12
7 AWARD CRITERIA	14
8 Evaluation and Conclusion of the Competition	16
8.1 Evaluation	16

8.2	Rejection of Tenders	16
8.3	Cancellation of the Competition	16
8.4	Notification of Award of Contract	16
8.5	Complaints	16

1 GENERAL DESCRIPTION

1.1 Contracting Authority

Information about the contracting authority 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 into a contract for the purchase of a Cross-country survey to measure public and elite preferences for the future of Europe. The supplier must be available to do the study with estimated start of the field period in October 2026.

A description of the procurement, its purpose and scope can be found in the contracting authority's CMT and in Appendix 1.

1.3 Value of the Procurement

The value of the procurement is estimated to 2 MNOK including VAT. The tender may be submitted in either NOK or EUR. Be aware of how EUR will be converted to NOK for evaluation purposes, cf. section 6.1.1. See also added regulation on price changes due to currency changes in Appendix 6 to the Assignment Agreement.

1.4 Contract Terms

The contract is governed by the contract terms in SSA-O 2024 Assignment Agreement, The Norwegian Government's Standard Agreement for consultancy assignments.

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	03.08.2026
Tender deadline	10.08.2026 at 12:00 CET
Tender opening	10.08.2026
Evaluation	Week 33-34
Selection of supplier and notification to suppliers	18.08.2026
Contract signing	28.08.2026
Tender validity period	3 months after tender due date
Delivery	October-November (TBA)

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 is conducted in accordance with the Norwegian Public Procurement Act of 17 June 2016 (LOA) and the Norwegian Public Procurement Regulations (FOA) FOR 2016-08-12-974, Part I and III.

The procurement is conducted as an open tender procedure pursuant to Section 13-1 (1) of the Norwegian Public Procurement Regulations (FOA). This procedure allows all interested suppliers to submit tenders. Negotiations are not permitted. Consequently, it is not possible to amend the tender after the tender submission deadline has expired.

The supplier is strongly encouraged to follow the instructions given in these tender documents with appendices and to ask questions about any ambiguities via the contracting authority's CMT.

2.2 *Communication*

All communication shall take place in the CMT.

No persons other than the contracting authority's contact person are authorized to respond on behalf of the contracting authority in connection with this procurement procedure. All written and oral communication related to this procurement procedure shall be conducted in Norwegian or English.

2.3 *Tenderer's Participation Costs*

Any costs incurred by the tenderer in connection with the preparation, submission, and follow-up of the tender will not be reimbursed.

Participation in the procedure shall not in any way bind the contracting authority to enter into a contract with a supplier or involve the contracting authority in any financial obligations.

2.4 *Questions*

Any questions suppliers may have regarding the procurement documents must be submitted within the deadline specified in Section 1.5.

All questions will be answered in anonymized form and made available to all suppliers in due time before the tender submission deadline.

2.5 *Corrections, Amendments and/or Supplements to the Procurement Documents*

Until the expiry of the tender submission deadline, the contracting authority reserves the right to make corrections, supplements, and/or amendments to the procurement documents, provided that such changes are not substantial.

Corrections, supplements, or amendments will be made available to all suppliers via the electronic procurement system in due time before the tender submission deadline.

If the contracting authority considers it necessary to extend the tender submission deadline due to corrections, amendments, and/or supplements, this will be communicated to all suppliers through the CMT.

2.6 Deviations

Tenders containing material deviations from the procurement documents will be rejected.

Deviations shall be specified precisely and unambiguously so that the contracting authority can evaluate the tender without contacting the tenderer. Deviations must clearly and unequivocally refer to the relevant appendix and section of the procurement documents.

A template for specifying deviations is included in the tender documents.

2.7 Parallel Tenders

For this procurement procedure, parallel tenders from the same tenderer are not permitted.

2.8 Alternative Tenders

Alternative tenders will not be accepted in this procurement procedure.

2.9 Partial Tenders

Tenderers may not submit tenders covering only parts of the contract scope.

2.10 Withdrawal of Tenders

Tenders may be withdrawn or amended until the expiry of the tender submission deadline. Withdrawal must be made in writing. An amendment to a tender shall be regarded as a new tender.

2.11 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.

For construction contracts, all subcontractors shall also submit tax certificates when entering into contracts related to the assignment that exceed NOK 500,000 excl. VAT.

2.12 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.

2.13 Tender Validity Period

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

2.14 Updates to Tender Documents

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

2.15 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.

