

**Norway-Fredrikstad: Printing and related services**

OJ S 59/2016 24/03/2016

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Fredrikstad kommune (Fredrikstad municipality)

National registration number: 940039541

Postal address: Postboks 1405

Town: Fredrikstad

Postal code: 1602

Country: Norway

For the attention of: Kine Gjerlaugsen

E-mail: [kingje@fredrikstad.kommune.no](mailto:kingje@fredrikstad.kommune.no)

Telephone: +47 69306200

**Internet address(es):**Address of the buyer profile: <https://kgv.doffin.no/ctm/Supplier/CompanyInformation/Index/2226>Electronic access to information: <https://kgv.doffin.no/ctm/Supplier/Documents/Folder/142194>**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: yes

Official name: Hvaler kommune [Hvaler municipality]

**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**

External printing services and printed matter and graphical design 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: Fredrikstad.

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 2 350 000 and 4 450 000 NOK

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

Fredrikstad municipality and Hvaler municipality are hereafter called the contracting authority.

Fredrikstad municipality is responsible for the procurement process.

For information about the Contracting Authority see; [www.fredrikstad.kommune.no](http://www.fredrikstad.kommune.no) and [www.hvaler.kommune.no](http://www.hvaler.kommune.no)

The contracting authority invites tenderers to a competition for a invitation framework agreement for each of the following independent areas:

Area 1: Procurement of external printing services and printed matter

Area 2: Procurement of graphical design services.

Area 1 external printing services and printed matter:

The contract is for the procurement of external printing services and the accompanying printed matter. The services shall include setting, preparation, simple design, printing, packing, packaging and delivery.

Area 2 graphical design services:

The contract shall cover the need for external competence within idea development and design. The need can vary from idea development to graphical design for all types of printed matter and digital surfaces, including a need for co-operation for creative work, e.g. the development of potential campaigns, graphical templates, magazines, illustrations etc.

Contract type and length:

A framework agreement will be signed with one service provider for each area.

The framework agreement will be valid for 2 years. The Contracting Authority shall have the option to extend the framework agreements for a further 1 year + 1 year, to a total maximum of 4 years.

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

79800000 Printing and related services, 22000000 Printed matter and related products, 22458000 Bespoke printed matter, 22900000 Miscellaneous printed matter, 79810000 Printing services, 79822500 Graphic design services, 79340000 Advertising and marketing services, 79341000 Advertising 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: yes

Tenders may be submitted for one or more lots

### **II.1.9. Information about variants**

Variants will be accepted: no

## **II.2. Scope of the procurement**

### **II.2.1. Total quantity or scope**

Area 1 external printing services and printed matter:

The extent of the contract is difficult to estimate, both as regards the type of product and the volume and it will vary based on the in-house printers' capacity and projects in the municipality. The contracting authority has chosen some products and different volumes that will make up the basis for a price evaluation and which are considered to be potential needs in the contract period, see annex 3 Price Form 'tab print'.

The estimated contract value is from 1 100 000 NOK to 1 700 000 NOK over 4 years.

See the specifications, annex 2 and the price form, annex 3, for further information on the procurement's estimated value and content.

Area 2 graphical design services:

The estimated contract value is from 1 250 000 NOK to 2 750 000 NOK over 4 years.

See the requirement specifications, annex 2 and the price form, annex 3, for further information on the procurement's value and content.

Estimated value excluding VAT:

Range: between 2 350 000 and 4 450 000 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**

Duration in months: 024 (from the award of the contract)

Information about lots

Lot No: 1

Lot title: External printing services and printed matter

#### **1) Short description**

The contract is for the procurement of external printing services and the accompanying printed matter. The services shall include setting, preparation, simple design, printing, packing, packaging and delivery.

#### **2) CPV code(s)**

79800000 Printing and related services, 22000000 Printed matter and related products, 22458000 Bespoke printed matter, 22900000 Miscellaneous printed matter, 79810000 Printing services

#### **3) Quantity or scope**

The framework agreement shall always cover the current need for the procurement of external printing services and the accompanying printed matter at the contracting authority.

The need for external printing services and printed matter has an interface with Fredrikstad municipality's internal in-house printers.

The in-house printers provides, amongst other things, black-white and colour print on various paper qualities and sizes, keycards, smartcards, business cards, banners less than 1.06m in roll width, posters, placards, as well as laminating, binding with glue, covering with plastic, steel ring, stapling and folding.

The framework agreement for the procurement of external printing services and printed matter shall be used when the work falls outside the in-house printers' competence/assortment or exceeds the in-house printers' capacity.

The contracting authority reserves the right to getting the services and products included in this framework agreement from other suppliers if it concerns a sponsor.

When printed matter is included in a cooperation with other contracting authorities in addition to those mentioned for this contract, the contracting authority reserves the right to getting the printed matter from another supplier.

When printed matter is a part of a concept, such as advertisement financed printed matter, the contracting authority reserves the right to outsource the concept as a whole if this is seen as the most economically advantageous for the contracting authority.

Other contracts that border onto this contract are, amongst others:

Framework agreement signs and foliation;

Framework agreement profiling articles;

Framework agreement office supplies.

The extent of the contract is difficult to estimate, both as regards the type of product and the volume and it will vary based on the in-house printers' capacity and projects in the municipality.

