

Norway-Vadsø: Stationery

OJ S 20/2016 29/01/2016

Contract notice

Supplies

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Finnmark fylkeskommune (Finnmark County)

National registration number: 964994218

Postal address: Fylkeshuset

Town: Vadsø

Postal code: 9815

Country: Norway

For the attention of: Mona Halvari

E-mail: innkjop@ffk.no

Telephone: +47 78963000

Fax: +47 78963001

Internet address(es):

Address of the buyer profile: <https://kgv.doffin.no/ctm/Supplier/CompanyInformation/Index/2655>

Electronic access to information: <https://kgv.doffin.no/ctm/Supplier/Documents/Folder/138111>

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

Regional or local 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: yes

Official name: Sametinget

National registration number: 974 760 347

Postal address: Àvjovàrgeaidnu 50

Town: Karasjok

Postal code: 9730

Country: Norway

Section II: Object of the contract

II.1. Description

II.1.1. Title attributed to the contract by the contracting authority

Office supplies, copy paper, cleaning, plastic and paper products.

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

Supplies

Purchase

Main site or place of performance: Finnmark, Troms, Nordland and Nord Trøndelag.

NUTS code NO07 Nord-Norge

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

The procurement involves the establishment of a framework agreement

II.1.4. Information about framework agreement

Framework agreement with a single operator

Duration of the framework agreement

Duration in years: 4

Estimated total value of purchases for the entire duration of the framework agreement

Estimated value excluding VAT:

Range: between 1 800 000 and 2 300 000 NOK

Frequency and value of the contracts to be awarded: Continuously as needed.

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

Procurement of office supplies, copy paper, cleaning, plastic and paper products for Finnmark county and Sametinget, including underlying entities.

II.1.6. CPV code(s)

30192700 Stationery, 30197640 Self-copy or other copy paper, 30192121 Ballpoint pens, 30192122 Fountain pens, 30192930 Correction pens, 22852100 File covers, 22853000 File holders, 30193700 File storage box, 19520000 Plastic products, 18424300 Disposable gloves, 33141000 Disposable non-chemical medical consumables and haematological consumables, 33772000 Disposable paper products, 39222100 Disposable catering supplies, 39222110 Disposable cutlery and plates, 39222120 Disposable cups, 42994220 Lamination accessories, 30190000 Various office equipment and supplies, 22815000 Notebooks, 22810000 Paper or paperboard registers, 30145100 Calculator rolls, 31440000 Batteries, 30192800 Self-adhesive labels, 30199760 Labels, 30124400 Staple cartridges, 30197320 Staplers, 30197330 Hole punches, 30197200 Ring binders and paper clips, 30197220 Paper clips, 30191000 Office equipment except furniture, 33760000 Toilet paper, handkerchiefs, hand towels and serviettes, 33761000 Toilet paper, 33763000 Paper hand towels, 33764000 Paper serviettes, 37823000 Greaseproof paper and other paper items, 37823100 Greaseproof paper, 30197642 Photocopier paper and xerographic paper, 30197643 Photocopier paper

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: yes

Tenders may be submitted for one or more lots

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

The counties have previously had framework agreements with another segment division. The turnover in 2014 was approx. 2 700 000 NOK excluding VAT. The procurement is for the

product groups listed in the respective sub-segment (office supplies, copy paper and cleaning /plastic/paper products) in the price form and it has an estimated annual value of approx. 1 800 000 NOK-2 300 000 NOK excluding VAT. The specified volumes entail no purchase obligation for the Contracting Authority. Changes in organisation, budget and routines can effect the total volume.

Estimated value excluding VAT:

Range: between 1 800 000 and 2 300 000 NOK

II.2.2. Information about options

Options: yes

Description of options: Provision of courses (only applies to sub-segment 3 cleaning/plastic /paper products): The main aim of this service is to ensure competence for good cleaning and joint routines for the entire county. Courses within product training, cleaning agents/chemicals, HSE, cleaning machines and equipment, hand hygiene and infection protection/cleaning, NS-INSTA 800.

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: 12 (from the award of the contract)

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

Start 1.4.2016. Completion 31.3.2018

Information about lots

Lot No: 1

Lot title: Office supplies

1) Short description

Procurement of all types of office supplies except copy paper.

2) CPV code(s)

30191000 Office equipment except furniture, 30192121 Ballpoint pens, 30192122 Fountain pens, 30192930 Correction pens, 22852100 File covers, 22853000 File holders, 30193700 File storage box, 42994220 Lamination accessories, 30190000 Various office equipment and supplies, 30192700 Stationery, 22815000 Notebooks, 22810000 Paper or paperboard registers , 30145100 Calculator rolls, 31440000 Batteries

3) Quantity or scope

Makes up approx. 25 % of the estimated total value.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 2

Lot title: Copy paper

1) Short description

Procurement of copy paper.

