

Tender Documentation – Open Tender Procedure under the Norwegian Public Procurement Regulations (FOA) Part III



K Y S T V E R K E T

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1 Information about the Procurement

1.1 Presentation of the Contracting Authority

The Norwegian Coastal Administration is an administrative agency under the Ministry of Trade, Industry and Fisheries. The agency shall contribute to safe and efficient navigation in fairways along the coast and into ports, and is responsible for the state's preparedness against acute pollution.

The Norwegian Coastal Administration is responsible for safety and accessibility for general traffic in Norwegian waters. This includes responsibility for navigation infrastructure, stateowned fishing port facilities, fairway measures, pilotage services, and vessel traffic services. The Norwegian Coastal Administration is also responsible for the national preparedness against acute pollution. Furthermore, the agency participates in planning processes and exercises authority pursuant to the Harbour and Fairways Act, parts of the Pollution Control Act, the Svalbard Environmental Protection Act, and the Planning and Building Act.

The Norwegian Coastal Administration also participates in the work on the National Transport Plan, which is presented every four years and covers all four transport sectors: road, rail, air, and sea transport.

The agency is organized by function and divided into four business areas:

1. Transport, ports and fairways,
2. Navigation technology and maritime services,
3. Environmental preparedness, and
4. Pilotage services.

For more information: <https://www.kystverket.no/>

The Norwegian Coastal Administration, hereinafter referred to as the contracting authority, invites an open tender competition in connection with the procurement of

Manned Model Shiphandling Courses (Reissued Procurement)

1.2 Description of the Procurement

The purpose of this procurement is to acquire facilities and related services for manned model shiphandling training for the Norwegian Pilot Service.

The procurement is divided into two separate lots. Tenderers may submit a tender for one or both lots:

Lot 1 – Advanced Shiphandling:

Provision of manned model training facilities, ship models, technical personnel, tugboat operators, accommodation, meals and local transport. The Norwegian Coastal Administration will provide the course instructors.

Lot 2 – Introductory Shiphandling:

Provision of a complete introductory manned model shiphandling course, including training facilities, ship models, qualified instructors, accommodation, specified meals and local transport. Separate contracts will be entered into for each lot.

The services shall be performed at the supplier's training facility. The facility may be located within Europe, subject to the maximum travel-time requirements stated in the relevant

Requirements Specification.

Tenderers may submit tenders for one or both lots. Each lot will be evaluated separately, and separate contracts will be awarded for each lot. A tenderer may be awarded both lots.

Initial contract period: 36 months.
Options: Two unilateral extension options for the Contracting Authority, each of 12 months.
Maximum total duration: 60 months.

1.3 Contract Terms

The contract shall be governed by the Norwegian Coastal Administration – Terms and Conditions of Contract for the Procurement of Services, with the amendments, supplements, and adaptations set out in the annexes to the procurement documents.

The contract shall have a duration of three (3) years, with an option for the Contracting Authority to extend the contract for an additional one (1) + one (1) year under the same terms and conditions.

1.4 Planned progress

The contracting authority has established the following timeframes for the process:

Activity	Timeframe
Date of notice submitted to Doffin	10/7/2026 8:15 AM
Deadline for submitting questions regarding the competition	11/6/2026 12:00 PM
Deadline for submitting tenders	11/13/2026 12:00 PM
Tender opening	11/13/2026 12:00 PM

1.5 Questions Regarding the Tender Documents

Questions regarding the tender documents shall be submitted and answered exclusively through the Mercell portal. All communication related to the competition must take place via Mercell to ensure equal treatment and traceability. Questions must be submitted within the specified deadline stated in the competition timetable.

2 Rules for Conducting the Competition

2.1 Rules and Procedure for the Competition

The procurement is subject to the Public Procurement Act of 17 June 2016 (LOA) and the Public Procurement Regulations (FOA) FOR-2016-08-12-971. For this procurement, FOA Part I and Part III apply. The contract award will be carried out according to the procedure for open tender competition, cf. FOA Section 13-1(1).

This procurement follows the procedure for open tender competition. This is a procurement procedure that does not allow negotiations.

(2)

Name	Change date	Description
 Norwegian Coastal Administration – Proposed Contract Terms for the Procurement of Services	10/5/2026 12:18 PM	
 Tender Documentation – Open Tender Procedure under the Norwegian Public Procurement Regulations (FOA) Part III	10/6/2026 12:54 PM	

2.2 Corrections, Supplements or Amendments to the Tender Documents

Before the expiry of the tender submission deadline, the contracting authority has the right to make corrections, supplements, and amendments to the procurement documents that are not of a substantial nature, cf. FOA Section 14-2.

