

**Norway-Kristiansund: Insurance services**

OJ S 22/2016 02/02/2016

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

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**I.1. Name and addresses**

Official name: Kristiansund kommune [Kristiansund municipality]

National registration number: 991891919

Postal address: Postboks 178

Town: Kristiansund

Postal code: 6501

Country: Norway

For the attention of: Audun Torvik

E-mail: [innkjop@kristiansund.kommune.no](mailto:innkjop@kristiansund.kommune.no)

Telephone: +47 71574000

**Internet address(es):**Address of the buyer profile: <https://kgv.doffin.no/ctm/Supplier/CompanyInformation/Index/3652>Electronic access to information: <https://kgv.doffin.no/ctm/Supplier/Documents/Folder/140055>**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**

Body governed by public law

**I.3. Main activity****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**

Procurement of insurance broker services for Nordmøre Intermunicipal Procurement Cooperation.

**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: Kristiansund, Norway.

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

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

The aim of this competition is to allow the contracting authority to get the best provision of insurance broker services.

The insurance broker service shall ensure that the contracting authority and its entities have the necessary insurance contracts in accordance with the laws and contract.

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

66510000 Insurance services, 66000000 Financial and insurance services, 66500000 Insurance and pension 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 contracting authority shall enter into a 2 year framework agreement for insurance broker service with an option for 1+1 year.

See the tender documentation part 2 for more detailed information.

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

Options: yes

Description of options: The Contracting Authority has the option to extend the contract subject to verbatim terms, by up to 1+1 years, so that the total possible length of the agreement is 4 years. Any contract extension will occur automatically unless the contracting authority, at the latest 2 months before the contract expires, notifies the tenderer that the contract will not be extended.

#### **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**

Start 3.4.2016. Completion 2.4.2018

## **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: Mandatory requirements

Tenderers shall have their tax and VAT payments in order.

— Tax certificate;

—VAT certificate.

Documentation requirement

A tax certificate and a VAT certificate for paid fees issued either by the local tax office or the tax collection office where the tenderer's head office is located. See: (<http://www.skatteetaten.no/no/Alt-om/Skatteattest/>)

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

The certificates must not be older than 6 months.

Requirements linked to the tenderer's organisational and legal position:

Tenderers shall be a legally established company.

Documentation requirement — examples.

— Norwegian companies: Company Registration Certificate.

— 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.

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

List and brief description of conditions: 1. The tenderer must have good economic and financial strength in relation to its operations in general, and in relation to the nature of this procurement. A minimum overall credit rating character of A (credit worthy) or better is required to be outlined in the RavnInfo.no rating.

Documentation requirement

The Contracting Authority will collect the above information via the credit information company RavnInfo.no It is therefore unnecessary to submit these details. (RavnInfo.no contains key information on all enterprises in Norway). The tenderer is requested to check if such information is available at RavnInfo.no

If the tenderer has valid reasons for not being able to provide the documentation requested by the Contracting Authority, the tenderer can prove his financial position with any other document that the Contracting Authority deems suitable.

2. Tenderers shall be economically and financially independent.

Documentation requirement

A statement shall be enclosed from the company's management stating that the tenderer does not receive nor will receive any form of grant, remuneration, office support or other cost compensation from the insurance companies as regards the placement of insurance in this assignment.

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

List and brief description of conditions:

1. The tenderer shall have experience from equivalent assignments during the last 3 years.

Documentation requirement

Tenderers shall enclose a list of the 3 most important contracts of an equivalent size in the last 3 years, including information on value, date and recipient (name, telephone number and e-mail address).

References will be contacted if needed to clarify relevance of the assignment. However, it is the tenderer's responsibility to provide a description substantiating relevance.

2. Tenderers shall have sufficient implementation ability and capacity.

Documentation requirement

A description of the staff the tenderer has at their disposal to fulfil the contract, regardless of whether they belong to the company or not. Statements must be submitted indicating the tenderer's average workforce over the last 3 years and the equipment, machinery, tools, material or technical equipment that are available to the tenderer and will be used to implement the contract/assignment.

3. A good and well-functioning quality assurance system is required for the services that shall be provided.

Documentation requirement

Statement regarding the tenderer's quality assurance system/management system  
or

A copy of the system certificate issued by an accredited certification body or equivalent documentation.

4. Tenderers must have competence within the disciplines required in the contract.

Documentation requirement

1. Documentation of a licence to operate insurance broker services. Copy of a licence from the Financial Supervisory Authority of Norway.

2. Documentation that the tenderer is certified by the Financial Supervisory Authority of Norway in accordance with the Insurance Broker Act.

3. Documentation that the tenderer is an certified broker in accordance with the Insurance Broker Act.

### **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 Criteria below

1. Price. Weighting 40
2. Competence. Weighting 60

**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**

2015/35655

**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**

10.3.2016 - 14:00

**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**

29.1.2016