

**Norway-Asker: Procurement consultancy 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: Asker municipality

National registration number: 944382038

Postal address: Postboks 353

Town: Asker

Postal code: 1372

Country: Norway

Contact person: Procurements

For the attention of: Rolf Brakstad

E-mail: [rolf.brakstad@asker.kommune.no](mailto:rolf.brakstad@asker.kommune.no)

Telephone: +47 66909130

**Internet address(es):**

General address of the contracting authority: <http://asker.kommune.no/>

Address of the buyer profile: <https://kgv.doffin.no/ctm/Supplier/CompanyInformation/Index/1120>

Electronic access to information: <https://anskaffelser.asker.kommune.no/ece/>

Electronic submission of tenders and requests to participate: <https://anskaffelser.asker.kommune.no/ece/>

**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 authority

**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**

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**II.1. Description**

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

Framework agreement — assistance with procurements.

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

Services

Service category No 11: Management consulting services [6] and related services

Main site or place of performance: Asker, Norway.

NUTS code NO012 Akershus

### **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:

Range: between 1 400 000 and 2 000 000 NOK

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

Asker municipality invites tenderers to an open tender contest for a framework agreement for assistance with procurements for tender contests and procurement activities on behalf of the contracting authority.

The contract will mainly be for operative procurements — primarily the procurement of supplies and services. This involves preparing the basis/documentation — evaluation of tenders — administering/following-up suppliers during the entire procurement process — as well as general procurement advice.

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

79418000 Procurement consultancy 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 intends to enter into an agreement with one tenderer. The framework agreement has an estimated total value of 350 000 — 500 000 NOK per annum. The contracting authority emphasises that the figures are estimates and that the actual volume may vary from year to year. The estimated value is not binding for the contracting authority. Both parties are aware of this prerequisite and it involves a risk that the extent can deviate.

Estimated value excluding VAT:

Range: between 1 400 000 and 2 000 000 NOK

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

Options: no

### **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**

Duration in months: 024 (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**

List and brief description of conditions: Norwegian companies: Company registration certificate.  
— Foreign companies: Proof that the company is registered in a trade index 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. Tenderers shall have the financial capacity/provide assurance that the tenderer will be financial viable to fulfil the entire assignment/contract — the company is required to be credit worthy (requirement A).

2. Relevant insurance.

1. Asker municipality will obtain a rating itself from Bisnode CreditPro (previously Soliditet Online/Dun and Bradstreet).

2. The company's last annual accounts (including the auditor's assessment) — as well as recent information that is relevant for the company's accounting figures.

3. A declaration of the company's turnover in the last three years that is of relevance for this contract (make a simple table — do not enclose the accounts etc.).

4. A copy of the insurance certificate.

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

List and brief description of conditions:

1. Tenderers must be able to document that they generally have solid experience and execution capabilities from equivalent contracts — as well as good qualifications and sufficient capacity — related to the contract obligations.

1. Tenderers shall give a short description of the company's capacity and specialisation connected to the requested service — cf. annex 1 requirement specifications.

2. An overview is to be given of the number of personnel the tenderer has at their disposal for fulfilment of the contract, and an account of how the company can handle periods without assignments and other periods with multiple simultaneous assignments.

3. The company's most important contracts in the last three years, including their size, value, date and customer/contact information (references who can be contacted).

#### **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**

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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 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**

CON-100080

##### **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: 21.3.2016 - 10:00  
Payable documents: no

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

31.3.2016 - 10:00

##### **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: 29.6.2016

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

Date: 31.3.2016 - 10:05

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**

See the tender documentation.

#### **VI.4. Procedures for review**

##### **VI.4.1. Review body**

Official name: Asker and Bærum District Court

National registration number: 984 195 796

Postal address: Malmskriverveien 2

Town: Sandvika

Postal code: 1337

Country: Norway

E-mail: [abtingrett@domstol.no](mailto:abtingrett@domstol.no)

Telephone: +47 67576500

Internet address: <http://www.domstol.no/abtingrett>

##### **Body responsible for mediation procedures**

Official name: KOFA [The Norwegian Complaints Board for Public Procurement]

Country: Norway

##### **VI.4.2. Review procedure**

##### **VI.4.3. Service from which information about the review procedure may be obtained**

Official name: Asker municipality

National registration number: 944 382 038

Postal address: Pb 353

Town: Asker

Postal code: 1372

Country: Norway

E-mail: [rolf.brakstad@asker.kommune.no](mailto:rolf.brakstad@asker.kommune.no)

Telephone: +47 66909130

#### **VI.5. Date of dispatch of this notice**

12.2.2016