



Tender Regulations

**Negotiated procedure above the EU Procurement
Thresholds (FOA Part I and III) for the procurement of:**

Reading List System

(Sikt 26/00005)



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1. Introduction

About the Customer

This procurement is carried out by Sikt on behalf of libraries and institutions within the knowledge and research sector in Norway.

Sikt - Norwegian Agency for Shared Services in Education and Research, is a state-owned agency that develops, procures, and delivers digital services for education and research. Our mission is to ensure that all individuals in the education sector have access to secure, stable, and integrated services and infrastructure.

We cater to over 220 institutions involved in research and education providing a wide range of services and systems, in addition to consultancy. Our goal is to transform ideas into solutions, creating secure, stable, and coherent services that enhance both education and research.

Sikt and the libraries support the institutions' goals of open research by enabling the sharing of data and publications, facilitating collaboration and knowledge exchange across disciplines and institutions, and encouraging researchers to contribute to open-source projects that promote innovation and transparency.

Sikt acquires and administers library services on behalf of the BIBSYS Consortium. The consortium consists of approximately 80 institutions within the knowledge sector in Norway, comprising all Norwegian university libraries, the National Library, university college libraries, medical libraries, museums, and a number of research libraries and institutions. The sizes of the different consortium members range from a few employees to large institutions (such as universities) with many employees and a hierarchical structure.

A subset of the institutions uses the reading list solution provided by Sikt and these institutions form the reading list consortium.

About the Reading List Consortium

The reading list consortium was formed in 2017 and uses Leganto from Clarivate as the reading list system. In addition, the BIBSYS consortium uses Alma from Clarivate as the Library Services Platform (LSP) and Primo from Clarivate as the discovery tool. Each institution has its own instance of the reading list system.

Delivering high-quality, cost-effective systems through collaborative solutions is the cornerstone of Sikt's strategy. These joint solutions not only enhance operational efficiency, but also encourage a culture of collaboration, which is fundamental to the consortium.

Sikt acts as the primary focal point for support to the institutions within the consortium. All communication with the Supplier will go through Sikt. Sikt arranges webinars, establishes relevant documentation and guidelines, and provides general support for the consortium related to the products.

Sikt is central in facilitating the reading list system on behalf of the consortium by maintaining shared practices and to some extent standardized policies and configuration.



Sikt also sets up and maintains internal and external integrations with other services and systems related to the library services. There are eight active integrations in use today related to the reading list system.

Therefore, a system with an open, API-based infrastructure that provides access to necessary APIs, supports data import and export, and uses established web and library-domain standards is a key success factor.

For additional information about the current library services please visit:
<https://sikt.no/omrade/bibliotektenester> (webpage in Norwegian)

Key figures for the reading list consortium:

Number of institutions	28
Number of Full-Time Equivalents (FTEs)	138 750
Number of instructors 2025	11 400
Number of courses 2025	16 100
Number of reading lists 2025	14 250
Number of citations 2025	244 900
Number of reading list views 2025	4 962 200
Number of full-text views 2025	2 348 400

Procurement objective

The objective of this procurement is to purchase a modern reading list system that is built on a Service-Oriented Architecture and is adaptable and can be easily integrated and modified to suit the consortium's needs. The system must be based on technology that has an expected lifespan of at least a decade.

The reading list product to be offered must be in full-scale operation at other institutions at the start of this tender process. Reading list solutions that are still in development and only have "early adopters" will not fulfill this requirement. It is also expected that the systems are in continuous development and that they continue to evolve and adapt regarding functionality, technology, and future needs and requirements. There is especially an expectation that artificial intelligence/generative AI will be an integrated part of the deliveries, either already or in the near future.

An important aspect of the system is its support for Diversity, Equity, Inclusion, and Accessibility (DEIA). A DEIA-compliant system ensures that all users, regardless of background, ability, or identity, can access and benefit from its functionality on equal terms.

It is essential that the reading list system handles all media types in a uniform way, regardless of format or acquisition process. This uniform management should not only be visible at the user interface but also be reflected by the underlying services. The reading list system must provide a platform with services that will enable Sikt to implement the extensions needed by the consortium.



There will be institutions within the consortium with little or no resources to configure and maintain the system locally. Thus, the system should allow Sikt to configure a group of institutions centrally in bulk in an easy and efficient manner.