3 SUBMISSION OF TENDER AND TENDER FORMAT

3.1 Submission of Tender

The tender shall be submitted to the contracting authority's CMT, no later than the submission deadline. The deadline is stated in the table under section 1.5 or in the CMT. The deadline is absolute. Late submissions will be rejected. The tenderer bears all risk for errors or delays in submission.

The complete tender shall be submitted electronically in the CMT. Attachments must be uploaded in PDF format or other commonly used formats (xlsx, docx, etc.). Tenderers are requested to upload the tender as separate documents.

An electronic signature or similar is not required. It is sufficient verification that the tenderer has signed, scanned, and uploaded the tender letter template. However, an electronic signature is recommended, cf. section below.

3.1.1 Electronic Signature

We recommend that suppliers use an electronic signature to authenticate themselves when submitting tenders. An electronic signature can be ordered at www.commfides.com, www.buypass.no or www.bankid.no.

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

3.2 Formal Requirements and Structure

3.2.1 General

The tender will constitute the complete basis for evaluation based on the award criteria. The tenderer is responsible for ensuring that all qualification requirements, award criteria, and other requirements in the competition are addressed and documented.

3.2.2 Content and Structure

The tender shall as a minimum include the following elements:

Document(s)	Content	Template/Appendix
Tender letter	Tender letter with binding signature	Part I Appendix 1 Tender Letter
Declaration on confidentiality	Information the tenderer considers exempt from public disclosure	Part I Appendix 2 Confidentiality Declaration
Reservations and deviations	Any deviations or reservations against the competition provisions	Part I Appendix 3 Tenderer Deviations
Declaration of commitment	If the tenderer wishes to rely on subcontractors	Part I Appendix 4 Commitment Declaration
ESPD	Completed ESPD form	Set up in CMT
ESPD – Subcontractors	Completed ESPD form	Set up in CMT
Qualification requirements	Requested documentation proving compliance with qualification requirements, cf. section 4	Certificate of registration Credit Rating Part I Appendix 5 Reference Form
Technical requirements/ Contract requirements	Tenderer's response to the contracting authority's specification in Part 2 Appendix 1/2	Confirm fulfilment in Tender Letter, any comments and added documentation may be uploaded together with the tender.
Award criterion – Cost	All costs must be filled in in Part II Appendix 5.1 pricing	Part II Appendix 5.1 Pricing
Award criterion – Quality- Solution description and understanding of the assignment	Tenderer's own descriptions in accordance with documentation demands in section 5.	<ol style="list-style-type: none"> 1. A description of potential panels etc. 2. A description of planned procedures for questionnaire translation and potential collaborating companies.
Award criterion – Quality - Competence and experience	Tenderer's CV's and descriptions of key personnel in accordance with	Tenderer's own CV's

Document(s)	Content	Template/Appendix
	documentation demands in section 5.	

3.3 APPENDICES

Part I

Tender Document (this document)

Appendix 1 Tender Letter

Appendix 2 Confidentiality Declaration

Appendix 3 Tender Deviations

Appendix 4 Commitment Declaration

Appendix 5 Reference Form

Part II

- Agreement Document
- Assignment Agreement – The Norwegian Government’s Standard Agreement for consultancy assignments with appendices

4 QUALIFICATION REQUIREMENTS

4.1 About the Qualification Requirements

The qualification requirements are absolute requirements. Failure to meet the qualification requirements will result in rejection from the procurement procedure, cf. FOA Section 24-2. The qualification requirements and associated documentation requirements are set out below.

4.2 The European Single Procurement Document (ESPD)

4.2.1 General Information about the ESPD

As preliminary documentation demonstrating compliance with the qualification requirements, the absence of grounds for rejection, and, where applicable, compliance with selection criteria, the supplier shall complete the ESPD form in the electronic procurement system (CMT).

Once the form has been fully completed, the supplier must generate a new file and submit it as part of the tender. The form shall be submitted together with the tender. Prior to contract award, the supplier selected for contract award must document compliance with the qualification requirements in accordance with the stated documentation requirements. The contracting authority reserves the right, at any stage of the procurement procedure, to request documentation demonstrating compliance with the qualification requirements.

4.2.2 ESPD for Subcontractors/Cooperating Partners

If the tenderer intends to rely on subcontractors or cooperating partners in order to satisfy the qualification requirements, an ESPD form must also be submitted for each subcontractor/cooperating partner, cf. FOA Section 17-1 (6).

