



# **TENDER DOCUMENTATION**

Open tender competition  
under sections I and III of the regulations

for the procurement of

Framework contract for Consultancy services in the fields of  
energy and water resource management in the context of  
NVE's international programmes.

Case no. 202610647



NVE

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# 1 GENERAL DESCRIPTION

## ***1.1 Contracting authority***

The Norwegian Water Resources and Energy Directorate (NVE) is responsible for managing Norway's water and energy resources. Our remit includes ensuring a secure power supply and improving society's ability to manage flood and landslide risks.

NVE has its head office in Oslo and regional offices in Narvik, Trondheim, Førde, Tønsberg and Hamar. We also have landslide monitoring facilities at Stranda and Kåfjord.

In total, we have over 700 employees with interdisciplinary expertise.

## ***1.2 Purpose, scope and validity of the procurement***

The purpose of the procurement is to enter into a contract for the purchase of "Consultancy services in the fields of energy and water resource management".

NVE, hereinafter also referred to as the Contracting Authority, invites to an open tender procedure with the aim of entering into framework agreements for consultancy services in the fields of energy and water resource management. The assignments will be connected to the programmes for capacity building in developing countries and cooperation under the Norwegian Financial Mechanism managed by NVE. The types of assignments and thematic areas are described in Appendix 1.

The Framework Agreement shall apply from the date stipulated on the first page of the agreement (effective date) and for a term of two (2) years. The Customer shall have the right to extend the Framework Agreement by a further one (1) year at a time, up to two (2) times.

Based on previous experience and expected new assignments, a value of up to of 5 million NOK per year can be estimated for the contracted services. This is only an estimate, allocations under the framework agreement may be more or less extensive. There are also significant annual variations: in the period 2022 – 2025, the annual expenditure has been between 2 and 3.5 million NOK.

Suppliers may use subcontractors to cover all subject areas, but there must be one main supplier responsible for the tender. The tender must state who the main supplier is and which subcontractors will be used, and for which parts. Subcontractors must be unique to a tender. If a subcontractor appears in more than one tender, the relevant CVs will be removed from all tenders.

The main supplier is responsible to the contracting authority for the subcontractors used and must contractually ensure that its subcontractors comply with the obligations in the framework agreement with the contracting authority.



Based on the requirements in Appendix 1, it is expected that bidders, with their subcontractors as relevant, represent a wide area of competence. In some cases, where there is a need for highly specialised services of a significant volume, the Contracting Authority reserves the right to tender the assignment internationally (towards TED).

The Contracting Authority intends to enter into a contract with up to 6 suppliers.

### ***1.3 Terms of the contract***

The contract is regulated by the terms set out in SSA-R and its appendices.

### ***1.4 Tenders for part of the procurement***

Suppliers are not permitted to submit tenders for parts of the procurement. The purpose of the procurement is to give NVE easy access to a wide range of expertise without previous investigations.

### ***1.5 Key dates***

The Contracting authority has set out the following timeframe for the tender process:

Activity	Date/time
Deadline for asking questions about the tender documentation	June 12th at 1 pm
Deadline for submitting the tender	June 19th at 1 pm
Opening of tenders received	June 19th at 1 pm
Evaluation	Summer 2026
Supplier selection and notification to suppliers	End of summer 2026
Expiry of waiting period	10 days after award
Contract signing	Immediately after the waiting period has expired
Tender validity deadline	November 19, 2026

Note that the dates after the opening of the tenders are provisional. The tender validity period can only be extended with the Supplier's consent.

### ***1.6 Climate and environment requirements***

The procurement only considers consulting services over a period of up to 4 years. There is no reason to believe that the environmental impact will be materially different among bidders. Since this is a framework agreement, it is also not possible to make meaningful assessments of environmental impacts associated with individual call-offs at this



time. Traveling abroad will normally involve flights. Further travel after arrival will often have a high focus on safety

## **2 RULES FOR EXECUTION OF THE COMPETITION AND TENDER REQUIREMENTS**

### ***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.

All communication with the Contracting authority must take place through the Contracting authority's tender documentation tool Mercell. This also applies to questions and responses to these.