Procurement value and scope

The value of the contract is estimated to be between MNOK 12,5 and 15 in the first 5 years of the contract. The estimated value considers historical figures as well as the anticipated participation of institutions within the sector, and the rates offered by the Suppliers in their tender. The included price matrix specifies volumes used for assessing Supplier rates. The volumes are for assessment purposes only and are not binding purchase volumes for the Customer during the contract period.

Choice of contract

The contract between the Customer and the chosen Supplier for the delivery of the reading list system will be the Government Standard Contract for ongoing purchases of ongoing services via the Internet (SSA-L), with appendices for implementation/deployment and service levels (SLA). The contract is deemed acceptable by the vendor unless clear reservations are given as part of the tender. Sikt reserves the right to reject offers that make substantial reservations to the contract terms.

The contract has an initial term of 5 years. Following the initial term, the contract will transition to a rolling termination structure, where the Customer may terminate the contract by giving a 12-month written notice period for termination. The Supplier may terminate the contract with a 24-month written notice prior to termination.

Contract notice

The contract notice was submitted to the Doffin database and the Tender Electronic Daily (www.ted.europa.eu) as of the date given in the time table given in this chapter.

Commencement and deployment

The contract is entered into by Sikt, who will subsequently produce a service that will be provided to all members of the Reading List Consortium. Institutions within the Consortium are free to choose whether to use the provided service.

The current customers of Sikt's Library service will migrate to a new service in a coordinated project, with the migration and deployment executed within a concise timeframe.

This tender will involve planning and collaboration between the new service provider, the current provider, and the 28 institutions currently using the service. A project plan must be developed, outlining the timeline, key milestones, and responsibilities. Communication with all stakeholders is crucial to ensure alignment and understanding throughout the process.

The data migration strategy will focus on maintaining data integrity and security while minimizing downtime. Extensive testing will be conducted to validate the migration process before the actual cutover. Integration with existing IT infrastructure and thorough system



testing will ensure the new service operates correctly. Training sessions and a robust support framework must be provided to assist users during and after the transition.

Important dates

This procurement is planned conducted according to the following progress plan.

Activity	Date
Tender published on Doffin/TED	June 22, 2026
Deadline for submitting questions about the qualification documents*	July 6, 2026
Deadline for submitting requests for participation	July 13, 2026
Invitation to submit proposals for qualified suppliers	July 20, 2026
Deadline for submitting questions about the tender documents	September 4, 2026
Deadline for submission of tenders	September 14, 2026 12:00 PM (noon)
Opening of tenders**	September 14, 2026
Tender evaluation and start of negotiation phase**	September 15 – October 9, 2026
System demonstrations**	Week 42
Supplier negotiations**	Week 43
Deadline for submission of revised tenders**	November 20, 2026
Tender evaluation and award finalization**	November 20, 2026
Contract award announcement**	November 27, 2026
Standstill period expires **	December 7, 2026
Signing of contract **	December 11, 2026
Tender validity date	April 15, 2027

**Due to summer holiday absence among our subject-matter specialists, certain questions of a technical or specialist nature submitted by this deadline may instead be answered during the tender phase. All commercial and practical questions will be answered in accordance with the deadline.*

***Dates that follow the first tender submission date are subject to change.*

All participating suppliers will be informed of any changes to the schedule.

The number of negotiations and revised tender deadlines will depend on the Customer's need for information and clarifications throughout the negotiation phase.

System demonstration and testing

Together with invitations to submit tenders, Sikt will provide Suppliers with a plan for system demonstrations and user testing, including a scheduled time for demonstrations.

Suppliers will be asked to demonstrate the proposed solution's general usability and functionality, as well as functionality in conjunction with the provided user stories.



2. Administrative provisions

Tendering procedure

The procurement process will be conducted in accordance with the Norwegian Act for public procurement of 17th June 2016 no. 73 (LOA) with amendments, and the Regulations for public procurement of 12th August 2016 no. 974 (FOA) with amendments. The tendering procedure for this procurement is **the negotiated procedure in accordance with FOA part I and III.**

This procedure allows all bidders who have been invited by the Customer to submit a tender. The Suppliers will be invited based on the qualification requirements for participations set out in this document.

All qualified suppliers will have their offers evaluated. The negotiations will take place in phases, and the Customer may choose to reduce the number of tenders to be negotiated. The Customer may opt to decrease the number of tenders based on the evaluation of the award criteria. Prior to each negotiation phase, the Customer may conduct an interim evaluation of the tenders based on the award criteria. The Customer may reduce the number of tenders in several stages during the negotiation process. In case of exclusion, the lowest ranked tenders of the interim evaluations will be excluded.