4.2.3 National Grounds for Rejection

Pursuant to ESPD Part III: Grounds for Exclusion, Section D: "Other grounds for exclusion that may be in the national legislation of the contracting authority's Member State": The Norwegian procurement regulations go further than the grounds for exclusion set out in the EU Directive on public procurement and in the standard ESPD form. It is therefore clarified that all grounds for rejection in the Norwegian Public Procurement Regulations Section 24-2 apply to this procurement procedure, including the purely national grounds for rejection.

The following grounds for rejection in the Norwegian Public Procurement Regulations Section 24-2 are purely national grounds for rejection:

- Section 24-2 (2): This provision states that the contracting authority shall reject a supplier if it is aware that the supplier has been finally convicted or has accepted a fine for the specified criminal offences. The requirement to reject suppliers that have accepted a fine for the specified criminal offences is a specifically Norwegian requirement.
- Section 24-2 (3) letter i: The ground for rejection in the ESPD form only applies to serious professional misconduct, whereas the Norwegian ground for rejection also includes other serious misconduct that may cast doubt on the supplier's professional integrity.

4.2.4 Consolidated Declaration for All Qualification Requirements in the ESPD Form

In this procurement procedure, suppliers may provide a consolidated declaration in the ESPD form stating that they satisfy all qualification requirements set out in these procurement documents. This is done in Part IV, Section a, of the ESPD form.

4.3 Use of Subcontractors/Cooperating Partners

If the tenderer intends to rely on subcontractors or cooperating partners in order to satisfy qualification requirements related to economic and financial standing, cf. Section 4.5, and/or technical and professional qualifications, cf. Section 4.6, the tender must include the necessary documentation relating to the subcontractor or cooperating partner.

In such cases, the tender must also include a signed commitment declaration, cooperation agreement, or similar document confirming that the tenderer will have access to the necessary resources, cf. FOA Section 16-10 (2). A template for the commitment declaration is attached in Part I.

TYPE OF DOCUMENTATION FROM SUBCONTRACTOR	COMMENT
Commitment Declaration	Use Appendix 4. See also the information below.
Documentation of compliance with the qualification requirements that the tenderer relies on the subcontractor to fulfil qualification requirements.	Applies only to the qualification requirements that the tenderer relies on the subcontractor to fulfil regarding technical and professional qualifications.
ESPD for subcontractors/cooperation partners	Completed ESPD, see also section 4.2

4.4 Supplier's Registration, Authorizations, etc.

Requirement	Documentation Requirement
The supplier must be registered in a business register, professional register, or trade register in the state where the supplier is established.	<ul style="list-style-type: none"> Norwegian companies: Certificate of registration not older than 6 months Foreign companies: Proof that the company is registered in a business register, professional register, or trade register in the state where the supplier is established

4.5 Requirements for Economic and Financial Capacity

Requirement	Documentation Requirement
<p>The supplier must have sufficient economic and financial capacity to perform the contract.</p> <p>Required capacity will be assessed in relation to the contract value, services, risk, and duration.</p>	<p>Credit rating/evaluation from a recognized credit rating agency based on the latest available financial statements.</p> <p>The key figures from the financial statements must be included together with an assessment of the supplier's payment history/experience.</p> <p>If the supplier has a valid reason for not providing the documentation required by the contracting authority, the supplier may document its economic and financial capacity by submitting any other document that the contracting authority considers appropriate.</p>

4.6 Supplier's Technical and Professional Qualifications

Requirement	Documentation Requirement
The supplier shall have experience from conducting international large-scale surveys with a public component.	Description of the supplier's up to 3 most relevant assignments during the last 5 years. The description must include the assignment's value, timing and recipient, project name and contact info (name, telephone and email). It is the supplier's responsibility to document relevance through the description. The supplier may document experience by referring to the competence of personnel they have at their disposal and can use for this assignment, even if the experience was acquired while the personnel performed services for another supplier. Use Part I Appendix 5 Reference Form for this purpose.