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 tender documentation tool Mercell.

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 tender documentation tool Mercell.

### ***2.2 Pay and working conditions requirements***

The contract shall include requirements for pay and working conditions, documentation and sanctions in accordance with Regulation no. 112 of 8 February 2008 on pay and working conditions in public contracts. The requirements are limited to being enforced within their scope.

- Appendix 6: Terms for pay and working conditions for service contracts
- Appendix 7: Self-reporting form for pay and working conditions



### **2.3 Tax certificate**

The successful supplier must, within the tender deadline, provide a VAT certificate and income tax certificate. This is only applicable to Norwegian suppliers. The Contracting authority can extract the tax data via eBevis. Alternatively, tax certificates are obtained manually.

Tax certificates must not be older than 6 months from the deadline for submitting a request to participate in the competition or tender.

In the case of construction contracts, all subcontractors must also provide a tax certificate upon entering into procurement-related contracts exceeding NOK 500 000, excluding VAT.

### **2.4 Disclosure and confidentiality**

The Freedom of Information Act applies to public access to documents for a public procurement. The Contracting authority and its employees undertake to safeguard against unauthorised access to, or disclosure of, information about technical devices and procedures, as well as operational or business matters that is important to keep confidential from competitors, cf. section 7-4 of the Regulations relating to public procurement, cf. section 13 of the Public Administration Act.

Suppliers are also requested to submit a redacted version of the tender by the submission deadline, which can be used in the event of a request for access.

In the redacted version, the Supplier must redact content considered to constitute business sensitive information that are important to keep confidential from competitors. The Supplier must also provide a list of the information that has been redacted, along with an explanation of why they consider this to constitute a trade secret. In relation to what constitutes such a trade secret, use the attached form 'Form – access', also see section 13 of the Public Administration Act. The Contracting Authority has an obligation to make an independent and specific assessment of what can and cannot be exempted, cf. also the requirement for public access in section 11 of the Freedom of Information Act.

### **2.5 Validity period**

The Supplier's tender must remain valid until the date and time specified in section 1.5 above.

### **2.6 Language**

The procurement process will be carried out in English, and the Contracting authority will, in principle, draw up all procurement documents in English only, cf. section 7-7 of the Regulations relating to public procurement.



The entire tender or parts thereof, as well as any other documents, must be submitted in English, unless it is public information that cannot be translated.

### ***2.7 Tender documentation updates***

Any corrections, additions or changes to the tender documentation, or anonymised questions and responses, will be communicated to all suppliers who have expressed interest in this competition in the tender documentation tool Mercell.

### ***2.8 Additional information***

If the Supplier finds that the tender documentation does not provide sufficient guidance, or is unclear, it can request additional information from the contracting party via the tender documentation tool Mercell.

If errors are discovered in the tender documentation, please communicate this to the contracting party via the tender documentation tool Mercell.

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

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

As preliminary documentation of fulfilment of the qualification criteria, of the absence of grounds for exclusion, and, if applicable, of fulfilment of the selection criteria, the Supplier must complete the electronic ESPD. This must be submitted together with the tender.

If suppliers submit a joint tender, the participating suppliers must complete 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 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.

## 4 QUALIFICATION CRITERIA

In order for tenders to be evaluated, suppliers must complete the electronic ESPD.

Documentation of the qualification criteria below must also be submitted with the tender by the submission deadline.

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

Criterion	Documentation required
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 technical and professional qualifications***

Criterion	Documentation required
The Supplier must have experience from comparable contracts.	Description of the three most relevant assignments during the last five years within each thematic area listed in Annex 1, including value, time and client contact details. The tenderer may also document experience by referring to personnel competence even if acquired under another employer. Some assignments must have been carried out in countries relevant to the framework agreement.