System demonstrations and testing by relevant user groups will take place during the negotiations. System demonstrations and user testing may form part of the evaluation of the quality criteria.

The Customer intends to reduce the number of tenders to a maximum of three suppliers before the final negotiation round. However, the Customer reserves the right to deviate from this if deemed necessary.

After the negotiation phase, the final revised tenders will be evaluated, and the contract awarded. Tenders that contain material deviations from the procurement documents shall be rejected in accordance with the regulations on public procurement § 24-8 (1) b. Such a rejection will exclude the possibility of negotiating its offer.

Structure of the tender documentation

These are the documents included for the tender:

1. Tender regulations (this document)
2. Requirement specification
3. Supplier's responses to the requirements (Supplier completes the document)
4. Price matrix (Supplier completes the document)
5. Contract SSA-L general terms and appendices
6. Data Processing Agreement general terms
7. Data Processing Agreement appendices (Supplier completes the document)
8. (Template) Application letter (Supplier completes and signs the document)
9. (Template) Tender letter (Supplier completes and signs the document)
10. (Template) Declaration of commitment (Supplier submits a completed and signed declaration per subcontractor used)
11. Requirement specification appendices A-F:



- A – List of institutions
- B – List of current integrations
- C – Bolk copyright clearance integration
- D – User stories
- E – Online transaction types definitions
- F – FS import file format

Languages

All written and oral communication related to the procurement shall be conducted in English, Norwegian (or a different Scandinavian language).

The Supplier is to submit their tender in English.

Confidentiality

The Customer and its employees commit to protect any information from the Supplier found in, or related to the tender documents, and/or acquired throughout the procurement process that the Supplier classifies as business confidential, in accordance with FOA § 7-4.

Tender validity date

The tender shall be valid as specified in the table in the section Important Dates.

Corrections, supplements or amendments to the tender documents

Prior to the tender due date, the Customer has the right to make non-substantial corrections, supplements or changes to the tender documents.

Questions regarding the tender

Questions regarding the tender or the tender documents must be submitted within the deadline set in the Important Dates table.

Any questions must be submitted through the tender portal EU Supply/CTM. Suppliers will be able to submit questions once they have registered for the procurement.

Replies to questions will be sent to all participating Suppliers.

Tax confirmation

If the chosen supplier is a business based in Norway, the Supplier must, on request, submit a tax certificate for VAT and tax certificate for tax. The tax certificate shall not be older than 6 months from when the Supplier submitted their request for participation/qualification.

Participation costs

The Suppliers costs related to tender participation, including preparations, creating documents and participating in negotiation meetings, will not be reimbursed by the Customer.

Participation in the procurement process will not in any way commit the Customer to enter a contract with the Supplier or tie the Customer to any financial commitments.

**Return of tenders**

Received tender documents will not be returned.

Partial tenders

Partial tenders, meaning tenders that only cover select parts of the published procurement, will not be accepted.

Multiple tenders

Multiple tenders, meaning more than one submitted tender from any given supplier, will not be accepted.



3. The European single procurement document (ESPD)

About ESPD

The European Single Procurement Document (ESPD) is a self-declaration of the businesses' financial status, abilities and suitability for a public procurement procedure. It is used as preliminary evidence of fulfilment of the conditions required in public procurement procedures across the EU. Suppliers do not have to provide full documentary evidence of fulfilment of the qualification requirements. The ESPD must be provided in electronic form.

After contract award, the chosen Supplier must document fulfilment of the qualification requirements.

If the Supplier consists of more than one business (i.e. partners) or of a main supplier and subcontractor structure, each individual company must meet the requirements and submit the requested documentation.

For more information, see: <https://ec.europa.eu/tools/espd/filter?lang=en>

National rejection reasons

In accordance with the ESPD part III: Rejection reasons, section D: "Other rejection reasons that are laid down in national law in the contracting authority's member country". The Norwegian procurement rules go further than the rejection reasons in the EU's Directive on Public Procurements and in the standard form for ESPD. It is therefore emphasized that all the rejection reasons in the Procurement Regulations, Section 24-2, including the purely national rejection reasons, apply for this procurement.

The following rejection reasons in the Procurement Regulations, Section 24-2 are purely national rejection reasons:

- Section 24-2(2). This provision states that a contracting authority can reject a supplier when they are aware that the supplier has been legally convicted or has accepted a fine for the stated punishable conditions. The requirement that a contracting authority shall reject a supplier who has accepted a fine for the stated punishable conditions is a distinctively Norwegian requirement.
- 24-2(3) letter i. The rejection reason in the ESPD form only applies for major discrepancies in professional performance, whilst the Norwegian rejection reason also includes other major discrepancies that can put the supplier's professional integrity in doubt.

