Bioenergy – logistic chain cost structure and development potential

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1 Introduction

The objective of this tender publication is that Enova would like to receive offers for evaluations / analyses / descriptions, in which the expected most effective scenarios are presented for the development of the logistics chain in the perspective of 5, 10 and 15 years.

The background to the tender is Enovas the Heat Assessment Study, revised market potentials, previously published research and reports of relevance.

For a more detailed description of the services requested we refer to the attached speciation of services.

2 About Enova SF

Enova SF is owned by The Norwegian Ministry of Petroleum and Energy and has a main mission of contributing to environmentally sound and rational use and production of energy. To achieve these goals, The Norwegian Parliament has set up an Energy Fund. Enova manages the Energy Fund and finances programmes and initiatives that support and underpin national objectives. The Energy Fund shall assist in achieving energy reductions of 5,5 TWh by the year 2005 and a reduction of 12 TWh by the year 2010. Results from energy reductions will be measured and verified on a project basis before being aggregated and reported to the Norwegian Ministry of Petroleum and Energy. Projects receiving financing from the Energy Fund shall have a direct impact on energy reductions and the related decision-making process.

Enova is responsible for securing that funds received from the Energy Fund are used in accordance with the goals and prerequisites given by the Norwegian Parliament and other conditions that are applicable. Enova is thereby the legal entity representing the Energy Fund. To receive funding from the Energy Fund each individual project must therefore in provide measurable results that help in achieving the goals of the Energy Fund.

3 The tendering and procurement process

3.1 The procurement procedure

The competition will be carried out in accordance with the Norwegian regulations for public procurement (law of 16 July 1999 nr.69 and regulation of 15 June 2001). The competition form is a negotiated procedure. This means that there is the possibility of negotiating all aspects of the contract, including commercial, legal and technical aspects of the project.

This inquiry has been published in DOFFIN, TED and on Enovas homepage on the Internet (www.enova.no).

Closing date for receipt of tender
The submitted tender are to be received by the ENOVA by the 29th of March 2005 12:00 am. Tenders received after the deadline will not be considered and returned unopened. This in accordance with the Norwegian regulations for public procurement.

Sealing and marking of bid
The tender is to be delivered and signed in 2 written samples (one ORIGINAL and one COPY) to the following address:

Enova SF
Abels gate 5
N-7030 Trondheim
Norway

The envelope must be clearly marked as stated below:

"Bioenergy – logistic chain cost structure and development potential"
"Only to be opened by recipient"

The Bidder shall seal the original and one copy of the tender in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY". The envelopes shall then be sealed in an outer envelope. The cover letter in the ORGINAL bid shall be signed by authorized representative from bidder.

The Bidder can in addition to the physically sent tender send a copy of the tender by e-mail to post@enova.no.

3.2 Language

The Tender document shall be written in English. All attachments, like brochures, manuals and other documentation that is necessary for Enova to access the tender, can be delivered in either English or Norwegian. All communication between Bidder and Enova shall be in English with the exception of oral dialog (i.e telephone conversations, meetings). The same applies for communication after an eventual awarding of the contract between Enova and the supplier.

3.3 Validity of tender

Tenders shall be valid for a minimum of one-1-month from the closing date for receipt of tender. The validity of the tender shall be clearly stated in the cover letter by the Bidder.

3.4 Opening of tenders

The tender will be opened and listed on the 29th of March 2005 at 13:00.
There will be no public opening of the tenders. The received tenders will be opened by a minimum of two representatives from Enova.

3.5 Rejection of tenders

Each individual tender can be rejected based on the rejection criteria as defined in the Norwegian regulations for public procurement clauses § 15-10, 15-11 and 15-12.

Enova can choose to reject all received Tenders in the competition if sufficient reason to do so.

Enova reserves the right to contact all the Bidders existing customers and references.

Alternative Bids will not be considered.

3.6 Decision regarding Award of Contract

The Contracting authorities will inform tenderers of decisions reached concerning the award of the contract, in accordance with the Norwegian regulations for public procurement clause § 17-3.

3.7 Costs in connection with tender

Costs in connection with producing, delivering and following up bid documents will not be refunded by Enova.

3.8 Acceptance of terms

The Bidder does not have the possibility of rejecting, denying or substantially deviating from the terms as defined in the contract documents. In addition the Bidder must confirm the acceptance of all listed terms in the Bid. Acceptance of terms shall therefore be included in the cover letter of the Bid. Any and all deviations from the terms in the contract documents must be explicitly stated by the Bidder and reasoning for each individual deviation.

