

Norway-Gjøvik: Document management system

OJ S 31/2016 13/02/2016

Contract notice

Supplies

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Anskaffelser Fellesenhhet Gjøvikregionen [Procurements Joint Unit for the Gjøvik Region]

National registration number: 912862089

Postal address: Gjøvik kommune

Town: Gjøvik

Postal code: 2810

Country: Norway

For the attention of: Thore Amundsen

E-mail: thore.amundsen@gjovik.kommune.no

Telephone: +47 61189500

Internet address(es):

Address of the buyer profile: <https://kgv.doffin.no/ctm/Supplier/CompanyInformation/Index/3338>

Electronic access to information: <https://kgv.doffin.no/ctm/Supplier/Documents/Folder/140418>

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: no

Section II: Object of the contract

II.1. Description

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

Case and archive system for Gjøvik kommune.

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

Supplies

Purchase

Main site or place of performance: Gjøvik, Norway.

NUTS code NO022 Oppland

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)

Gjøvik kommune invites tenderers to a contest for entry into agreement for the delivery of a case and archive system.

Gjøvik kommune wants to enter into agreement with 1 tenderer for the delivery of a standard case and archive system for electronic registration, case processing, selection processing and archiving. The system should also safeguard collaboration between the case and archive system and relevant professional systems and facilitate electronic collaboration between the municipality and external parties, both government and private.

More detailed description of the need and scope is presented in the annex to the tender documentation.

II.1.6. CPV code(s)

48311100 Document management system, 48000000 Software package and information systems, 48311000 Document management software package, 72000000 IT services: consulting, software development, Internet and support, 50000000 Repair and maintenance 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

A case and archive system shall be delivered, including a maintenance agreement. The Contracting Authority has unilateral options on extension/duration of the maintenance agreement including the options, the maintenance agreement can apply for up to 15 years. Total scope and value including options, integrations, etc. are difficult to calculate.

II.2.2. Information about options

Options: yes

Description of options: The procurement contains options on i.a. different programme functions, maintenance agreement, as well as services related to the relevant case and archive system.

It must also be possible to link up to options that may assist in achieving the municipality's goal /objective with the system.

II.2.3. Information about renewals

This contract is subject to renewal: no

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

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 tenderer must be a legally established company.

Documentation requirement:

- Norwegian tenderers must provide an updated company registration certificate;
- Foreign tenderers shall provide certificate(s) of statutory registration in the country where the business is established.

III.2.2. Economic and financial ability

List and brief description of conditions: Tax Certificate: The tenderer shall have their tax and VAT payments in order.

Documentation requirement:

- Norwegian tenderers shall submit tax certificates, no older than 6 months calculated from the tender deadline.
- Foreign tenderers must submit certificates from equivalent authorities to the Norwegian 1s.
- Tenderer must account for any arrears.

If the tenderer's offer relies on sub-contractors for contract fulfilment, a commitment statement shall be enclosed stating that the tenderer has the necessary right of use of the sub-contractor's capacity. If the sub-tenderer's performance is expected to exceed 100 000 NOK (excluding VAT) of turnover, certificates must also be enclosed for payment of tax and vat for the relevant sub-contractor(s).

Financial and economic position: The tenderer shall have sufficient economic and financial solidity to be able to carry out the contractual obligations.

Documentation requirement:

- Tenderers must submit annual financial statements for the last 2 financial years, as well as the auditor's reports.
- Tenderer is requested to report any necessary conditions (for example deficiency and low equity to assets ratio, etc.).
- The contracting authority reserves the right to, of their own initiative, gather credit assessments.

III.2.3. Technical and professional ability

List and brief description of conditions:

Technical/professional qualifications: The tenderer shall have good qualifications and the capacity related to the contractual obligations. Furthermore, the tenderer shall have experience from equivalent assignments. By equivalent assignments, we mean delivery of case and archive systems to the municipal sector. The tenderer shall have experience from a minimum of 3 similar assignments during the last 2 years.

Documentation requirement:

Description of the tenderer's 3 most relevant assignments during the last 2 years. The description must include a statement of the contract's 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 documenting relevance.

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

Negotiated

Some candidates have already been selected (if appropriate under certain types of negotiated procedures) no

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

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated yes

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

216361

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

30.3.2016 - 13:00

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

12.2.2016