

**Finland-Kotka: Electronic data exchange services**  
**OJ S 60/2016 25/03/2016**  
**Contract notice**  
**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Kunnan Taitoa Oy

Postal address: Tornatorintie 3

Town: Kotka

Postal code: FI-48100

Country: Finland

E-mail: [hankinnat@taitoa.fi](mailto:hankinnat@taitoa.fi)

Telephone: +358 206105083

**Tenders or requests to participate must be submitted:** Official name: Kunnan Taitoa Oy

Internet address: <https://tarjouspalvelu.fi/taitoa/?id=52674&tpk=c983b0af-2a75-427d-ab1a-e974731e25b9>

**I.2. Type of the contracting authority**

**I.3. Main activity**

**I.4. Contract award on behalf of other contracting authorities**

**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**

Ostolaskujen skannauspalvelu, myyntilaskujen, perintäkirjeiden ja palkkalaskelmien tulostus, postitus sekä sähköinen välityspalvelu.

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

Services

NUTS code F11 Manner-Suomi

**II.1.3. Information about a framework agreement or a dynamic purchasing system**

**II.1.4. Information about framework agreement**

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

Tällä tarjouspyynnöllä pyydetään Kunnan Taitoa Oy:n palvelutoimipisteiden asiakkaiden ja myöhemmin asiakkaisiksi tulevien sekä niiden yhtiöiden ja organisaatioiden ostolaskujen skannauspalvelua, myyntilaskujen, perintäkirjeiden ja palkkalaskelmien tulostusta, postitusta sekä sähköistä välityspalvelua.

Tarjouspyyntöön liittyvät lisäkysymykset tulee esittää 6.4 klo 12:00 mennessä tarjouspalvelu.fi:n kautta.

Huom: Ilmoituksen lisätiedot löytyvät Tarjouspalvelu.fi -toimittajaportalista. Myös tarjouksen /osallistumishakemuksen lähetyksessä tehdään tätä kautta. Suoran linkin ilmoituksen lisätietoihin

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

64216110 Electronic data exchange services, 79999100 Scanning services, 79999200 Invoicing services, 64112000 Postal services related to letters, 79811000 Digital printing services

**II.1.7. Information about the Government Procurement Agreement (GPA)**

**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**

**II.2.2. Information about options**

Options: yes

Description of options: Sopimuskauden aikana Kunnan Taitoa Oy:n tuleville asiakkaille tuotettavissa palveluissa tullaan käyttämään tällä tarjouspyynnöllä hankittavia palveluita. Palveluiden volyymikehitys on kerrottu tarjouspyynnön palveluiden liitteessä 3  
Palvelutaso\_maksupositit \_ja\_sanktiot.pdf

**II.2.3. Information about renewals**

**II.3. Duration of the contract or time limit for completion**

**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**

**III.2. Conditions for participation**

**III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

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

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

**III.2.4. Information about reserved contracts**

**III.3. Conditions specific to services contracts**

**III.3.1. Information about a particular profession**

**III.3.2. Information about staff responsible for the performance of the contract**

#### **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**

**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**

**IV.3.2. Previous publication concerning this procedure**

**IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document**

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

4.5.2016 - 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**

Finnish.

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

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

#### **Section VI: Complementary information**

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**VI.1. Information about recurrence**

**VI.2. Information about European Union funds**

**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**

24.3.2016