5 AWARD CRITERIA

The award will be based on which tender has the best relationship between cost and quality, based on the following criteria listed in priority order:

Criterion	Documentation	Weight
Cost		50%
Under this criterion, the following are assessed:	For the purpose of cost evaluation, bids will be assessed using a scenario-based comparison approach. Bidders are therefore not compared on the basis of a single, fixed set of countries. Instead, the contracting authority will define one or more reference country baskets for evaluation, drawing primarily on the countries pre-listed by the Contracting authority, plus additional/alternative countries listed by each bidder as feasible for data collection. For more information cf. Appendix 5.1.	
Project-Level Fixed Costs	Project-level fixed costs will be evaluated separately and combined with the relevant country-level costs to derive comparable total cost estimates under each evaluation scenario. Cf. Appendix 5.1 section 1.	
Public Survey- Country Coverage and Costs	Fill out the pre-filled countries plus list all other countries you can feasibly cover. Add rows as necessary, for both EU countries and non-EU countries in Appendix 5.1 in section 2.	
Policy-Maker Survey – Country Coverage and Costs	Bidders should ideally report costs for the pre-filled countries plus list all other European countries they can feasibly cover, for both EU countries and non-EU countries in Appendix 5.1 section 3.	
Quality		
Solution description and understanding of the assignment	<p>The tenderer must demonstrate the ability to conduct high quality data collection and soundness of the proposed methodology by submitting:</p> <ol style="list-style-type: none"> 3. A description of potential panels or sampling frames and sampling methodology that the applicant proposes using for drawing the sample, and methods and materials required for identifying start points (especially relevant for policy-maker survey). 4. A description of planned procedures for questionnaire translation and potential collaborating companies. 	30%

Criterion	Documentation	Weight
Competence and experience	<p>The tenderer must demonstrate the necessary qualifications and experience by submitting:</p> <p>CVs for the following key personnel in prioritized order:</p> <ol style="list-style-type: none"> 1. Project Leader 2. Main contact 3. Main collaborators <p>If possible and relevant, supporting documentation of the lead researcher(s), especially in conducting international large-scale surveys.</p> <p>The same resource can be offered for more than one role.</p>	20%

5.1 Exception to the Main Rule in FOA Section 7-9 (5)

The procurement concerns consultancy services related to the execution of international surveys. The main deliverable under the contract to be awarded is the consultants' labour. A consultant's climate footprint and environmental impact will be equivalent to that of an average permanent employee. In a climate accounting perspective, the employee's need for office space and equipment, the building's energy consumption, business travel, and waste generation are the factors contributing to the employee's climate footprint and environmental impact. The contracting authority considers that none of these elements fall within the nature of the procurement, which is a consultancy service. The elements that are related to the nature of the procurement — for example, the assistance the consultants will provide in connection with carrying out the surveys and any office work related to invoicing and reporting — result in only an insignificant climate footprint and insignificant environmental impact.

It is not anticipated that the consultants will need to travel to the countries where the surveys will be conducted. The majority of the surveys can be carried out online and by telephone.

Based on this assessment, the contracting authority will apply the exemption provision in FOA Section 7-9 (5), as the procurement is considered, by its nature, to have an insignificant climate footprint and environmental impact. In this specific procurement, the contracting authority is therefore exempt from the main rule in Section 7-9 (2) requiring climate and environmental considerations to be weighted at a minimum of thirty percent, or for environmental considerations to be prioritized among the three highest-ranked award criteria.

6 Evaluation and Conclusion of the Competition

6.1 Evaluation

The evaluation will be carried out based on the submitted documentation.

6.1.1 Price Evaluation

The evaluation sum in the price schedule, Appendix 5.1, will form the basis for the assessment. The evaluation will be carried out according to the following model:

Modell	Explanation
Linear	Best price is awarded 10 points. Best price * 2 or higher is awarded 0 points.

For evaluation purposes, the Exchange rate stated by Norges Bank at the tender due date will be used for converting EUR to NOK.

6.1.2 Quality Evaluation

The evaluation will be carried out such that the best offer, based on the contracting authority's professional procurement judgment, will receive the highest score (10 points). Other offers will be scored according to their relative deviations from the best offer.

6.2 Rejection of Tenders

The rejection rules in the Public Procurement Regulations (FOA) Chapter 24 apply. Tenderers are encouraged to familiarize themselves with these provisions.

6.3 Cancellation of the Competition

The contracting authority reserves the right to cancel the competition for a justifiable reason, cf. FOA § 25-4 (1). Justifiable reasons include, among others, loss of planned financing, lack of political approval, and insufficient competition.

6.4 Notification of Award of Contract

After the selection of supplier(s) has been made, all affected tenderers will be informed in writing.

The notification will include the name of the awarded supplier and a description of the characteristics and relative advantages of the winning offer in accordance with the stated award criteria, cf. FOA § 25-1.

The notification will also state the expiry of the standstill period.

6.5 Complaints

Tenderers may submit a complaint regarding the award decision to the Contracting Authority.