Responding to the ESPD form

The suppliers will in the ESPD form provide a comprehensive statement that they meet all the qualification requirements that are listed in this document.

This is done in the ESPD form part IV section a.



4. Qualification Requirements

The purpose of the qualifications requirements is to ensure that a Tenderer is able to fulfill the contract for the entire duration of the contract. All potential Tenderers are required to fill out the ESPD self-declaration form in TendSign as preliminary proof that they fulfill every qualification requirement.

A: Criteria	B: Requirement	C: Documentation requirement	D: Tender attachment(s)
Company registration	Supplier must be a legally established company.	Norwegian suppliers must submit: Company registration certificate. Non-Norwegian suppliers must submit: Confirmation that Supplier is registered in a trade register or a register of business enterprise in accordance with the laws of the country where the Supplier is established.	Tender attachment 1.1
Economic and financial capacity	Supplier must have sufficient economic and financial strength to fulfil the contract over the contract's duration.	Annual accounts for the past two years including balance sheet.	Tender attachment 1.2

In addition, the completed ESPD form is enclosed, see section 3.

If the Supplier has reasonable cause to not disclose the required documentation, the Supplier may document economic and financial capacity by any other documents, such as by a parent company guarantee or an on-demand bank guarantee.



5. Award criteria and evaluation

Award criteria

The Contract will be awarded to the Supplier that submits the best tender based on the award criteria listed below.

Award criteria	Weight	Required documentation	Tender attachment(s)
Price The price criterion is assessed using the following: - Listed rates in document 04 Price matrix - Description on price models for options in document 03 Supplier's responses to the requirement specification	20%	Completed document 04 Price matrix Price model for options (given in document 03)	04 Price matrix 03 Supplier's responses to the requirements
Quality The quality criterion is assessed as an overall, discretionary evaluation of the responses to the requirements in tender document 02 Requirement Specification, across all of the categories below. The categories are not individually weighted; the evaluation considers the requirements in the requirement specification as a whole. The categories correspond to the structure of the requirement specification and cover: - General requirements - Operations and platform, including system architecture and data ownership - Integrations - User accounts and user management, including authentication and API authentication - Automation and AI - Information security and privacy, including system security and encryption - Accessibility - Usability - Statistics and reports - Functional requirements - Services, including implementation and onboarding, support, training and documentation, test environment, service level agreement, availability and	80%	Completed document 03 Supplier's responses to the requirements Additionally, the Customer will evaluate the system demonstrations of the service based on user cases and practical testing / use of the service(s). <i>References may be used for assessment in all parts of the quality criterion.</i>	03 Supplier's responses to the requirements



performance, end-of-contract provisions, and future development/roadmap In addition to the written responses to the requirements, the system demonstration(s) given during the negotiation phase, and any agreed Customer testing carried out during the negotiation phase, will be given weight in the evaluation of quality.			
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Climate and environmental considerations

In accordance with the Norwegian regulations on public procurement, the Customer is required to take climate and environmental considerations into account in order to reduce the overall climate and environmental footprint of the procurement.

As a general rule, climate and environmental considerations shall be weighted at a minimum of thirty percent of the award criteria. The regulations permit this weighting to be replaced by climate and environmental requirements in the requirement specification where this provides a better climate or environmental effect, provided that the reasoning is set out in the procurement documents.

The Customer has assessed that, for this procurement, climate and environmental considerations are best addressed through requirements in the requirement specification rather than as a weighted award criterion. The principal climate and environmental impact of the service derives from the operation of the underlying cloud infrastructure, in particular the energy consumption and energy sources of the data centres used to host and back up the service, together with the energy efficiency of those facilities. These factors are most effectively and verifiably governed through concrete minimum requirements with associated documentation and reporting obligations, applied uniformly to all tenderers, than through a points-based award criterion in which differences between tenderers risk being marginal and difficult to verify.

On this basis, the Customer has established mandatory climate and environmental requirements in the requirement specification (chapter General requirements), covering, among other things, the use of renewable energy and the energy efficiency of the data centres, hosting within the EU/EEA region, environmental reporting during the contract period, and a contractual obligation to maintain the documented environmental performance. The Customer considers that addressing climate and environmental considerations in this manner provides a better climate and environmental effect than weighting these considerations as an award criterion, and the requirement specification has been designed accordingly.

