

TENDER PROCEDURE DOCUMENTS

Open tender procedure

Pursuant to Parts I and III of the Public Procurement
Regulations

for the procurement of

Logging table system

Case No.: 26/00754

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2 GENERAL DESCRIPTION

2.1 CONTRACTING AUTHORITY

The Geological Survey of Norway (NGU) was established by Royal Decree on 6 February 1858. NGU is a government agency subordinate to the Ministry of Trade, Industry and Fisheries.

NGU has approximately 200 employees organised across four departments. Its headquarters are located in Trondheim. NGU procures goods and services worth approximately NOK 80 million annually.

NGU's societal mandate is to contribute to increased value creation by collecting, processing and disseminating knowledge of Norway's geological resources, both on land and in marine areas. NGU shall meet society's need for fundamental geological knowledge, including knowledge that supports business and industry development. Please visit our website at www.ngu.no

2.2 CONTACT PERSON FOR THE CONTRACTING AUTHORITY

The Contracting Authority's contact person for this procurement is:

NAME	Christina Wærness
TITLE	Procurement advisor
EMAIL	christina.waerness@ngu.no

Any questions shall be submitted through the electronic procurement system, Merzell CTM.

No contact or communication concerning the tender procedure shall take place with any person representing the Contracting Authority other than the designated contact person, and only through Merzell CTM.

3 PROCUREMENT DOCUMENTS

The Procurement Documents are divided into two parts. Part I contains documents relating to the conduct of the procurement procedure. Part II contains the Framework Agreement and its appendix.

3.1 PART I – TENDER PROCEDURE RULES

APPENDIX	CONTENT
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	Tender Procedure Rules (this document)
Annex 1	Offer letter
Annex 2	Statement of commitment

3.2 PART II – PURCHASE AGREEMENT

APPENDIX	CONTENT
A1	Contract
Appendix 1	Client's requirements specification
Appendix 1A	Floor plan
Appendix 2	Supplier's description of client's requirements
Appendix 3	Price form
Appendix 4	Amendments the Standard Terms and Conditions

4 ABOUT THE PROCUREMENT

The Geological survey of Norway is procuring a logging table system for its drill core archive at Løkken, Trøndelag. The Løkken Drill Core Archive serves as a national archive for geological sample material from Norway, with a primary focus on drill cores, and is used by exploration companies and other stakeholders in the mineral industry.

The logging table system will be used for core cases of variable dimensions, but typically 110x40 cm with an average weight of ca 35 kg. The tables must be robust, be of the correct dimensions, and provide ergonomic working conditions for the users.

A complete description of the deliverables is set out in the Client's Requirements Specification.

4.1 CONTRACT TYPE AND SCOPE

The contractual terms and conditions are set out in Part II – Contract, including its appendix. The Supplier must familiarise itself with the terms and conditions set out in the Tender Procedure Rules, as well as in the other Procurement Documents, including any annexes and appendix.

The estimated value of the procurement is approximately NOK 1,64 million, excluding VAT, for the entire contract period, including options. This amount is an estimate only and is not binding on the Contracting Authority.

The payment plan forms part of the contract. Tenderers shall submit a proposed payment plan as a part of their tender, setting out payment milestones, corresponding deliverables and required supporting documentation. The final payment plan will be agreed and incorporated into the contract.

4.2 CONTRACT PERIOD AND OPTION TO EXTEND

This Agreement shall enter into force on the Effective Date and shall remain in effect until the Supplier has fulfilled all of its obligations relating to delivery, installation, commissioning, functional testing, acceptance, warranty and any other obligations arising under the Agreement.

The purchase of the Deliverables is a one-off procurement. The Agreement does not create any obligation for the Contracting Authority to place further orders beyond the Deliverables specified in this Agreement.

5 CONDUCT OF THE PROCUREMENT PROCEDURE

5.1 PUBLICATION

The procurement has been submitted for publication in the Doffin database (www.doffin.no) and the TED database (ted.europa.eu) through the electronic procurement system Merzell CTM (formerly EU-Supply CTM). Tenders shall be submitted, and all other communication shall take place, through the electronic procurement system.

The Procurement Documents are available in Merzell CTM via the link in the contract notice published on www.doffin.no.

Any questions concerning the use of the Merzell CTM procurement portal may be addressed to Merzell CTM Customer Service by telephone at +47 22 30 90 05 or by email at post@merzell.com.

