

**Norway-Oslo: Accommodation, building and window cleaning services**

OJ S 14/2016 21/01/2016

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Direktoratet for økonomistyring (DFØ) [The Norwegian Government Agency for Financial Management]

National registration number: 986252932

Postal address: Postboks 7154

Town: Oslo

Postal code: 0130

Country: Norway

For the attention of: Jan Petter Jessen

E-mail: [post@dfo.no](mailto:post@dfo.no)

Telephone: +47 40007997

**Internet address(es):**

General address of the contracting authority: <http://www.dfo.no>

Address of the buyer profile: <https://kgv.doffin.no/ctm/Supplier/CompanyInformation/Index/3516>

Electronic access to information: <https://kgv.doffin.no/ctm/Supplier/Documents/Folder/139649>

**Additional information can be obtained from:**

the abovementioned address

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

the abovementioned address

**Tenders or requests to participate must be submitted:** the abovementioned address

**I.2. Type of the contracting authority**

National or federal agency/office

**I.3. Main activity**

General public services

**I.4. Contract award on behalf of other contracting authorities**

The contracting authority is purchasing on behalf of other contracting authorities: no

**Section II: Object of the contract**

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**II.1. Description****II.1.1. Title attributed to the contract by the contracting authority**

Open tender contest — procurement of cleaning services in DFØ's premises in Stavanger.

**II.1.2. Type of contract and place of performance or delivery**

Services

Service category No 27: Other services

Main site or place of performance: Oslo.

NUTS code NO Norge

### **II.1.3. Information about a framework agreement or a dynamic purchasing system**

The notice involves a public contract

### **II.1.4. Information about framework agreement**

#### **II.1.5. Short description of the contract or purchase(s)**

The Norwegian Government Agency for Financial Management (DFØ) was established 1.1.2004 as an administration body under the Ministry of Finance. DFØ's task is to strengthen the government financial management and improve the use of resources in the area.

DFØ is an advisor for central authorities within government financial management and it carries out administration assignments for all government entities. In addition DFØ provides financial services, including payroll and accounting services to approx. 75 percent of the government entities.

DFØ currently has approx. 370 employees and is currently divided between three office locations and one central unit in Oslo.

The offices are located in Hamar, Stavanger and Trondheim.

DFØ is currently being reorganised as regards its office structure. After the reorganisation (from spring 2017), DFØ will be located in three locations: Oslo, Stavanger and Trondheim. This assignment is only for DFØ's office premises in Stavanger.

See our website [www.dfo.no](http://www.dfo.no) for further information on DFØ.

DFØ would like tenders for cleaning services and sanitary services for its office premises in Stavanger, address Nykirkebakken 2, the 5th and 6th floors. The office premises mainly consist of office landscape.

The contract will start Monday 2 May 2016. The total area of the premises is approx. 1 915 m<sup>2</sup> on the building's 5th, and 6th floors (912 m<sup>2</sup> and 1 003 m<sup>2</sup> respectively).

The cleaning services includes regular cleaning including a sanitary service and carpet cleaning, as well as options for custom work and sanitary articles.

The areas that shall be regularly cleaned are: office landscape, office(s), separate internal corridors, quiet rooms, meeting rooms, social zones/internal communal areas including kitchen /kitchenette, copy/print room, supplies room and toilets.

The provision and execution of the cleaning services shall be in accordance with the latest version of the Norwegian standard NS — INSTA 800.

#### **II.1.6. CPV code(s)**

90911000 Accommodation, building and window cleaning services, 39800000 Cleaning and polishing products, 90900000 Cleaning and sanitation services

#### **II.1.7. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: yes

#### **II.1.8. Lots**

This contract is divided into lots: no

#### **II.1.9. Information about variants**

Variants will be accepted: no

### **II.2. Scope of the procurement**

#### **II.2.1. Total quantity or scope**

Estimated value excluding VAT:

Range: between 800 000 and 2 000 000 NOK

## **II.2.2. Information about options**

Options: no

## **II.2.3. Information about renewals**

This contract is subject to renewal: yes

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

in months: 24 (from the award of the contract)

## **II.3. Duration of the contract or time limit for completion**

Duration in months: 048 (from the award of the contract)

## **Section III: Legal, economic, financial and technical information**

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### **III.1. Conditions related to the contract**

#### **III.1.1. Deposits and guarantees required**

#### **III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them**

#### **III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded**

#### **III.1.4. Contract performance conditions**

The performance of the contract is subject to particular conditions: no

### **III.2. Conditions for participation**

#### **III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions: Valid tax certificates are to be enclosed. DFØ will assess any tax arrears.

Documentation requirements:

A tax certificate and VAT certificate shall be presented as confirmation that due taxes and duties have been paid. The certificates shall be issued by the chief municipal treasurer at the tenderer's place of business and by the tax collector in the relevant company's home county. Tenderers with a business address outside of Norway must submit certificates confirming that the tenderer has its taxes and fees in order in their home country. The certificates should not be older than six months from the tender deadline.

A valid HSE self-declaration is to be presented.

Documentation requirements:

All service providers shall enclose with the tender, a self-declaration showing that the tenderer complies with, or in connection with any contract award, will comply with statutory Norwegian Health, Safety and Environmental (HSE) regulations.

