

Norway-Oslo: Event services  
OJ S 46/2016 05/03/2016  
Contract notice  
Services

Directive 2004/18/EC

## Section I: Contracting authority

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### I.1. Name and addresses

Official name: Nasjonalt Folkehelseinstitutt (FHI) [The Norwegian Institute of Public Health]

National registration number: 983744516

Postal address: Lovisenberggata 8

Town: Oslo

Postal code: 0456

Country: Norway

For the attention of: Babek Saifalsadaty

E-mail: [babek@fhi.no](mailto:babek@fhi.no)

Telephone: +47 21077000

#### Internet address(es):

Address of the buyer profile: <https://kgv.doffin.no/ctm/Supplier/CompanyInformation/Index/1063>

Electronic access to information: <https://kgv.doffin.no/ctm/Supplier/Documents/Folder/141292>

#### 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

National or federal agency/office

### I.3. Main activity

Health

### 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

Event agency services.

#### 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: Oslo.

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

##### **Estimated total value of purchases for the entire duration of the framework agreement**

Estimated value excluding VAT:

Range: between 1 000 000 and 5 000 000 NOK

Frequency and value of the contracts to be awarded: The historical figures, based on 3 and 10 annual events, estimates the value to be in the range of 300 000 NOK to 1 200 000 NOK per event. This is only an estimate, and may vary based on financial latitude or changed requirements.

The estimated value for a four year period is between 1 000 000 NOK — 5 000 000 NOK, excluding VAT.

The Norwegian Institute of Public Health is not bound by this estimated value and it is subject to changes.

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

The objective of the procurement is to enter into a framework agreement with one service provider who shall cover the Norwegian Institute of Public Health's total requirement for arranging events with a great number of visitors, as well as social events that involve the entire or major parts of the Institute, e.g.:

- o Christmas parties, New Year's parties or summer parties;
- o Strategy gatherings;
- o Research days;
- o Conferences.

See the tender documentation for further details.

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

79952000 Event services, 79950000 Exhibition, fair and congress organisation services, 79951000 Seminar organisation services, 79956000 Fair and exhibition organisation 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**

During the previous 3 years, 3-10 annual events have been arranged. These events have had several hundred participants, normally between 600 and 700 participants. At least one of the annual events is expected to include 1 000 participants. 1 000 participants at internal events shall gather all employees. In the future, it may also be relevant for the Institute to arrange several smaller events involving only a few hundred participants.

Estimated value excluding VAT:

Range: between 1 000 000 and 5 000 000 NOK

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

Options: no

## **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: 048 (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: yes

Description of particular conditions: Wage and work term requirements are stated in the contract, See the contract for further details.

### **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: Requirement: Tenderers must have their affairs in order with regard to the payment of tax, payroll tax and value added tax (VAT).

Documentation: Certificate for tax and VAT, not more than six months from the deadline for receipt of tenders.

For foreign tenderers:

Foreign tenderers must submit equivalent certificates from the country of origin, that substantiate that payment of taxes and duties is in order. If the authorities in the relevant country do not issue such certificates, the tenderer shall submit a statement which verifies that all taxes and duties have been paid. The declaration shall be approved and signed by the tenderer's Financial Director/ Head of Finance.

Requirement: The tenderer shall be a legally established company.

Documentation: Norwegian tenderers:

Company Registration Certificate.

Foreign tenderers:

Confirmation that the tenderer is registered in a trade register or a Register of Business Enterprises, in accordance with the law in the country where the tenderer is established.

Requirement: The tenderer shall have a good conduct.

Documentation: The tenderer shall verify that the requirement is fulfilled by using the self-declaration form in annex 5.

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

List and brief description of conditions: Requirement: The tenderer must have the financial capacity to implement the assignment/contract.

Documentation: A credit rating from a recognised credit rating agency. The rating shall not be more than 6 months from the deadline for receipt of tender. The rating must contain key figures from the company's last 2 fiscal years

or

the tenderer can instead choose to attach annual accounts from the last two years. These must contain notes, the board's report and auditor's report.

If the annual accounts for 2014 are not complete and laid open to public inspection by the time of the tender deadline, the provisional figures for 2014 should be submitted with the credit rating or annual accounts.

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

List and brief description of conditions:

Requirement: The tenderer shall have good experience with execution of assignments of corresponding nature, complexity and scope.

Documentation: The tenderer shall submit an overview of relevant assignments executed the previous three years. Information shall be given for minimum one executed, equivalent assignment per case, in accordance with description in case 1-3 in the tender documents' requirement specification (annex 2).

In the overview, each assignment shall as a minimum contain:

- Name of the contracting authority;
- Description of the actual assignment, including a clear description of the roles and functions the tenderer have had in the assignment;
- Date of implementation;
- The contract value, possibly scope.

Reference to the case in the tender documents' requirement specification (annex 2) which the assignment can be compared with.

The template: Annex 4 — the Template for experience shall be used. The overview shall regardless contain information in accordance with the above listed points.

### **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 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**

16/270

##### **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**

12.4.2016 - 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**

Duration in days: 090 (from the date stated for receipt of tender)

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

Date: 12.4.2016 - 12:30

Place: Official name: The Norwegian Institute of Public Health

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**

The scope and value are estimates based on historical figures. The contract is subject to change and the Norwegian Institute of Public Health is not bound by the estimate.

##### **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**

3.3.2016