5.2 LEGAL FRAMEWORK AND PROCUREMENT PROCEDURE

The procurement is conducted in accordance with the Norwegian Public Procurement Act of 17 June 2016 (LOA) and the Public Procurement Regulations (FOA), Regulation No. 974 of 12 August 2016, Parts I and III. The contract will be awarded through an open tender procedure pursuant to FOA Section 13-1(1).

Negotiations are not permitted in this procedure. Consequently, tenderers may not amend their tenders after the tender submission deadline.

Tenders containing material deviations from the Procurement Documents shall be rejected pursuant to FOA Section 24-8(1)(b). The Contracting Authority may reject tenders containing deviations, ambiguities, or similar matters that cannot be regarded as insignificant, pursuant to Section 24-8(2)(a).

Tenderers are therefore strongly encouraged to comply with the instructions set out in these tender documents and their appendix, and to submit questions concerning any ambiguities through the Contracting Authority's electronic procurement system.

Tenders shall be prepared in accordance with the guidelines in these tender documents and their appendix and submitted electronically through the Contracting Authority's electronic procurement system.

5.3 PROCUREMENT TIMETABLE

The Contracting Authority has established the following timetable for the procurement process:

ACTIVITY	TIME
Deadline for submitting questions concerning the tender documents	19.10.2026 – 12:00 CET
Deadline for submission of tenders	28.10.2026 – 12:00 CET
Tender opening	28.10.2026 – 12:01 CET
Evaluation	Week 44
Selection of supplier and notification to tenderers	Week 45
Expiry of the standstill period	10 days after notification to tenderers
Contract signing	Week 46-47
Tender validity period	28.11.2026

Please note that all dates following the opening of tenders are provisional. Any extension of the tender validity period may only be made with the supplier's consent.

5.4 LANGUAGE

All documents and all communication in connection with this procurement procedure shall be in English.

5.5 COMMUNICATION

All communication shall take place through Merzell CTM and be addressed to the Contracting Authority's contact person specified in Section 2.2. Communication shall be in the language required under Section 5.4.

No person other than the Contracting Authority's designated contact person is authorised to respond on behalf of the Contracting Authority in connection with this procurement procedure.

5.6 TENDERER'S COSTS OF PARTICIPATION

Any costs incurred by the tenderer in connection with participation in this procurement procedure shall not be reimbursed.

Participation in the procurement procedure shall not in any way oblige the Contracting Authority to enter into a contract with any supplier or otherwise incur any financial obligation.

5.7 QUESTIONS CONCERNING THE PROCUREMENT DOCUMENTS

Any questions tenderers may have concerning the Procurement Documents must be submitted by the deadline specified in Section 5.3.

Questions shall be submitted through Mercell CTM.

All questions will be answered anonymously and made available to all tenderers in Mercell CTM well in advance of the tender submission deadline.

5.8 SUPPLEMENTARY INFORMATION

If the supplier considers that the Procurement Documents do not provide sufficient guidance or contain ambiguities, the supplier may request supplementary information from the Contracting Authority through Mercell CTM.

If any errors are identified in the Procurement Documents, the supplier is requested to notify the Contracting Authority through Mercell CTM.

5.9 CORRECTION, AMENDMENT AND/OR SUPPLEMENTATION OF THE PROCUREMENT DOCUMENTS

Until the tender submission deadline, the Contracting Authority reserves the right to make non-material corrections, additions and/or amendments to the Procurement Documents.

Any corrections, additions or amendments will be made available to all tenderers through Mercell CTM.

If the Contracting Authority considers it necessary to extend the tender submission deadline as a result of any corrections, additions and/or amendments, this will be communicated to all tenderers through Mercell CTM.

5.10 PARTIAL TENDERS

Tenders for parts of the assignment are not permitted.

5.11 ALTERNATIVE TENDERS

Alternative tenders will not be permitted in this procurement procedure.

5.12 PUBLIC ACCESS AND CONFIDENTIALITY

The Norwegian Freedom of Information Act (offentleglova) governs public access to documents relating to public procurement procedures.

The Contracting Authority and its employees are under an obligation to prevent others from gaining access to or knowledge of information concerning technical devices and procedures, or operational and business matters, where it would be of competitive importance to keep such information confidential, cf. FOA Section 7-4 and the Public Administration Act Section 13.

