

Conditions of Tender

Call for Tender in accordance with the
Regulations Regarding Public Procurement, Parts I and
III

for the procurement of

**FRAMEWORK AGREEMENT FOR THE
PURCHASE OF ANALYSES OF SCIENTIFIC
SAMPLES FROM DEVELOPMENT-LED
ARCHAEOLOGICAL INVESTIGATIONS**

Ref. no.427/26/550/RCa

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1 GENERAL DESCRIPTION

NIKU – The Norwegian Institute for Cultural Heritage Research, hereafter called the Client, invites suppliers to an open tender competition for the procurement of a *Framework Agreement For The Purchase Of Analyses Of Scientific Samples From Development-led Archaeological Investigations*. Framework agreements are to be entered into with up to four suppliers within four fields.

The open tender competition applies solely to the analysis of samples from archaeological investigations of medieval cities, churches, monasteries and fortresses, which NIKU has the responsibility for according to Norwegian heritage legislation. The competition does not apply to NIKU's research projects, special collaboration projects, environmental monitoring projects, or the work of other departments in NIKU.

The Framework Agreement's scope will be dependent on the projects assigned during the contract period (see paragraph 1.5).

The Client's contact persons are:

Client:	NIKU, Archaeology
Name:	Rebecca JS Cannell
Telephone:	+47 41462375

Any queries and questions are to be sent via the electronic competition portal, so that all suppliers have access to the same information.

1.1 Description of the procurement

The procurement aims to enter into contract with one or more suppliers who are to undertake analyses of material from NIKU's archaeological investigations. The contract is subdivided into multiple parts, reflecting the breadth of analyses sought. A supplier can make an offer for as many parts as they wish, and each offer will be evaluated independently of the others.

Further information on the assignment can be found in the Appendices.

1.2 Value and scope

Entry into a framework agreement is no guarantee for orders and it is difficult to estimate the value of the agreement. The scope will be dependent on The Directorate for Cultural Heritage's determinations for each archaeological investigation.

A non-binding estimate of the total value of the four parts over the four years is ca. 6 million NOK. The final value of the agreement and each part of the agreement may be significantly higher or lower than the estimate presented here. It is important to note that the estimated value is not a binding limit for the Client for the contract period and that there is a great deal of uncertainty regarding the final value.

Estimated values per part:

Part 1: Radiocarbon dating (^{14}C) – 3,000,000 NOK

Part 2: Environmental archaeology – 3,000,000 NOK

NB! Suppliers should be aware that this framework agreement does not cover analyses that are included in a previous procurement of services relating to the monitoring of archaeological deposits, *Rammeavtale med en leverandør: Miljøovervåking av kulturlag 2026* (Doffin ref. 2022-995311).

1.3 Partial bids

It is possible to make a bid for one part, multiple parts or all parts of the assignment.

1.4 Language

The bidding documents can be submitted in a Scandinavian language or English. All correspondence relating to the procurement is to be in a Scandinavian language or English.

The contract for the framework agreement is in Norwegian. The English version is to be used as a guide and is not legally-binding

The client has chosen to make the Conditions of Tender and the Appendices available in in Norwegian and English. In the case of conflicting information between the Norwegian and English versions, the Norwegian version takes precedence.

1.5 Contractual details

The agreement shall have a duration of 2 years from signing. The client has the option of extending the agreement for a further 1 + 1 year. The agreement is automatically renewed one year at a time, unless the Client gives written notice at least 3 months before the end of the applicable agreement period.

1.6 Planned progress / Important dates

The Client has established the following timescale for the process. All are approximate except the deadline for making bids.

Activity	Date
<i>Deadline for questions about the Project Background</i>	8 days before the deadline for making bids (12.10.2026 12 noon Norwegian time, GMT+2)
<i>Deadline for making bids</i>	20.10.2026, 12 noon Norwegian time (GMT+2)
<i>Evaluation</i>	October – November 2026
<i>Notification of choice of Supplier</i>	November 2026
<i>Waiting period</i>	10 days
<i>Entry into contract</i>	Following the end of the waiting period
<i>Bid is binding until</i>	31.12.2026

Any extension of the period during which a bid is binding can only happen in agreement with the Supplier.