### ***4.3 System for quality assurance***

Criterion	Documentation required
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<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 awareness of, for example, quality targets, planning, safeguarding, deviation management and quality improvement.</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> <p>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>
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#### **4.4 Subcontractors**

For this contract, the Supplier can utilise the capacity of other businesses to meet the criteria for 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 contract will be awarded according to which tender has the best balance of price and quality, based on the following criteria:

Award criteria	Weight	Documentation required
<b>Price:</b> Hourly rates for senior consultants	20%	Hourly rates for senior consultants shall be stated in Appendix 5.
<b>Quality:</b> The criteria for assessing quality are described in section 5.2.	80%	Under this criterion, the following will be assessed: <ul style="list-style-type: none"><li>CVs (60% of total):</li></ul>



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Award criteria	Weight	Documentation required
		<p>Competence documented in CVs for the three consultants in the core team for each thematic area (max 3 pages per CV). CVs should focus on relevant competence and experience for the thematic area. Different CVs for the same consultant can be submitted for different areas if one consultant covers several areas. CVs should be marked with the relevant subject area (A–H).</p> <p>In this tender, only CVs for a core team for each subject area are requested. At call-off, junior staff and local consultants may be used where appropriate. CVs for these should not be included now but may be submitted in mini-competitions. It is expected that members of the core team will have central roles in call-offs.</p> <ul style="list-style-type: none"><li>• Organisation description (20% of total): Max 10 pages. Key persons in the international network may be described briefly (max half page each), but CVs should not be attached unless they are part of the core team.</li></ul>

### **5.1 Evaluation method**

The tender with the best balance of price and quality criteria will achieve the highest total score.

Scores are awarded on a scale from 0 (lowest) to 10 (highest). The tender that performs best for each individual criterion receives 10 points. Other tenders are scored proportionally based on their performance relative to the best tender. Missing information for a criterion scores 0 points.



## **5.2 Sub-criteria for assessing quality**

The following sub-criteria will be used in the assessment of the quality of the staff offered, based on submitted CVs. They will be weighted with the following relative weights:

- Relevant professional knowledge, education and other relevant skills (10%)
- Relevant work experience (25%)
- Experience from working in relevant countries (15%)
- Experience with inclusive work processes and capacity building (5%)
- Language skills, written and oral (5%)

The following sub-criteria will be used in the assessment of the organisation, and weighted with the following relative weights:

- Delivery capacity, e.g. in the form of redundancy of personnel and robust organization (10%)
- International network that can be mobilized for the delivery of services (10%)

## **6 SUBMISSION OF TENDER**

Tenders must be submitted via the Contracting authority's tender documentation tool Mercell.

The tender must be submitted in its entirety according to the structure specified in the Contracting authority's tender documentation tool Mercell, by the submission deadline. Tenders submitted via email or similar means will be excluded. The tender must be binding. The Supplier bears the risk for any ambiguities in the tender.

### **6.1 Structure of tender**

The Supplier must complete and address all points in the competition documents

The following documents are to be completed and submitted with the tender:

- Letter of tender
- Declaration of Commitment
- Documentation of qualification requirements
- Completed price form stated in Appendix 5
- CVs arranged by subject area A-H
- Organisation description
- Confirmation from sub-contractors
- Redacted version of the tender in PDF in the case of requests for access to the documents.

Redacted version: The Freedom of Information Act allows exemption from public access until the tender is selected. Afterwards, documents shall be publicly available. Information



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subject to statutory confidentiality shall still be exempt. Typical confidential information includes personal data and sensitive business information. Tenderers shall submit a version of the tender with such information redacted as a separate PDF attachment. The contracting authority will make an independent assessment of whether the redacted information is subject to confidentiality and reserves the right to decide without consulting the tenderer.

### **6.2 *Electronic signature***

We recommend that suppliers use an electronic signature for authentication purposes when submitting tenders. Electronic signatures can be arranged at [www.commfides.com](http://www.commfides.com), [www.buypass.no](http://www.buypass.no) or [www.bankid.no](http://www.bankid.no).

## **7 APPENDICES**

- Contract SSA-R and its appendices
- Letter of tender
- Declaration of Commitment