6 QUALIFICATIONS REQUIREMENTS

6.1 EUROPEAN SINGLE PROCUREMENT DOCUMENTS (ESPD)

6.1.1 General information on the ESPD

As preliminary evidence that the qualification requirements and any selection criteria are met, and that no grounds for exclusion apply, the supplier shall complete the attached ESPD form. The form shall be submitted together with the tender. Before the contract is concluded, the supplier or suppliers selected for contract award must document compliance with the qualification requirements in accordance with the stated documentation requirements.

At any stage of the procurement procedure, the Contracting Authority may request suppliers to submit all or part of the supporting documentation where this is necessary to ensure that the procedure is conducted properly, cf. FOA Section 17-3(3).

Where several suppliers participate jointly in the procurement procedure, each participating supplier shall submit a separate self-declaration.

6.1.2 National Grounds for Exclusion

In accordance with ESPD Part III, Grounds for Exclusion, Section D, Other grounds for exclusion that may be provided for in the national legislation of the contracting authority's Member State, the Norwegian procurement rules go beyond the exclusion grounds set out in the EU Public Procurement Directive and the standard ESPD form.

Accordingly, all grounds for exclusion in Section 24-2 of the Norwegian Public Procurement Regulations apply to this procurement procedure, including the purely national grounds for exclusion.

- Section 24-2(2): The Contracting Authority shall exclude a supplier where it is aware that the supplier has been finally convicted of, or has accepted a penalty notice for, the specified criminal offences. The requirement to exclude suppliers that have accepted a penalty notice is a specific Norwegian requirement.

- Section 24-2(3)(i): The ESPD form covers only grave professional misconduct. The corresponding Norwegian exclusion ground also covers other serious misconduct that may cast doubt on the supplier's professional integrity.

6.2 QUALIFICATION REQUIREMENTS

To have its tender evaluated, the supplier must complete the electronic self-declaration form (ESPD), confirming that it fulfils all the qualification requirements set out below. In addition to the completed ESPD, the supplier is required to provide documentation demonstrating compliance with the qualification requirements set out below:

6.2.1 Supplier Registration, Authorisation etc.

Requirement	Documentation requirement
The supplier shall be registered in a company register, professional register, or trade register in the country in which the supplier is established	• Norwegian companies: Company Registration Certificate. • Foreign companies: Documentation demonstrating that the company is registered in a company register, professional register, or trade register in the country in which it is established.

6.2.2 Supplier's Economic and Financial Capacity

Requirement	Documentation requirement
The supplier shall have sufficient economic and financial capacity to perform the contract. A credit rating demonstrating creditworthiness, without a requirement for the provision of security, will be sufficient to meet this requirement.	• A credit assessment based on the latest available financial statements. The assessment shall be carried out by a credit information agency licensed to provide such services.

If the supplier has valid reasons for being unable to submit the documentation required by the Contracting Authority, it may demonstrate its economic and financial capacity by submitting any other document that the Contracting Authority considers appropriate.

6.2.3 Supplier's Technical and Professional Qualifications

Requirement	Documentation Requirement
The supplier shall have experience from comparable assignments.	A description of up to three of the supplier's most relevant assignments completed during the past three years. The description shall state the value, date and photos/drawing of system. It is the supplier's responsibility to demonstrate the relevance of the assignments through the descriptions.

6.3 SUBCONTRACTORS / RELIANCE ON OTHER ENTITIES

For this contract, the supplier may rely on the capacity of other entities to meet the requirements relating to economic and financial capacity, cf. FOA Section 16-3, and technical and professional qualifications, cf. FOA Section 16-5.

Where a supplier relies on the capacity of other entities, it shall document that it has access to the necessary resources, cf. FOA Section 16-10, for example by submitting a letter of commitment.

Separate ESPD forms shall also be submitted for the relevant subcontractors.

7 REQUIREMENTS FOR THE TENDER

The tender shall be submitted through the Contracting Authority's electronic procurement system (KGV) at eu-supply.com.

The tender must be submitted in its entirety, in the format specified by the Contracting Authority's electronic procurement system, by the tender submission deadline. Submission of tenders by email or similar means will result in rejection of the tender.

The tender shall be binding. The supplier bears the risk of any ambiguities in the tender.

7.1 FORMAT OF THE TENDER

The supplier shall complete and respond to all sections of the Procurement Documents. Unless another format is specified, documentation shall be uploaded as PDF files. The price sheet shall be uploaded as an Excel file.

