

Norway-Oslo: Graphic design services

OJ S 21/2016 30/01/2016

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Oslo kommune c/o Utviklings- og kompetanseetaten [Oslo municipality, c/o the Agency for Improvement and Development]

National registration number: 971 183 675

Postal address: PB 6538 Etterstad

Town: Oslo

Postal code: 0606

Country: Norway

For the attention of: Oddbjørg Furre Nergård

E-mail: oddbjorg.furre.nergard@uke.oslo.kommune.no

Telephone: +47 02180

Internet address(es):

Address of the buyer profile: <https://kgv.doffin.no/ctm/Supplier/CompanyInformation/Index/3758>

Electronic access to information: <https://kgv.doffin.no/ctm/Supplier/Documents/Folder/139726>

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

I.3. Main activity

Other: graphical design, communication services and printing

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

II.1. Description

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

Framework agreement for communication services, services within graphical design and printing for the Groruddalen commitment.

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 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: 5 000 000 NOK

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

The Groruddalen commitment annually produces four annual reports and one annual statement. In addition various brochures and other information material marketing the commitment is produced when needed. The Groruddalen commitment is also a sponsor of events that require profiling in the form of flyers, banners, adverts etc.

In 2016 and 2017 four annual reports and one annual statement shall be produced. In addition a series of four handbooks on the methodology in the commitment, a whiteboard-animation on the commitment and a profile magazine with selected results from the decade collaboration are planned in 2016. This magazine is estimated to have approx. 160 pages.

The tenderer shall, in addition to graphical design services, provide communication consultancy services and contribute with professional ideas, texts and photos. An editorial group shall be established for the work on the handbooks, the communication agency shall participate in this.

The tenderer shall contribute to further developing the graphical profile by adjusting existing templates, as well as by producing new templates and elements as needed. The tenderer shall be able to co-ordinate the printing of communication material, for example, brochures, adverts, campaigns, etc.

The tenderer shall be able to deliver products digitally and adapted to different platforms such as tablets, mobiles etc.

The selected tenderer shall contact at least 3 printers and obtain price offers for the printing that is required in each assignment on behalf of the Groruddalen commitment.

II.1.6. CPV code(s)

79822500 Graphic design services, 79960000 Photographic and ancillary services, 79800000 Printing and related 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

The contract extent is estimated to approx. 1 250 000 NOK per annum. Emphasis is put on the fact that this figure is not binding for the contracting authority. The amount will vary from year to year and it will depend on what communication measures are implemented through the Groruddalen commitment communication plan.

Oslo municipality and the government signed a contract in autumn 2015 for a new ten year

commitment in Groruddalen from 2017. The content and the financial limits for the commitment are currently unclear and a concrete contract will be in place during 2016.

II.2.2. Information about options

Options: yes

Description of options: The contract has an option for the contracting authority to extend the contract for up to a further 1 year + 1 year (in total until 15.6.2020) on unchanged terms.

Call-offs on the contract will be made by the Groruddalen commitment and possibly other area commitments in the city council department for town development. The Groruddalen commitment consists of the Groruddalen commitment's team in the Alna, Bjerke, Grorud and Stovner districts. Collaborating agencies will also be able to make call-offs on the contract when they shall contribute to projects in the Groruddalen commitment.

II.2.3. Information about renewals

This contract is subject to renewal: no

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

Duration in months: 024 (from the award of the contract)

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: Requirement: The tenderer shall be a legally established company.

Documentation Requirements: Norwegian companies: Company Registration Certificate.

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

Obligatory and mandatory requirements.

Requirement: The tenderer shall have his tax and VAT payments in order.

Documentation requirement: Tax and VAT certificate, not older than 6 months. The certificate can be ordered and downloaded from Altinn. If this is not possible, it can be ordered from the tax collector or the Norwegian Tax Administration.

Foreign tenderers must provide certificates from equivalent authorities to the Norwegian authorities.

III.2.2. Economic and financial ability

List and brief description of conditions: Requirement: The tenderer must have the financial capacity to carry out the assignment/contract.
Documentation requirement: The contracting authority will obtain a credit rating from Experian.

III.2.3. Technical and professional ability

List and brief description of conditions:

Tenderers shall have a good ability to fulfil the contract.

Documentation requirement: A statement of the service provider's average workforce and the number of employees in the administrative management in the last 3 years.

Requirement: The tenderer shall have experience from equivalent assignments.

Documentation requirement: A list of the most important deliveries or services performed during the past three years, including information on the value, date and the name of the public or private recipients.

CVs or equivalent documentation for individual persons are not be enclosed in connection with this point.

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

Restricted

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

Envisaged minimum number 5: and Maximum number 8

Objective criteria for choosing the limited number of candidates: After reviewing the received requests for participation in the tender contest, the contracting authority will invite the 5 to 8 tenderers that best meet the qualification requirements, to submit a tender. Good implementation ability and experience from equivalent assignments will be emphasised in the assessment. They will be assessed on these two conditions when seen in relation to the contract that shall be signed. Good implementation ability and experience from equivalent assignments will be emphasised equally in the assessment.

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

2016

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

4.3.2016 - 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

Section VI: Complementary information

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

28.1.2016