Tenderers are required to have a legally established company and sufficient capacity to achieve the expected quality.

Documentation requirements:

Provide a description of the service provider's organisation, company structure, ownership structure and business area.

Tenderers shall give an account of the average number of employees in relevant positions in the last three years.

Tenderers shall provide a statement of how much of the services will be carried out by sub

suppliers.

A company registration certificate must be attached.

Tenderers shall have liability insurance and this shall ensure that DFØ is covered for any loss or damage that occurs and that the service provider can be liable for in accordance with the contract and general contractual principles. The insurance sum shall not be less than 75 G.

Documentation requirements:

A copy of an insurance certificate or other documentation issued by a third party that states what the insurance covers and what monetary limit applies to the liability insurance shall be enclosed.

All cleaning companies shall have public certification from the Norwegian Labour Inspection Authority in order to operate legally.

Tenderers shall have central certification and shall be registered as a certified cleaning company.

Documentation requirements:

Tenderers shall enclose a certificate from the Norwegian Labour Inspection Authority (or documentation that an application has been sent for processing to the Norwegian Labour Inspection Authority).

Tenderers shall ensure that the employees in their company and others who contribute to fulfilment of the contract do not have worse wage and work conditions than those in tariff agreements, regulations or what is otherwise seen as normal for the relevant profession. This only applies to employees who are directly involved in fulfilling the contract. The management of the company is responsible for complying with this regulation.

Documentation requirements:

Tenderers shall document, via a self-declaration, that the wage and work terms for those who contribute to the fulfilment of the contract, are not in contrary to the tariff agreements, regulations or what is otherwise seen as normal for the relevant profession.

### **III.2.2. Economic and financial ability**

List and brief description of conditions: Satisfactory finances are required to carry out the assignment. The credit assessment shall be a rating (include a credit rating, part judgement and historical rating). The credit rating shall be carried out by a publicly certified credit institution.

The credit rating must not be lower than score A (creditworthy) or equivalent if a different form of score is used (assessment of figures). Tenderers with a rating lower than A or equivalent (i. e. not credit worthy or credit worthy with security) will not be considered.

Documentation requirements:

Tenderers shall enclose a credit rating from a certified credit institution. The credit report shall be based on the last known accounting figures (annual accounts 2014 or 2015). The credit report shall not be older than six months, calculated from the tender deadline.

### **III.2.3. Technical and professional ability**

List and brief description of conditions:

Tenderers are required to have a good and well-functioning quality assurance system for the services that will be provided.

Documentation requirements:

A description of the tenderer's quality assurance system/management system, which is relevant for the implementation of the contract. If a tenderer is certified, this shall be documented by a copy of a certificate issued by an accredited certification body or equivalent. Tenderers are required to have documented knowledge of NS-INSTA 800.

Documentation requirements:

Documented knowledge of NS-INSTA 800.

Tenderers who are certified in the ISO 9000 series and/or the ISO 14000 series, are requested to present documentation of this to support their qualifications. Tenderers who are certified by Ren Utvikling and/or by HSH are asked to document this.

Tenderers shall have an established quality assurance system for ethical trade that describes how the tenderer works to comply with ethical trade at the tenderer and in the supplier chain.

Documentation requirements:

Tenderers shall describe how the production takes places. Tenderers must have communicated ethical guidelines (Code of Conduct) that ensure that the manufacturer's production is legal and follows internationally recognised principles for human rights and working conditions. Tenderers must describe systems for the follow-up of socially responsible production at the production units.

Tenderers shall have experience from equivalent assignments and shall refer to equivalent services that this competition is meant to cover.

Documentation requirements

A list of the most important deliveries in the last three years for equivalent services.

### **III.2.4. Information about reserved contracts**

### **III.3. Conditions specific to services contracts**

#### **III.3.1. Information about a particular profession**

Execution of the service is reserved to a particular profession: no

#### **III.3.2. Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract: no

## **Section IV: Procedure**

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### **IV.1. Type of procedure**

#### **IV.1.1. Type of procedure**

Open

#### **IV.1.2. Information about the limits on the number of candidates to be invited**

#### **IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue**

### **IV.2. Award criteria**

#### **IV.2.1. Award criteria**

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **IV.2.2. Information about electronic auction**

An electronic auction will be used: no

### **IV.3. Administrative information**

#### **IV.3.1. File reference number attributed by the contracting authority**

16/6

#### **IV.3.2. Previous publication concerning this procedure**

no

**IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document**

Payable documents: no

**IV.3.4. Time limit for receipt of tenders or requests to participate**

7.3.2016 - 12:00

**IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

**IV.3.6. Languages in which tenders or requests to participate may be submitted**

Other: Norwegian.

**IV.3.7. Minimum time frame during which the tenderer must maintain the tender**

**IV.3.8. Conditions for opening of tenders**

Persons authorised to be present at the opening of tenders: no

**Section VI: Complementary information**

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**VI.1. Information about recurrence**

This is a recurrent procurement: no

**VI.2. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:  
no

**VI.3. Additional information**

**VI.4. Procedures for review**

**VI.4.1. Review body**

**VI.4.2. Review procedure**

**VI.4.3. Service from which information about the review procedure may be obtained**

**VI.5. Date of dispatch of this notice**

19.1.2016