



BERGEN KOMMUNE

# TENDER PROCEDURE RULES

Simplified procedure  
pursuant to the Norwegian Public Procurement Act  
Part I

Procurement of Digital regulation system for SEVs  
for delivery to the City of Bergen, Agency for Urban Environment

Case archive number:  
2022/32229

# 1 General information regarding the tender procedure

## 1.1 Contracting Authority

The client for this procurement is City of Bergen, Agency for Urban Environment

For more information, see website: [www.bergen.kommune.no](http://www.bergen.kommune.no)

## 1.2 Type of tender procedure

This tender procedure concerns a procurement below the national threshold value, NOK 1,300,000, VAT excl. and is implemented pursuant to the Norwegian Act on Public Procurement (Public Procurement Act) of 17 June 2016 and Norwegian Regulations on Public Procurement (Public Procurement Regulations) of 12 August 2016 no. 974, part I.

## 1.3 Purpose and the scope of the procurement

The City of Bergen is tendering for a digital system to help the city better manage shared mobility with small electric vehicles in the public right of way through data sharing with private mobility providers.

Reference is otherwise made to Appendix 1a – Customer specification of requirements.

## 1.4 Communication

All communication in the process shall occur via the Merccell portal, [www.merccell.no](http://www.merccell.no). Other communication with individuals participating in the decision-making process is not permitted, and replies should not be expected to enquiries made otherwise. This is to ensure that all communication is logged. For questions that concern all tenderers, the Contracting Authority will answer in anonymised form by providing the answer as supplementary information.

## 1.5 Structure of the tender specification

The tender specification of the following documents shall be delivered by the Supplier:

<b>Document:</b>	<b>Name</b>	<b>Description / instructions</b>
	Tender procedure rules	Presents the rules for implementation of the tender procedure.
Attachment 1	Letter of tender	To be completed and attached to the tender.
Attachment 2	Information to be kept from public access	To be completed and attached to the tender.
Attachment 3	Reservation and change proposal	To be completed and attached to the tender.
	SSA-L General contract	To be completed upon awarding of contract. The agreement document is in a Norwegian version, and a translated English version. The Norwegian agreement will be the final agreement.
Appendix 1 and 1a	Customer specification of requirements	Information
Appendix 2	Supplier's description of service	To be completed and attached to the tender
Appendix 3	Plan for the establishment phase	To be completed and attached to the tender
Appendix 4 and 4a	Service level with standardised damages	Information
Appendix 5	Administrative provisions	To be completed and attached to the tender
Appendix 6	Total price and pricing provisions	To be completed and attached to the tender
Appendix 7	Changes to the general contractual wording	If needed
Appendix 8	Changes to the service after the establishment of the Agreement	If needed
Appendix 9	Terms for the Costumer's access to and use of third-party deliverables	Information
Appendix 10	Data processor agreement	Information

## 1.6 Schedule

The Contracting Authority has proposed the following time frames for the process:

<b>Activity</b>	<b>Time CEST</b>
Announcement of tender procedure	01.04.2022
Time limit for submission of additional questions	19.04.2022
<b>Time limit for submitting tenders</b>	<b>22.04.2022, at 12:00</b>
Evaluation	22.04.2022 – 09.05.2022
Negotiations	28.04-29.04.22
Selection of supplier and announcement to tenderers	09.05.2022
Formation of contract	16.05.2022

## 2 Rules for implementation of the tender procedure

### 2.1 Procedure

The tender procedure is implemented pursuant to the Norwegian Public Procurement Act Section 4.

### 2.2 Contracting Authority's reservations

The Contracting Authority reserves the right to cancel all or part of the procurement if the result of the procurement involves a significant increase in cost in relation to the amount allocated in the budget for the procurement.

### 2.3 Agreement period

The contractual period for the regulation system and service is 2 (two) years from the date of signature. The City of Bergen shall in addition have an option to extend the contract one or more times for up to a further 2 (two) years, a total of a maximum of 4 (four) years.

### 2.4 Tax certificate

The selected supplier shall upon request submit certificates for tax and VAT.

## 3 Requirement for the tender

### 3.1 Submission of the tender

The time limit for submitting a tender is: **22.04.2022, at 12:00, CEST.**

All tenders shall be submitted electronically via the Mercell portal, [www.mercell.no](http://www.mercell.no), within the time limit for receipt of tenders. The system does not permit the submission of bids via Mercell after the expiry of the time limit for receipt of bids.

If the tenderer is not a Mercell user or has questions regarding functionalities in the tool, please contact Mercell Support at tel.: 21 01 88 60 or by email to: [support@mercell.com](mailto:support@mercell.com)

We recommend submitting the bid well in advance of the expiry of the time limit. Submitted bids may be amended until the expiry of the time limit for receipt of bids. The most recently submitted tender is considered the final bid.

Electronic signature is required upon submission of the tender. The Tenderer can obtain an electronic signature at [www.commfides.com](http://www.commfides.com), [www.buypass.no](http://www.buypass.no) or [www.bankid.no](http://www.bankid.no). Mercell also supports signing with the use of BankID mobile, Buypass mobile and Commfides Employee e-ID.

We note that delivery of an electronic signature may take a few days, and the process should therefore be commenced as soon as possible.

Electronic signature outside Norway:

Within the EU, Mercell uses a service provided by Unizeto (<http://unizeto.eu/>) through an agreement with Difi and the EU project PEPPOL ([www.peppol.eu](http://www.peppol.eu)). Most X.509 certificates are supported. However, it is unfortunately not possible to list the relevant certificates.

Mercell recommends testing the signing of the certificate using the available certificate as soon as possible (in plenty of time before the time limit for receipt of bids). The test function is available in the steps for registration/submission of bids.

### 3.2 Time limit for tender acceptance

Time limit for tender acceptance for the contracting authority is until **22.07.2022.**

## 4 Qualification requirement

Not applicable.

## 5 Award criteria

Awarding will occur based on which tender has the best ratio of price or cost and quality, based on the following criteria, prioritized:

Award criteria	Description
Quality a. System i. Regulation part ii. Analytics part b. Service/support, SLA	See Features for evaluation in Appendix 1 “Customer specification of requirements”
Cost	Fill in Appendix 6a “Price Form”

## 6 Evaluation criteria

The city will evaluate both features and ease of use of the system. The features the city wants are split into three parts:

1. **Must-have.** Minimum requirements for the system. Lacking any of these features disqualifies from the tender. The quality of these features will be evaluated.
2. **Should-have.** Features that are more important to the city than nice-to-have features.
3. **Nice-to-have.** Features the city considers an asset.

The should-have and nice-to-have features mentioned below is not an exhaustive list. They are meant to give an idea of what the City of Bergen is looking for. Other features not listed that aids in fulfilling the needs of the City of Bergen may be put into one of the categories by the city when evaluating the offer.

### 6.1 Features for evaluation

In addition to features described blow, suppliers may submit a descriptive roadmap for upcoming features. They might be evaluated positively, but not at the same level as an equivalent feature already implemented.