The following documents shall be completed and submitted with the tender:

- Completed tender letter, using the attached template: "Part I_Appendix 1_Tender Letter"
- Completed letter of commitment from subcontractor(s), where applicable, using the attached template: "Part I_Appendix 2_Letter of Commitment"
- Documentation of qualification requirements:
 - Company Registration Certificate

- Credit assessment
- The supplier's three most relevant references from the past three years
- Documentation of the award criteria:
 - Completed "Part II_Appendix 2_Supplier's Description of the Client's requirements," responding to the Contracting Authority's requirements specification, including relevant appendix where applicable
 - Completed "Part II_Appendix 3_Price form"

7.2 TENDER VALIDITY PERIOD

The supplier shall remain bound by its tender until the date specified in Section 5.3.

7.3 ELECTRONIC SIGNATURE

Suppliers are recommended to use an electronic signature to authenticate themselves when submitting their tender. Electronic signatures may be ordered from [Commfides](#), [Buypass](#) or [BankID](#).

8 AWARD CRITERIA

The contract will be awarded to the tender offering the best price-quality ratio, based on the following criteria:

Award criterion	Weighting	Documentation requirement
Price - Under this criterion, the following will be assessed: - Total price	30 %	Completed price form, Appendix 3. Prices shall be stated excluding VAT. The price and volumes stated in the price form are estimates and are not binding on the Contracting Authority.
Quality - Under this criterion, the supplier's description of the proposed solutions, cf. Appendix 1A, will be assessed against the Contracting Authority's requirements specification in Appendix 1, within the following main categories: - Product and functionality	70 %	Completed Appendix 2, <i>Supplier's Description of Client's requirements specification</i> : The supplier shall provide brief descriptions of its response to the A* requirements and the B requirements. See Appendix 1 for the documentation requirements and response-length limitations applicable to certain requirements.

Award criterion	Weighting	Documentation requirement
- Delivery, warranty, services and commercial terms - Production and sustainability		• Responses shall be provided to the following A* requirement numbers: • 5, 6, 7, 12, 13, 14, 17, 18, • Responses may be provided to the following B requirement number: • 8, 9, 10, 16

8.1 JUSTIFICATION FOR AN EXEMPTION UNDER SECTION 5B OF THE PUBLIC PROCUREMENT ACT

The Contracting Authority has incorporated binding climate and environmental requirements in the Specification of Requirements. The requirements are directly linked to the subject matter of the procurement and apply to all tenderers and to the Deliverables throughout the contract period.

The Contracting Authority has assessed that the use of mandatory climate and environmental requirements will clearly result in a better climate and environmental outcome than applying climate and environmental considerations as an award criterion with a weighting of 30%. This is because the requirements establish a minimum mandatory environmental performance level that must be met by all tenderers and cannot be offset by higher scores under other award criteria.

Consequently, climate and environmental considerations are addressed through the mandatory requirements set out in the Specification of Requirements and are not evaluated as a separately weighted award criterion. Tenderers must document compliance with the relevant requirements as specified in the procurement documents.

9 EVALUATION METHOD

9.1 EVALUATION

The tender shall constitute the complete basis for evaluation against the award criteria.

9.2 EVALUATION – PRICE

The evaluation will be carried out accordance with the following price evaluation model:

Model	Explanation	Selected
Linear	The lowest price is awarded 10 points.	☒

	A price equal to or higher than twice the lowest price is awarded 0 points. For prices between the lowest price and twice the lowest price, points are awarded on a linear scale.	
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9.3 EVALUATION – QUALITY

The supplier's responses to the A* requirements and the B requirements in Appendix 2 will form the basis for the Contracting Authority's evaluation of the quality of the tenders.

The Contracting Authority will assess each individual evaluation requirement on the basis of its professional procurement judgement. Each evaluation requirement will be awarded a score from 0 to 10, where 10 is the highest score.

The tender ranked highest under the award criteria will not necessarily receive 10 points, unless it is assessed as the best tender for every individual evaluation requirement.

10 APPENDIX AND ANNEX

- Contract
- Appendix 1 Client's requirements specification
- Appendix 1A Floor plan
- Appendix 2 Supplier's description of client's requirements
- Appendix 3 Price form
- Appendix 4 Amendments to the Standard Terms and Conditions
- Annex 1 Offer letter
- Annex 2 Statement of commitment