If the corrections, supplements, or amendments mentioned in the first paragraph are made so late that it is difficult for the supplier to take them into account in the tender, and the information provided is significant for the preparation of the tender, and the supplier has requested additional information within a reasonable time before the expiry of the deadline, a proportionate extension of the tender submission deadline shall be set, cf. FOA Section 20-1(3). All suppliers shall be notified of the extension.

2.3 Deviations in the Tender

Please note that the contracting authority shall reject tenders that contain material deviations from the tender documents, cf. FOA Section 24-8 (1)(b).

The contracting authority may reject tenders that contain deviations from the tender documents, ambiguities, or similar issues that cannot be considered insignificant, cf. FOA Section 24-8 (2)(a).

2.4 Rejection due to conditions in the tender

Tenders that do not meet the requirements pursuant to FOA (Public Procurement Regulations Section) 24-8 (1) shall be rejected. See the legal basis for details.

The contracting authority may reject the tender if the conditions in FOA (Public Procurement Regulations) Section 24-8 (2) are present. See the legal basis for details.

2.5 Rejection Due to Conditions Related to the Supplier

Suppliers that do not meet the requirements pursuant to FOA Section 24-2 (1) and (2) shall be rejected. See the legal basis for details.

The contracting authority may reject suppliers if the conditions in FOA Section 24-2 (3) are present. See the legal basis for details.

2.6 Notification of Rejection

The contracting authority is obliged to provide notification of rejection in accordance with FOA Section 24-10 (3), including a brief justification.

2.7 Alternative tenders

Alternative tenders are not permitted.

2.8 Partial offer

The procurement consists of two separate lots:

Lot 1 – Advanced Shiphandling

Lot 2 – Introductory Shiphandling

Tenderers may submit a tender for one or both lots. Each lot shall be priced and documented separately and will be evaluated independently. Separate contracts will be entered into for each lot. A tenderer may be awarded both lots.

Documentation common to both lots may be submitted once, provided that the tender clearly identifies the lots to which the documentation applies.

2.9 Negotiations

Negotiation is not permitted pursuant to FOA § 23-6(3).

2.10 Confidentiality

The contracting authority and its employees are obliged to prevent others from gaining access to or knowledge of information concerning technical installations and methods, or operational and business matters, which it is of competitive importance to keep confidential, in the interest of the party to whom the information relates.

2.11 Impartiality and Conflict of Interest

The rules on disqualification in the Public Administration Act (Sections 6–10) apply to this procurement.

2.12 Public Access

The Contracting Authority will conduct an independent assessment of whether information is exempt from disclosure. Tenderers are requested to identify information they consider confidential and provide a specific justification. The Contracting Authority is not bound by the tenderer's assessment. Prices and unit prices are not automatically exempt from disclosure and will be assessed on a case-by-case basis.

2.13 Costs of Participation

The supplier shall bear all costs related to the preparation and participation in the procurement procedure.

2.14 Notification of Contract Award

The contracting authority shall notify all affected parties of its decision regarding the award of the contract before the contract is signed, pursuant to FOA Section 25-1. The notification shall be in writing and state the name of the successful tenderer, as well as provide an explanation of the characteristics and relative advantages of the selected tender in accordance with the stated award criteria.

2.15 Standstill Period

The contracting authority shall not enter into a contract before the standstill period has expired, pursuant to FOA Section 25-2 (1). The standstill period is as stated in Section 1.4. The deadline is calculated from the day after the notification has been sent.

2.16 Right to Cancel the Procedure

The contracting authority reserves the right to cancel the procurement procedure if there are legitimate grounds for doing so, pursuant to FOA Section 25-4 (1).

3 Requirements for the Supplier – Qualification Criteria

3.1 Qualification Documentation – ESPD

The supplier must complete the electronic self-declaration form (ESPD) to confirm compliance with all qualification requirements. Qualification requirements are minimum requirements for the supplier.

The contracting authority may, at any time during the procedure, request the supplier to submit all or parts of the supporting documentation if necessary to ensure that the procurement is conducted correctly. Such documentation shall be submitted 'without delay', pursuant to FOA Section 17-1 (5). The Norwegian Coastal Administration may request this documentation at any time after the deadline for submission of qualification applications.

The ESPD shall be completed directly in the Coastal Administration's procurement system.

If a supplier relies on the capacity of other entities, or if several suppliers participate jointly in the competition, each entity/supplier shall submit a separate self-declaration form (ESPD) during qualification. This is done in the system.