3.9 Requirements to project completion

The Bidder can only deliver a Bid on the entire project.

3.10 Contract award criteria

The contract will be awarded to the tenderer who makes the economically most advantageous tender with regard to the following evaluation criteria (the first criteria is weighting 1/3 and the rest 2/3):

- Understanding of need/project
- Competence of Key personnel at Supplier (CVs to be attached)
- Price and costs
- Ability to complete project (capacity and availability)

The required qualifications should be documented in writing as an attachment to the application.

Evaluation of the above listed criteria will be completed based on the Bidders responses and eventual negotiations between the parties.

All Bids will be handled as confidential.

3.11 Requirements to tender

The Tender is to be structured as follows:

1. Cover letter with total price and listing of eventual reservations/deviations to Enovas contract documents.
2. CV for offered personnel (employed at Bidder)
3. Description of distribution of work and assignment of responsibility to the members of the proposed team.

4 A brief statement concerning the bidder's understanding of and project solution. Economic parameters to be defined.
5 Reference list.
6 Response to other requirements as defined in Qualification requirements.
7 Other comments.

3.12 Information to Bidders

Detailed information about the project can be obtained by contacting Håvar Risnes (havar.risnes@enova.no) by e-mail.

Enova reserves the right to supply additional information and/or make changes to the contract documents up until 10 days before closing date for receipt of tender. Additional information, or information on changes, will be sent all Bidders who have received the contract documents.

Questions concerning the contract documents are to be sent in writing at the latest 10 days before the closing date for receipt of tender.

3.13 Qualification requirements

Before evaluating the tenders the contracting entity shall examine whether the tenderers or candidates fulfil the requirements imposed upon the suppliers. These requirements are listed below. Documentation is to be included with the tender.

I. The companies own safety and quality assurance certificate in accordance with the Norwegian regulations for public procurement clause § 12-10. The certificate should state that the company does or will fulfill the legal requirements to safety and quality in Norway. The certificate is to be signed by one of the employees in the company.

II. Country specific Tax Certificates (VAT and company tax) enclosed, demonstrating that all duties have been fulfilled. Certificates are to be no older than 6 months from tender deadline.

III. Sound financial and economic standing is to be documented for the last 2 approved accounting years. Please provide complete statements of accounts including comments from board of directors, appropriate statements from the services provider's bankers, balance sheet and accounting notes. Preliminary accounting results for the first half year 2004 are to be included if the complete statement of accounts are not finished.

IV. Considerable experience with similar type of services those to be provided under this contract. Documented with the principal services provided in the past 3 years by the Bidder. The dates on which the services were provided, type of delivery, value and whether private or public client are to be disclosed. (Reference list with contact person and telephone number to be included).

V. The defined value chain and related logistics chain can affect a wide range of individuals, companies and markets. The bidder's success in incorporating both national and international expertise (e.g. relevant academic, industrial and market parties) is therefore a qualification requirement.

Enova reserves the right to do a credit check on Bidders.

There will be negotiated with a minimum of 3 and a maximum of 5 potential bidders.

3.14 Use of subcontractors

The scope of use/involvement of subcontractors is to be explicitly stated in the Tender. Use of subcontractors shall in no way reduce or limit the primary contractors contractual risk.

Sub-contractors engaged by the successful bidder, in executing the contract, are to be described in a short résumé, including references and a contact person.

3.15 Commercial terms

The project is to be documented in English and in the form of a final report. The final report is to be delivered Enova in five written copies and at attached electronic version on a CD (WP format).

The Bid is to be structured and priced based on time and expense, with a maximum total price for the entire project. The maximum price is to be based on the proposed project deliveries. Hourly rates are to be defined (for defined project activities). Hourly rates are to be applied when invoicing and in the eventuality of changes to the project scope as defined in the contract documents.

All prices are to include VAT and other taxes.

Maximum accumulated price for entire delivery	kr

Hourly rates:

Job title	(kr/hour)
Project leader / Partner	
Senior Consultant	
Consultant	
Other	

Costs in connection with traveling expenses and accommodation are to be clearly specified in the Bid if not included in the hourly rates.

Payment pr 30 days from approved delivery date and receipt of correct invoice. The invoice will be viewed as incorrect if the price is wrong or includes any deviates from the approved order. Should the need for credit notes arise, all credit notes are to marked with reference to original invoice.

3.16 Attachments

1 – Description of services

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