Given that the procurement concerns a cloud-based software-as-a-service solution, the climate and environmental footprint is concentrated in the operation of the hosting



infrastructure rather than in the production, transport or disposal of physical goods, and is therefore best controlled through documented operational requirements.

Evaluation

All approved tenders will be evaluated and awarded a score for each award criterion. The contract will be entered with one supplier. The supplier with the highest combined score in the final evaluation will be awarded the contract.

Quality criterion

The award criterion for quality spans a 1–10 scale, where 10 is the best score. Each description criterion is awarded a score of 1–10 using the scale set out in the table below. The individual description criterion scores are summed and weighted to produce a total quality score.

Price criterion

For the Total cost criterion, scores are calculated using the following formula:

$$\text{Score} = (\text{Lowest total cost} / \text{Supplier's total cost}) \times 10$$

The supplier with the lowest total cost receives a score of 10. All other suppliers receive a proportionally lower score based on their distance from the lowest total cost.

Example: if the lowest total cost among approved tenders is NOK 10 000 000 and a supplier's total cost is NOK 12 500 000, that supplier receives a score of $10\,000\,000 / 12\,500\,000 \times 10 = 8.0$.

For evaluation purposes, the Customer will compare prices for a period of 8 years. These rates are used solely for evaluating tenders against the price criterion and do not reflect any purchase commitment for the Customer during the contract period.

Quality accounts for 80% and Total cost for 20% of the combined score.

Note on negotiation phase

The pricing model and the price matrix document are subject to change during the negotiation phase. Changes will be made to ensure that all relevant cost factors are included, such as implementation costs, annual service fees and all relevant service options.

Scoring scale for description requirements (D) in the requirement specification

Each description requirement is scored on a scale from 0 to 10, where 10 is the best score. The score is an overall discretionary assessment of how well the response fulfils the requirement, taking into account the substance of the response, its documentation and verifiability, and its clarity. The anchored levels below describe the even-numbered scores.



Odd-numbered scores (1, 3, 5, 7, 9) are used where the Customer's assessment of the response falls between two anchored levels.

Score	Degree of fulfilment
10	The requirement is fulfilled to a very high standard. The response is concrete, verifiable and well-grounded in the requirement, and provides added value that is relevant to the delivery.
8	The requirement is clearly fulfilled. The response is relevant and grounded in the requirement; any weaknesses do not detract from fulfilment.
6	The requirement is fulfilled, but with noticeable weaknesses in substance, precision or verifiability.
4	The requirement is partially fulfilled. The response is generic or insufficiently documented, so that fulfilment appears uncertain.
2	The requirement is fulfilled to a limited extent. The response provides little concrete substance and is weakly grounded in the requirement.
0	0 — The requirement is not fulfilled or not answered.



6. Submission of qualification requests

Delivery of qualification request

The request must be submitted through the EU Supply portal:

<https://eu.eu-supply.com/login.asp?B=DFO>

Structure of the qualification request

The Qualification Request shall contain the following documents:

1 Confirmation that the Supplier is registered in a trade register or a register of business enterprise in accordance with the laws of the State where the Supplier is established.
2 Documentation of financial strength sufficient to perform the contract.
3 Application letter (completed and signed tender document 08)
4 Declaration that the Supplier fulfills all qualification requirements for participation in the competition (ESPD). This document is completed and produced in the EU Supply portal.
5 Declaration of Commitment (completed and signed tender document 09 – one per subcontractor used)



7. Submission of tender

This part only applies to bidders who have been qualified and invited to submit proposals after the qualification phase. All bidders must first submit a request for qualification in accordance with the item above, to wait for the invitation to submit offers. Suppliers who make requests, but who are not invited to submit offers will be informed of this.

Delivery of the tender

The tender must be submitted through the EU Supply portal CTM: <https://eu.eu-supply.com/login.asp?B=DFO>

Structure of the tender documents

The tender documents shall contain the following documents:

1 Tender letter (completed and signed tender document 10)
2 Supplier's response to the Requirement Specification (completed tender document 03)
3 Supplier's completed Price Matrix (completed tender document 04)
4 Supplier's completed Data Processing Agreement draft (completed tender document 07)

The documents are first labeled with the supplier's name, followed by the same numbering as above.

Redacted version of the tender

Upon request from the Client, the supplier is obliged to provide a version of the tender where information considered to be trade secrets is redacted. When requested for disclosure, the contract owner shall independently assess whether the information is of a nature that obliges the Client to exempt it from public access.