1.7 Supplemental Information

If the supplier feels that the documents do not provide sufficient guidance, they can ask in writing for further information from the client using the competition portal.

Any errors in the documents are to be reported in writing to the client via the communication module in the Merccell portal.

All communication during the procurement process is to be done via Merccell (www.merccell.no):

- In order to send a message to the Client, bidders should choose the communication tab in the competition portal. Then click on the symbol for new message.
- Write the message to the Client and then click send. The Client will then receive the message.
- The Client will reply anonymously by providing the answer as additional information. Additional information is available via the Enquiries tab, and then the Additional Information tab. Suppliers will receive an e-mail with a link to the additional information.

Enquiries received less than six days before the deadline for sending in bids may not be answered.

2 RULES FOR THE COMPETITION AND BID REQUIREMENTS

2.1 Procurement procedure

The procurement is undertaken in accordance with the Act of 17th June 2016 no. 73 on public procurement (*anskaffelsesloven*) and the Regulations of 12th August 2016 no. 974 on public procurement (*anskaffelsesforskriften*), including any subsequent alterations. For this procurement, Parts I and III of the Regulations (*anskaffelsesforskriften*) apply.

This procurement follows the procedure for open tender competition. This is a procurement procedure that allows all interested suppliers to bid but does not allow negotiations.

2.2 Requirements for payment and working conditions

The contract will contain requirements for work and pay conditions, documentation and sanctions in accordance with the Regulations of 8th February 2008 no. 112 on payment and working conditions.

2.3 Confidentiality

The Client and its employees are committed to preventing others gaining access to or knowledge of information on technical devices, methods or operational and business-related matters that are to be kept secret for reasons of competitive significance, cf. Regulations on public procurement §7-4 and the Public Administration Act §13.

2.4 Binding bid

The Supplier is to make their bid binding until the date given above in section 1.6.

2.5 Updating of the Appendices

Any corrections, additions or changes to the appendices, as well as anonymised questions and answers, will be communicated to all bidders. All communication will happen in the competition portal.

3 REQUIRED QUALIFICATIONS OF SUPPLIERS

In order to have a bid considered, suppliers must confirm in the Merccell portal that they meet the requirements set out below and that there are no reasons why they should be disqualified from the competition.

If a supplier is planning on using the capacities of other companies, cf. Paragraph 3.5, these sub-contractors must also confirm that they meet these requirements in the Merccell portal.

The Supplier with whom there is the intent to enter into contract with must document their fulfilment of the qualification requirements before the contract can be signed. The Client can also request any potential supplier to present the required documentation at any point in the competition.

3.1 Tax certificate

Requirement	Documentation
Norwegian suppliers should have their affairs in order with regards to tax, VAT and employer duties.	Norwegian suppliers: Tax and VAT certificate from the tax authorities, not more than 6 months old, calculated from the bid deadline.

3.2 Supplier's organisational and legal status

Requirement	Documentation
The Supplier is to be listed in a business register, professional register or trading register in the state the Supplier is based.	Norwegian companies: Certificate of Incorporation (Firmaattest) Foreign companies: Documentation that the company is listed in a business register, professional register or trading register in the state the Supplier is based.

3.3 The Supplier's financial capacity

Requirement	Documentation
The Supplier is to have the financial capacity to fulfil the contract. Credit rating without the need for security is enough to meet the requirement.	A credit rating based on the last submitted accounts. The check is to be undertaken by a credit checking company than has licence to perform such evaluations.

Should the Supplier have valid reasons for not presenting the documentation required by the Client, they can prove their financial capacity by providing any other document that the Client considers appropriate. Should the Supplier indeed have valid reasons, then it should contact the Client using the Merccell portal to find out what alternative documentation may be appropriate.

3.4 The Supplier's technical and professional qualifications

Requirement	Documentation
The Supplier shall have the necessary competencies described in the Appendices to the contract.	Documented professional competence and experience, as described in Appendix 1.
The Supplier shall have experience of the relevant type of analysis.	A short description of the Supplier's most relevant assignments from the last 3 years. The description must include the assignment's value, time and Client (name, telephone number, email address). References will be contacted if necessary for clarification of the relevance and quality of the work undertaken.

