

**Norway-Oslo: Internal office mail and messenger services**

OJ S 23/2014 01/02/2014

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

---

**I.1. Name and addresses**

Official name: NAV Tiltak Oslo  
National registration number: 974652269  
Postal address: Pb. 311 Alnabru  
Town: Oslo  
Postal code: 0614  
Country: Norway  
E-mail: [nav.tiltak.oslo@nav.no](mailto:nav.tiltak.oslo@nav.no)  
Telephone: +47 55553333  
Fax: +47 21068541

**Internet address(es):**

General address of the contracting authority: <http://www.nav.no>  
Address of the buyer profile: <https://kgv.doffin.no/ctm/Supplier/CompanyInformation/Index/3436>  
Electronic access to information: <https://kgv.doffin.no/ctm/Supplier/Documents/Folder/112104>  
Electronic submission of tenders and requests to participate: <https://kgv.doffin.no/ctm/Supplier/Notice/241489>

**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**

---

**II.1. Description**

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

Mail Handling NAV Oslo.

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

Services

Service category No 4: Transport of mail by land [3] and by air

Main site or place of performance: Oslo.  
NUTS code NO0 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 contract includes daily transport, pick up and delivery of incoming and outgoing internal and external mail for NAV Oslo and the franking of external outgoing mail and delivery to the contracted mail reception.

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

64122000 Internal office mail and messenger services

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

The procurement is covered by the Government Procurement Agreement: no

**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 estimated contract value is approximately NOK 5.5 million during the contract period.

**II.2.2. Information about options**

Options: yes

Description of options: The contracting authorities (Purchaser) has the option of an extension of the agreement for an additional 1 + 1 year.

**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: The Vendor is required to be a legally-established enterprise.

Documentation requirement:

- Norwegian Vendors: Company registration certificate from the Brønnøysund Register.
- Foreign Vendors: Certificate for registration in the enterprise register as prescribed in the legislation of the state in which the Vendor is established.

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

List and brief description of conditions: The Vendor is required to have good financial solidity.

Documentation requirement:

- The company's last annual report including the auditor's report to the relevant public authority of the State where the supplier is established, for example Brønnøysundregisteret in Norway, including new information of relevance to the company accounts
- The company's last annual accounts with notes
- Statement of the company's turnover for the last few years having relevance to this contract.

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

List and brief description of conditions:

- 1) Good execution capabilities are required.
- 2) Experience from similar deliveries is required.

Documentation requirement:

- 1) Description of the Vendor's technical capacity and professional qualifications. A description is requested regarding the capacity of relevant entities at the Vendor. With regard to qualifications, a short overview of general relevant expertise at the Vendor is requested. Persons that will be offered should not be specified, and CV s should not be supplied.
- 2) The Vendor's most important deliveries over the last 3 years, including a description of the assignments, the values, time frames and recipients.

### **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: yes

## **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 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**

JAN27012014

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

no

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

Time limit for receipt of requests for documents or for accessing documents: 10.3.2014 - 12:00  
Payable documents: no

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

10.3.2014 - 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**

until: 12.5.2014

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

Date: 10.3.2014 - 12:30

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: 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**

Official name: NAV Tiltak Oslo  
Postal address: C. J. Hambros Plass 2  
Town: Oslo  
Postal code: 0614  
E-mail: [nav.tiltak.oslo@nav.no](mailto:nav.tiltak.oslo@nav.no)  
Telephone: +47 55553333

**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**

29.1.2014