3.2 Use of Other Entities' Capacity

If the supplier intends to rely on the capacity of other entities for this contract in order to meet the requirements for economic and financial standing, cf. FOA Section 16-3, and technical and professional ability, cf. FOA Section 16-5, the subcontractor must complete its own ESPD self-declaration form in Merccell.

If a supplier relies on the capacity of other entities, the supplier shall document that it has access to the necessary resources, cf. FOA Section 16-10. See also the requirement for a commitment declaration.

4 Requirements for the Tender

4.1 Tender Submission Requirements

The tender shall be submitted in Merccell. The tender must be submitted in Norwegian or English.

Brochures and other marketing material that are not relevant to the tender shall not be included in any part of the submission.

4.2 Deadline Compliance

The deadline of submission of tenders is 11/13/2026 12:00 PM

Late tenders will be rejected.

4.3 Tender Validity

The supplier is bound by the tender for 3 months from the expiry of the submission deadline. The supplier shall confirm that they will comply with this requirement.

5 Decision on Contract Award

Award of contract will be based on the most economically advantageous tender (MEAT), assessed on the basis of the following criteria:

1. Price – 30%

Evaluation basis:

Total tender price, including all cost elements specified in the pricing schedule.

Evaluation method:

The lowest price will be awarded the highest score. Other tenders will be scored proportionally.

2. Quality – 40%

The quality criterion will be assessed based on the following sub-criteria:

2.1 Model Specifications and Availability – 10%

- Compliance with the technical and functional requirements
- Quality and realism of the models
- Availability and delivery capacity

2.2 Equipment and Technical Personnel – 10%

- Suitability and reliability of equipment
- Qualifications, certifications, and relevant experience of personnel
- Ability to support course delivery at the required level

2.3 General Availability – 10%

- Capacity and flexibility throughout the contract period
- Ability to handle varying demand and short response times

2.4 Delivery and Logistics – 10%

Transport (Travel Time and Costs)

- Efficiency of logistics solutions
- Travel time and associated costs
- Ability to minimise delays and ensure timely delivery

3. Environmental Performance – 30%

The environmental criterion will be assessed based on:

3.1 Environmental Management and Certifications (10%)

- Relevant certifications (e.g. ISO 14001) or equivalent documentation

3.2 Materials and Consumables (10%)

- Use of environmentally friendly, non-toxic and recyclable materials

3.3 Carbon Footprint and Mitigation Measures (10%)

- Documentation of emissions related to delivery
- Measures to reduce environmental impact

Each criterion will be scored on a scale from 0–10, where:

- 10 = very good fulfilment
- 5 = satisfactory fulfilment
- 0 = no or very poor fulfilment

Scores will be weighted according to the percentages above.

5.1 Principles for Evaluation and Documentation Requirements

The evaluation will be based on the documentation submitted by the tenderer, including descriptions, references, and supporting material.

Tenderers shall submit a description of the facilities, including technical specifications, capacity, and availability.

The evaluation of each criterion will be based solely on the documentation submitted by the tenderer.

Tenderers are required to provide sufficient and relevant documentation to enable the contracting authority to assess each criterion.

Insufficient or unclear documentation may result in a lower score.

The contracting authority reserves the right to verify submitted information.

Advanced

Price: 30%

Quality: 40%

- A. Manned models and technical capability: 15%
- B. Training facility, operational scenarios and exercise areas: 10%
- C. Operational reliability, technical support and redundancy: 10%
- D. Logistics, accommodation and accessibility: 5%

Climate and environmental performance: 30%

Intro

Price: 30%

Quality: 40%

- A. Training methodology, course structure and learning outcomes: 15%
- B. Qualifications and experience of instructors: 10%
- C. Manned models, exercise areas and technical capability: 10%
- D. Operational reliability and logistics: 5%

Climate and environmental performance: 30%

5.2 Scoring formula and scale

The lowest evaluated price will receive 10 points.

Other tenders will be awarded points according to the following formula:

Price score = $10 \times (\text{lowest evaluated price} / \text{tenderer's evaluated price})$

The price score will be multiplied by the weighting of 30%.

Qualitative criteria are evaluated on a scale from 0 to 10 points.

10 points = Excellent fulfilment of the requirement. The tender demonstrates significant strengths and no or only insignificant weaknesses.

5 points = Acceptable fulfilment of the requirement. The tender demonstrates both strengths and weaknesses, but overall fulfils the requirement satisfactorily.

0 points = Unacceptable fulfilment of the requirement. The tender fails to fulfil the requirement or demonstrates significant weaknesses.

Intermediate scores (1-9 points) may be awarded where appropriate.