

**Norway-Bergen: Document management services**

OJ S 30/2022 11/02/2022

Contract notice

Services

**Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Diskrimineringsnemnda

National registration number: 988 681 954

Postal address: Postboks 208 Sentrum

Town: BERGEN

NUTS code: NO0A2 Vestland

Postal code: 5804

Country: Norway

Contact person: Torhild Nordtveit

E-mail: [torhild@odinprosjekt.no](mailto:torhild@odinprosjekt.no)

Telephone: +47 93821047

**Internet address(es):**Main address: <https://www.diskrimineringsnemnda.no/hjem>Address of the buyer profile: <https://eu.eu-supply.com/ctm/Company/CompanyInformation/Index/264506>**I.3. Communication**The procurement documents are available for unrestricted and full direct access, free of charge, at: [http://eu.eu-supply.com/app/rfq/rwlenrance\\_s.asp?PID=323043&B=KGVLIGHT](http://eu.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=323043&B=KGVLIGHT)

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: [http://eu.eu-supply.com/app/rfq/rwlenrance\\_s.asp?PID=323043&B=KGVLIGHT](http://eu.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=323043&B=KGVLIGHT)

Tenders or requests to participate must be submitted to the abovementioned address

**I.4. Type of the contracting authority**

National or federal agency/office

**I.5. Main activity**

Other activity: Dispute system

**Section II: Object**

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**II.1. Scope of the procurement****II.1.1. Title**

Case and archive system.

**II.1.2. Main CPV code**

72512000 Document management services

**II.1.3.**

## **Type of contract**

Services

### **II.1.4. Short description**

The Discrimination Committee makes decisions on complaints of discrimination, harassment, and reprisals. The Discrimination Committee is covered by the Archive Act and the Public Administration Act. The organisation depends on a well-functioning electronic case and archive system in order to carry out its assignments. The Committee would like a complete case and archive system, and not an archive core with integration to an external case processing system. The system must be a ready developed standard system in Norwegian, delivered as a SaaS.

### **II.1.5. Estimated total value**

### **II.1.6. Information about lots**

This contract is divided into lots: no

## **II.2. Description**

### **II.2.2. Additional CPV code(s)**

30191100 Filing equipment, 48311000 Document management software package, 72252000 Computer archiving services, 72268000 Software supply services, 72310000 Data-processing services, 72314000 Data collection and collation services, 72512000 Document management services, 79996100 Records management

### **II.2.3. Place of performance**

NUTS code: NO0A2 Vestland

NUTS code: NO Norge

### **II.2.4. Description of the procurement**

The Discrimination Committee makes decisions on complaints of discrimination, harassment, and reprisals. The Discrimination Committee is covered by the Archive Act and the Public Administration Act. The organisation depends on a well-functioning electronic case and archive system in order to carry out its assignments. The Committee would like a complete case and archive system, and not an archive core with integration to an external case processing system. The system must be a ready developed standard system in Norwegian, delivered as a SaaS.

### **II.2.5. Award criteria**

Criteria below

Quality criterion - Name: User friendliness and functionality / Weighting: 26

Quality criterion - Name: SLA / Weighting: 8

Quality criterion - Name: Training and user support. / Weighting: 6

Price - Weighting: 60

### **II.2.6. Estimated value**

### **II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 36

This contract is subject to renewal: yes

Description of renewals:

Continuing contract, automatic renewal for one year at a time.

### **II.2.10.**

### **Information about variants**

Variants will be accepted: no

#### **II.2.11. Information about options**

Options: no

#### **II.2.13. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:  
no

#### **II.2.14. Additional information**

### **Section III: Legal, economic, financial and technical information**

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#### **III.1. Conditions for participation**

##### **III.1.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions:

Tenderers must be registered in a company register, professional register or a trade register in the state where the tenderer is established.

Documentation requirement:

- Norwegian tenderers: Company Registration Certificate
- Foreign companies: Verification that the company is registered in a company register, professional register or a trade register in the country where the tenderer is established.

##### **III.1.2. Economic and financial standing**

List and brief description of selection criteria:

Tenderers must have sufficient economic and financial capacity to comply with the contractual terms. Creditworthiness with no requirement for guarantees will be sufficient to meet the requirement.

Documentation requirement:

Credit rating based on the most recent financial figures. The rating must be carried out by a credit rating company with licence to conduct this service.

If a tenderer has valid reasons for not being able to provide the documentation requested by the contracting authority, the tenderer can prove his economic and financial position with any other document that the contracting authority deems suitable.

##### **III.1.3. Technical and professional ability**

List and brief description of selection criteria:

1. Tenderers must have experience from comparable assignments.

Documentation requirement:

Description of up to three of the tenderer's most relevant assignments during the last three years. The description must include information on the contract value, date and recipient (name, telephone no. and e-mail address). It is, however, the tenderer's responsibility to document relevance through the description. Tenderers can document experience by referring to the competence of the personnel that can be used for this project, even if the experience was acquired while the personnel was in the service of another employer. Use annex C.

2. Tenderers must offer a NOARK-5 certified case and archive system.

Documentation requirement:

Tenderers must state the name of the system. The contracting authority will check that the system is listed in Arkivverket's list of certified systems.

## Section IV: Procedure

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### IV.1. Description

#### IV.1.1. Type of procedure

Open procedure

#### IV.1.3. Information about a framework agreement or a dynamic purchasing system

#### IV.1.8. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: no

### IV.2. Administrative information

#### IV.2.2. Time limit for receipt of tenders or requests to participate

Date: 11/03/2022 Local time: 12:00

#### IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates

#### IV.2.4. Languages in which tenders or requests to participate may be submitted

Norwegian

#### IV.2.6. Minimum time frame during which the tenderer must maintain the tender

Duration in months: 3 (from the date stated for receipt of tender)

#### IV.2.7. Conditions for opening of tenders

Date: 11/03/2022 Local time: 12:00

## Section VI: Complementary information

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### VI.1. Information about recurrence

This is a recurrent procurement: no

### VI.3. Additional information

### VI.4. Procedures for review

#### VI.4.1. Review body

Official name: Hordaland tingrett

Town: Bergen

Country: Norway

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

07/02/2022