

**Norway-Oslo: Accommodation, building and window cleaning services**

OJ S 46/2015 06/03/2015

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Direktoratet for forvaltning og IKT (Difi)

National registration number: 991825827

Postal address: Grev Wedels plass 9

Town: Oslo

Postal code: 0151

Country: Norway

For the attention of: Jørn Thomas Smedsrud

E-mail: [jts@difi.no](mailto:jts@difi.no)

Telephone: +47 22451000

Fax: +47 22451001

**Internet address(es):**General address of the contracting authority: <http://www.difi.no>Address of the buyer profile: <https://kgv.doffin.no/ctm/Supplier/CompanyInformation/Index/3594>Electronic access to information: <https://kgv.doffin.no/ctm/Supplier/Documents/Folder/127813>**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**

Ministry or any other national or federal authority, including their regional or local subdivisions

**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**

Cleaning services at Difi's premises in Grev Wedels plass 9.

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

Services

Service category No 14: Building-cleaning services and property management services

Main site or place of performance: Oslo, Norway.

NUTS code NO Norge

### **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)**

Difi shall enter into a contract for cleaning services with 1 service provider. The aim is to procure cleaning services with stable operation and the requested quality.

The contract is for cleaning Difi's premises in Grev Wedels plass 9, 0151 Oslo — 2<sup>nd</sup>, 4<sup>th</sup> and fifth floors. The total area is 5 517.8 m<sup>2</sup>. Approx. 190 employees and external consultants currently work at this address, plus there are some visitors every week for courses or meetings.

The contract will consist of regular and periodical cleaning in accordance with the cleaning plan, as well as temporal and extraordinary cleaning when needed and to order. In addition cleaning related services shall be carried out (ordering and refilling soap and paper, emptying environmental stations, mat service with regular replacement etc.

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

90911000 Accommodation, building and window cleaning 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**

Estimated value excluding VAT:

Range: between 2 500 000 and 3 500 000 NOK

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

Options: no

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

This contract is subject to renewal: yes

Number of possible renewals: 2

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**

Start 11.5.2015. Completion 11.5.2017

## **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: The service provider must be a legally established company.

Documentation requirement

The following documentation shall be enclosed as proof that the above mentioned requirement is fulfilled.

Company Registration Certificate\*

\*Foreign service providers — confirmation that the service provider is registered in a trade register or company register in accordance with the law in the country where the service provider is established.

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

List and brief description of conditions: The service provider shall have sufficient financial strength to be able to fulfil the contract.

Documentation requirement.

The following documentation shall be enclosed as proof that the stated requirement is fulfilled.

The service provider (i.e. the company that has submitted the tender) shall enclose a credit rating from a certified credit institution/company. The credit report shall be based on the last known accounting figures. This credit assessment must include a credit rating, (including a credit rating, part judgement and historical rating), and it must be carried out by a publicly approved credit institution.

The credit rating must not be poorer than A (creditworthy) or equivalent if a different form of rating is used (assessment of figures). Tenders from service providers with a lower rating than A or equivalent (i.e. not credit worthy or credit worthy with security) will not be considered.

Newly established service providers can present a bank declaration as proof of credit worthiness.

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

List and brief description of conditions:

The service provider shall have experience from similar cleaning contracts.

Reference list of comparable cleaning contracts in the last three years. The contracting authorities shall be specified with contact information so that references can be obtained.

Service providers that are newly established and cannot therefore present references, must substantiate that they have the prerequisites required to fulfil the contract.

Tenderers shall give an account of the company formation as well as an overview of the organisation and competence of key persons.

— The cleaning manager's competence;

— Employees' competence;

- How employees are recruited and trained;
- To what degree the training and follow-up of employees ensures that the cleaning quality requirement is achieved;
- Routines for absence and how the temporary staff scheme ensures that the cleaning is carried out (in the event of illness, holidays or other absence).

#### **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**

15/00104

##### **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**

13.4.2015 - 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**

until: 13.6.2015

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

Date: 13.4.2015 - 13:00

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**

**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**

3.3.2015