

**Norway-Oslo: Document management system**

OJ S 17/2016 26/01/2016

**Contract notice****Services****Directive 2004/18/EC****Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Arbeids- og velferdsdirektoratet, Økonomiavdelingen, Anskaffelsesseksjonen  
[The Norwegian Labour and Welfare Administration, the Finance Department, the  
Procurement Section]

National registration number: 889640782

Postal address: Postboks 5, St Olavs plass

Town: Oslo

Postal code: 0130

Country: Norway

For the attention of: Mildrid Kvalvik

E-mail: [nav.anskaffelser.ikt@nav.no](mailto:nav.anskaffelser.ikt@nav.no)

Telephone: +47 21071000

Fax: +47 21071010

**Internet address(es):**Address of the buyer profile: <https://kgv.doffin.no/ctm/Supplier/CompanyInformation/Index/1002>Electronic access to information: <https://kgv.doffin.no/ctm/Supplier/Documents/Folder/139479>**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**

Ministry or any other national or federal authority, including their regional or local subdivisions

**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**

System for Electronic Administrative Case Management.

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

Services

Service category No 7: Computer and related services

Main site or place of performance: Oslo, Norway.  
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 objective is to procure a system for electronic administrative proceedings and electronic archiving that facilitates for NAV to:

- comply with legal requirements and have good support for internal control, management and reporting;
- have effective and user-friendly work processes, where information can easily be stored and retrieved;
- participate in the digitalisation of the public sector in administrative processing and archiving.

The administrative archive in NAV contains cases related to NAV's

- area of authority (cases in work, activity and performance including regulation development, contribution management, legal proceedings, etc.).
- self-management and development (cases such as for example strategy and planning documents, business planning, economy and budget cases, letter of award, development and management documentation, contracts and agreements, project documentation, personnel cases).

Cases that concern requirements from individual persons according to the laws about The Norwegian Labour and Welfare Management law (16.6.2006) — is in principle not included in the administrative archive, with the exception of certain minor matters.

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

48311100 Document management system, 48000000 Software package and information systems, 48810000 Information systems, 72000000 IT services: consulting, software development, Internet and support, 48311000 Document management software package

### **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**

At full roll-out, the solution is expected to have an active user base of approx. 8 000 — 10 000 internal users. It may be relevant to take the solution out to the management's 19 500 internal users. The solution shall be rolled out gradually in the agency over several years.

It is anticipated that with full roll-out the electronic archive will have an annual archive capture of approx. 1 000 000 registrations, including registry entries.

The agreement shall provide flexibility in connection to changes of costs resulting from changes in user patterns and service scope.

### **II.2.2.**

## **Information about options**

Options: no

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

This contract is subject to renewal: yes

Number of possible renewals: 2

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: 072 (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: Norwegian tenderers shall have their tax and VAT payments in order, documented by:

— Norwegian tenderers: a Tax and VAT certificate from the tax authorities. The certificate shall not be older than 6 months from the deadline for requests to participate in the tender contest.

The tenderer is required to be a legally established company, documented by:

— Norwegian tenderers: Company registration certificate from the Brønnøysund Register Centre;

— Foreign tenderers: certificate for registration in the company register as prescribed in the legislation of the country in which the tenderer is established.

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

List and brief description of conditions: The tenderer is required to have good financial solidity. A 'good creditworthiness' or better credit rating satisfies this requirement.

The contracting authority will obtain a credit rating carried out by Experian; see [www.Experian.no](http://www.Experian.no)

If the tenderer feels that the credit rating will not provide an accurate picture, please send supplementary information together with the qualification application.

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

List and brief description of conditions:

Excellent ability to deliver is required, documented by:

- Description of the tenderer's ability to deliver that includes;
- A description of relevant units at the Tenderer's disposal.
- Number of relevant resources in accordance with the nature and scope of the procurement with the following competence:
  - o Technical product expertise;
  - o Functional product expertise;
  - o Training / introduction;
  - o Archival;
  - o Project management;
  - o Test management.

The template in annex 2 applies for other line points. The personnel proposed to the assignment shall not be specified, and CVs not submitted.

Regarding the above named description, the Tenderer must take into account the contents of point 1.3) and 1.4) in the qualification documentation.

Extremely good experience is required from similar deliveries, documented by:

- Description of the tenderer's three most important contracts in the last three years.

Description on each delivery shall include;

- recipient/contracting authority;
- duration;
- field of responsibility;
- Value (if the value cannot be specified due to confidentiality requirements, the tenderer is asked to specify the number of man-labour years for the Tenderer's input);
- The tenderer's role/area of responsibility;
- system/technology used.

The template in annex 3 shall be used for this point.

Name and contact details for the reference client's contact person who can confirm this information must be provided on request.

A good, well functioning quality assurance system is required, documented by:

- A brief description of the service provider's general methods and processes that are relevant in ensuring the quality of the service. There should be no sales text, product descriptions or descriptions of experience. The following areas shall be included:
  - design/development;
  - test;
  - project management;
  - maintenance/support/error correction;
- An account of the company's quality assurance system/quality management system, and any certificates issued by independent bodies.

#### **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**

Negotiated

Some candidates have already been selected (if appropriate under certain types of negotiated procedures) no

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

Envisaged minimum number 3: and Maximum number 5

Objective criteria for choosing the limited number of candidates: Implementation ability: 40 %.

Experience from similar deliveries: 40 %.

Quality assurance: 20 %.

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

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated yes

#### **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**

15-4549

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

Prior information notice

Notice number in the OJ S: [2015/S 200-363359](#) of 15.10.2015

##### **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**

29.2.2016 - 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**

#### **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**

22.1.2016