

**Sweden-Östersund: Personnel and payroll services**  
**OJ S 31/2016 13/02/2016**  
**Contract notice**  
**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Almi Företagspartner AB  
National registration number: 556481-6204  
Postal address: Box 168  
Town: Östersund  
Postal code: SE-831 22  
Country: Sweden  
For the attention of: Roland Falkdalen  
E-mail: [roland.falkdalen@almi.se](mailto:roland.falkdalen@almi.se)  
Telephone: +46 70-5908337

**Internet address(es):**

Address of the buyer profile: <https://www.e-avrop.com/almi>  
Electronic access to information: <https://www.e-avrop.com/almi/e-Upphandling/Announcement.aspx?id=28262>

Electronic submission of tenders and requests to participate: <https://www.e-avrop.com/almi/e-Upphandling/Announcement.aspx?id=28262>

**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**

**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**

Lönehantering för Almi Företagspartner AB.

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

Services

Service category No 27: Other services

NUTS code

**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)**

Koncernen Almi Företagspartner avser outsourca hela sin lönehantering.

2012 påbörjade Almi arbetet med att centralisera koncernens samtliga löner, pensions- och personaladministration till moderbolagets enhet i Östersund i linje med koncernens strategi för ökad effektivisering av sina administrativa processer.

Almi har idag en intern löneavdelning för att hantera koncernens samtliga månatliga tjänstemannalöner samt löpande styrelsearvoden. Löner och arvoden betalas ut från 26 olika bolag med sammanlagt 17 olika lokala avtal.

Avtalet är på 3 år med option på ytterligare 2 + 1 år.

Sista dag för ansökan är den 9.3.2016.

Välkommen med Er ansökan.

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

79631000 Personnel and payroll 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**

#### **II.2. Scope of the procurement**

##### **II.2.1. Total quantity or scope**

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

Options: no

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

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

Duration in months: 36 (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**
- III.2.2. Economic and financial ability**
- III.2.3. Technical and professional ability**
- 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: yes
  - Reference to the relevant law, regulation or administrative provision: Löneadministration.
- 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**

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- IV.1. Type of procedure**
- IV.1.1. Type of procedure**
  - Negotiated
- 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**
- IV.2.2. Information about electronic auction**
- IV.3. Administrative information**
- IV.3.1. File reference number attributed by the contracting authority**
- IV.3.2. Previous publication concerning this procedure**
- IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document**
- IV.3.4. Time limit for receipt of tenders or requests to participate**
  - 9.3.2016 - 23:55
- 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**
- 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**

**VI.2. Information about European Union funds**

**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**

10.2.2016