2) CPV code(s)

30197643 Photocopier paper, 30197640 Self-copy or other copy paper, 30197642 Photocopier paper and xerographic paper

- 3) **Quantity or scope**
- 4) **Indication about different time frame or duration**
- 5) **Additional information about lots**

Lot No: 3

Lot title: Cleaning, plastic and paper products

1) Short description

Procurement of cleaning products, plastic products and paper products.

2) CPV code(s)

18424300 Disposable gloves, 19520000 Plastic products, 33141000 Disposable non-chemical medical consumables and haematological consumables, 33772000 Disposable paper products , 39222100 Disposable catering supplies, 39222110 Disposable cutlery and plates, 39222120 Disposable cups, 37823100 Greaseproof paper, 33764000 Paper serviettes

3) Quantity or scope

This sub contract makes up approx. 60 % of the estimated total value.

4) Indication about different time frame or duration

5) Additional information about lots

Section III: Legal, economic, financial and technical information

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: 1a. A tax and VAT certificate is required.

Documentation requirement:

Tax and VAT certificate (RF-1316), which is not older than six (6) months when calculated from the tender deadline. The certificate can be ordered from Altinn. Foreign tenderers must provide certificates from equivalent authorities to the Norwegian authorities.

1b. Declaration on the UN's child convention and ILO convention.

Tenderers will be obligated in accordance with the provisions in the UN's Child Convention Article 32 and the ILO Convention No 138.

Documentation requirement:

List of the tenderer's most important and equivalent contracts (minimum 2) in the the last year /recent years, including their value, date and name of the contracting authority with a contact

person, email address and telephone number, who can be contacted if needed.

2a. The tenderer is required to be a legally established company.

Documentation requirement:

Norwegian companies: A company registration certificate from the Brønnøysund Register Centre shall be enclosed.

Foreign companies: Proof that the company is registered in a trade or business register as prescribed by the law of the country where the tenderer is established.

5. If the tenderer is planning to hand over parts of the contract to sub-suppliers, provide a brief description of the sub-suppliers and indicate which parts they will perform.

If a tenderer intends to use the capacity of other companies for the financial/economic strength and/or the technical/professional qualifications, documentation shall be enclosed that confirms that the tenderer can use the necessary resources at the sub suppliers, for example, a written commitment statement or a written cooperation agreement on this between the tenderer and the sub-supplier. This is in the Public Procurement Regulations §§ 17-8 and 17-9, jf. § 20-12 (1)a for part III procurements.

Documentation requirement: Tenderers enclose a commitment statement from the companies in question or other proof that documents that the tenderer can use the offered resources. See Annex H.

III.2.2. Economic and financial ability

List and brief description of conditions: 3a. Tenderers must have the financial capacity to implement the assignment/contract.

A company rating equivalent to BISNODE rating A (credit worthy) will be sufficient for this contract.

Documentation requirement:

Credit evaluation/rating, not older than 6 months, based on the last known accounting figures. The rating shall be carried out by a publicly certified credit rating institution, which confirms that the tenderer is credit worthy.

If the tenderer cannot provide the above documentation, or wants to document that these give a misleading picture of his financial situation, he must prove his economic and financial standing by providing other documents relevant to the company's accounting figures/finances. The tenderer must then provide specific reasons why the requested documentation may not be available or gives a misleading picture.

Minimum level(s) of standards possibly required: See the above information as well as the tender documentation.

III.2.3. Technical and professional ability

List and brief description of conditions:

4a. Experience from at least 2 similar assignments during the past 3 years, is required.

Equivalent assignments means deliveries within the same product areas, value and volume.

Documentation requirement: A list of a minimum of 2 of the tenderer's most important and equivalent contracts (to public/government entities) in the last 3 years, including their value, date and the name of the contracting authority with a contact person and contact information, who can be contacted if needed.

A reason shall be provided in cases where a tenderer has not had the requested experience and nearby references are to be given.

4b. The tenderer shall have sufficient implementation ability and capacity for implementation of the contract.

Documentation requirement: A statement of the tenderer's organisation and available resources (employees and equipment) for implementation of the contract.

4d. Tenderers shall have a good and well functioning environmental management system.
Documentation requirement:
Tenderers shall enclose their documentation with a focus on:
— Environmental politics/environment strategy;
— Action plan/initiative list.
Documentation shall be related to the procurement's nature and scope.
Or the tenderer's valid certificate for the environment management system is to be enclosed.
For example, ISO 14001, or equivalent.
Minimum level(s) of standards possibly required:
See the above information as well as the tender documentation.

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

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 Criteria below

1. Price and costs. Weighting 35
2. Quality. Weighting 40
3. Internet shop — web system. Weighting 25

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

201503081

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

1.3.2016 - 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

Duration in months: 6 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Date: 2.3.2016 - 00:00

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

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published: Continuous call-offs as needed.

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

The prior information notice dated 8.12.2015 provided information on a dialogue conference that was held 17.12.2015.

VI.4. Procedures for review

VI.4.1. Review body

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: See the tender documentation point 1.2.

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

VI.5. Date of dispatch of this notice

28.1.2016