The Supplier must have sufficient capacity and capability to undertake the assignment.	A short summary of the Supplier's average workforce size the last three years, and the tools, materials or technical equipment and software that the Supplier has access to for undertaking the assignment.
A good and well-functioning system for quality control of the services provided is required.	A summary of the Supplier's quality control systems.

3.5 Documentation of disposal of third-party resources in relation to the qualification requirements

If a supplier intends to make use of another company's capacities in relation to financial capacity (section 3.3) and/or technical and professional qualifications (section 3.4), documentation must be presented showing that the supplier has the resources of a relevant subcontractor at their disposal, for example in the form of a written commitment or written collaboration agreement between the supplier and the subcontractor. The documentation is to be signed by an employee with the appropriate authority to make binding commitments at both the Supplier and the subcontractor.

4 AWARDING CRITERIA

The contract will be awarded to the bid that is the best combination of price and quality, based on the following criteria:

Awarding criteria	Documentation	Weighting
Price Price of services provided, as stated in the price form	Price is evaluated based on the submitted price form (Appendix 4) and standardised if necessary.	35 %
Quality Various evaluation criteria for the various parts of the contract, described in the Appendices: - Processing time - Capacity - Technical quality and relevance of analyses - Quality, format and content of reports and documentation of analyses - Communication, consultation and flexibility - Advantages the Supplier themselves highlights as relevant	Documented expertise and experience in the key persons' CVs (Appendix 2). Stated capacity and processing time (Appendix 4). At least one report from a relevant project.	65 %

The evaluation of the bids will proceed as follows: Each supplier will be given a score for each criterion on a scale of 0 to 10, where 10 is best. Each of these scores will then be multiplied by the applicable weighting.

5 SUBMISSION OF BIDS AND BID ORGANISATION

5.1 Submission of bids

5.1.1 Confirmation of intention to bid

Suppliers can confirm their intention to make a bid in the Mercell portal by going to the tab “Make a bid” and then clicking on “I intend to make a bid”. This is just meant as an indicator of the extent to which the Client can expect bids. Suppliers are not bound to bid by this confirmation of intent.

5.1.2 Delivery of bids via the Mercell portal

All bids are to be delivered electronically via the Mercell portal, www.mercell.no, by the deadline.

If a supplier has questions relating to the functionality of the Mercell portal, such as how to send in a bid, Mercell Support can be contacted by telephone (+47 21 01 88 00) or by e-mail (post@mercell.com).

During the delivery process, suppliers will be asked to provide an electronic signature to confirm that they have sent in a bid. Electronic signatures can be acquired from www.commfides.com, www.buypass.no or www.bankid.no. Suppliers are made aware that the delivery of electronic signatures can take some time, so this process should be started as soon as possible.

5.2 Change and withdraw bids

A bid can be changed or withdrawn until the bidding deadline. This is done by changing the delivered bid in the Mercell portal. The last delivered bid is considered the final bid.

5.3 Design of the bid

Bids are to be presented as follows. The Supplier is responsible for ensuring that all questions, requirements and requests for explanations are answered and documented in the bid.

The completed bid is to be organised as follows and consist of the following elements under the “Documents” tab in the Mercell portal:

- A proposal letter signed by an authorised representative of the Supplier. The letter must contain the following:
 - An acceptance of the terms in the conditions of tender, the contract and its appendices.
 - Any provisos must be presented and be specified in relation to the provisions relating to conditions and deviance set out in the contract.
 - In addition, the letter is to contain the name and contact information of the Supplier’s contact person.
- Documentation of the Supplier’s qualifications.
- The Supplier’s response to the awarding criteria.
- Completed price form.
- Documentation of disposition of third-party resources, cf. section 3.5 (where applicable).

5.4 Costs

The Client takes no responsibility for the costs incurred by the supplier in participating in the competition.

6 DOCUMENT STRUCTURE

Conditions of Tender (this document)

Contract/Rammeavtale

Appendices/Bilag