The contracting authority has chosen some products and different volumes that will make up the basis for a price evaluation and which are considered to be potential needs in the contract period, see annex 3 Price Form 'tab print'.

The estimated contract value is from 1 100 000 NOK to 1 700 000 NOK over 4 years.

See the specifications, annex 2 and the price form, annex 3, for further information on the procurement's estimated value and content.

Estimated value excluding VAT:

Range: between 1 100 000 and 1 700 000 NOK

#### **4) Indication about different time frame or duration**

#### **5) Additional information about lots**

Lot No: 2

Lot title: Graphical design services

##### **1) Short description**

The contract shall cover the need for external competence within idea development and design. The need can vary from idea development to graphical design for all types of printed matter and digital surfaces, including a need for co-operation for creative work, e.g. the development of potential campaigns, graphical templates, magazines, illustrations etc.

The contracting authority has a communications department that carries out graphical design work, but has, in addition, a need for external competence in order to cover the need for this service.

##### **2) CPV code(s)**

79822500 Graphic design services, 79340000 Advertising and marketing services, 79341000 Advertising services

##### **3) Quantity or scope**

The framework agreement shall always cover the current need for the procurement of graphical design services.

The contracting authority reserves the right to getting services covered by this framework agreement from other suppliers if they are sponsored.

When graphical design is a part of a cooperation with other contracting authorities in addition to those mentioned for this contract, the contracting authority reserves the right to getting the

service from another supplier.

In projects, such as, town redesign, area plans etc., where the graphical design services are a part of the project, the contracting authority reserves the right to use existing consultant contracts or the outsourced project as a whole if this is seen as the most economically advantageous for the contracting authority.

Other contracts that border onto this contract are, amongst others:

Framework agreement signing and foliation.

Contract for consultancy and design assistance Byjubileet and Kulturnatt Fredrikstad 2015

Framework agreement profiling articles.

Estimated value excluding VAT:

Range: between 1 250 000 and 2 750 000 NOK

#### **4) Indication about different time frame or duration**

#### **5) Additional information about lots**

### **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: Qualification Requirement:

The tenderer shall submit a VAT certificate and a tax certificate.

Documentation:

o Tax and VAT certificates.

The certificate must not be more than 6 months old. Any arrears must be explained / justified.

Foreign tenderers must submit the corresponding confirmation that government taxes and fees have been paid in the country where the tenderer has its place of business.

Qualification requirement:

The tenderer should have sound professional conduct.

Documentation:

o Tenderers shall confirm in the tender letter that they have acceptable professional conduct.

o: If during the past 5 years the tenderer has been convicted of corruption, fraud or money laundering, or committed criminal offences concerning professional conduct, the judgement and case must be accounted for.

Qualification Requirement:

The tenderer shall be a legally established company.

Documentation:

o Norwegian tenderers must provide an updated Company Registration Certificate.

o Foreign tenderers must 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: Qualification Requirement:

Tenderers shall have sufficient economic and financial solidity to fulfil the contract obligations.

Documentation:

The Contracting Authority will evaluate the tenderer's fulfilment of the qualification requirements in the following manner:

- o Tenderers shall obtain and submit a credit rating from AAA Rating (previously Dun & Bradstreet) or equivalent (not older than six months) and submit this with the tender. A creditworthiness of A is required to be eligible for this competition. If other credit ratings are used, the company shall have the rating credit worthy.
- o Newly started companies, or companies that are rated lower than A or equivalent, can instead present a parent company guarantee or extracts from the last two years accounts that document sufficient financial solidity to fulfil the contract obligations. Alternatively, a parent company guarantee, the auditor's report or a bank guarantee that provides equivalent security for the ability to fulfil the contract. If a parent company guarantee is provided, the parent company will be rated in an equivalent way so the requirement for A or equivalent thus applies to the parent company. See Annex 5, parent company guarantee.

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

List and brief description of conditions:

Qualification Requirement:

Tenderers shall have good qualifications and capacity in relation to the contractual obligations.

Documentation:

- o A short and general description of the tenderer, its organisation and areas of business (not CVs).
- o List of the two — three most important and most relevant deliveries within each area during the last 3 years, including information on the value and time frame, as well as the name of the public or private recipient.
- o If a tenderer intends to engage sub-suppliers, a commitment statement must be enclosed (Annex 6) that confirms that the tenderer has access to the necessary resources during the entire contract period.
- o Tenderers for area 1 external printing services and printed matter must document/confirm that they have the equipment for both offset and digital printing.

Environmental requirements — only apply for tenderers for area 1 external printing services and printed matter:

Qualification Requirement:

Tenderers shall document that they are capable of producing the offered printed matter in accordance with the technical requirements for the public environmental label 'svanemerke'. The requirements are in the attached (annex 8).

Documentation:

- o Licence certificate for 'svanemerke', EU-Ecolabel or equivalent label scheme. Alternatively, tenderers must provide documentation that the requirements for the environmental label scheme are fulfilled. This documentation shall be designed in accordance with the criteria documents' documentation requirement.

### **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**

2016/3134

#### **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**

10.5.2016 - 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**

Danish. Swedish.

Other: Norwegian.

#### **IV.3.7. Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 006 (from the date stated for receipt of tender)

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

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**

22.3.2016