

**Norway-Ski: Financial and insurance services**

OJ S 88/2016 06/05/2016

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Ski kommune (Ski municipality)

National registration number: 960507878

Postal address: Idrettsv. 8

Town: Ski

Postal code: 1400

Country: Norway

For the attention of: Beate Haugsjordet

E-mail: [Beate.haugsjordet@ski.kommune.no](mailto:Beate.haugsjordet@ski.kommune.no)

Telephone: +47 95799908

Fax: +47 64878770

**Internet address(es):**General address of the contracting authority: <http://www.ski.kommune.no>Address of the buyer profile: <https://kgv.doffin.no/ctm/Supplier/CompanyInformation/Index/2518>Electronic access to information: <https://kgv.doffin.no/ctm/Supplier/Documents/Folder/143571>**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 agency/office

**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**

Insurance broker services, general insurances and personnel insurances. Framework agreement.

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

Services

Service category No 6: Financial services a) Insurances services b) Banking and investment services

Main site or place of performance: Ski.

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 2 500 000 and 4 000 000 NOK

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

The procurement includes brokerage services for the general and personnel insurances the Contracting Authority and participating municipalities have. See Annex 1, the requirement specification for further information.

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

66000000 Financial and insurance 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**

Insurance brokerage services, general insurances and personnel insurances for the following municipalities:

Ski, Vestby, Oppegård, Ås, Nesodden and Frogn.

Estimated value excluding VAT:

Range: between 2 500 000 and 4 000 000 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

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

Duration in months: 024 (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: 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: Mandatory requirements

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

Documentation: Tax certificates not older than 6 months from the deadline for receipt of tenders. Tax certificates mean:

For Norwegian tenderers:

— A tax and VAT certificate issued by the tax collection office.

For foreign tenderers:

— Foreign tenderers must submit equivalent certificates from their own country that show that they have an arrangement for the payment of taxes and duties. If the authorities in the relevant country do not issue these certificates, the tenderer should submit a statement which states that all taxes and duties have been paid. The statement shall be approved and signed by the tenderer's Financial Director/ person responsible for finance.

Requirements for organizational and legal position:

Requirement: Tenderers 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 company register in accordance with the law in the country where the tenderer is established.

The tenderer shall submit a self-declaration on health, environment and safety (HSE).

Requirement: The tenderer shall work systematically with HSE

Documentation:

The supplier will by way of self-declaration confirm that the requirements in Appendix B are fulfilled.

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

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

Documentation: The Contracting Authority will use Proff Forvalt (Eniro Norge) to assess fulfilment of the requirement. This means that the tenderer does not have to submit documentation thereof, provided that the necessary information is available from the mentioned credit information agency.

The tenderer is required to have a minimum credit rating equivalent to B3 — Moderate risk

from Proff Forvalt (Eniro Norge)

The Contracting Authority reserves the right to require/obtain additional information to verify whether a tenderer satisfies the requirement.

If a tenderer chooses to use a parent company to fulfil the requirement, a parent company guarantee must be enclosed. The Contracting Authority will then use Proff Forvalt to assess the parent company's credit rating.

Documentation requirement foreign suppliers: Credit assessment/ rating based on the most recent financial figures. A credit assessment/rating should be carried out by an officially approved credit rating institution.

Minimum level(s) of standards possibly required: The tenderer is required to have a minimum credit rating equivalent to B3 — Moderate risk from Proff Forvalt (Eniro Norge).

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

List and brief description of conditions:

Requirement: The tenderer must be professionally qualified

Documentation: A copy of:

- An approval from the Financial Supervisory Authority of Norway regarding an approved broker/brokerage agency in accordance with the Act on insurance mediation chapter 2
- A copy of the liability insurance and guarantee in accordance with the Act on insurance mediation chapter 4
- A certificate of certified broker in accordance with the Act on insurance mediation article 3-2

Requirement: The tenderer must have sufficient implementation ability

Documentation: A short and overall description of the organisation shall be given, including:

- An account of the company's business concept and core competencies related to the scope of the delivery.
- An overview of the company's history, organisation and ownership, as well as a description of the current business activities.
- A description on how the tenderer is organised for implementation of this contract, with names and CVs for the key personnel that shall serve the participating municipalities
- A brief description shall be given of the overall quality assurance system (ISO9000) that the tenderer will use for implementation of this contract.

If the tenderer is certified, a copy of the certificate(s) shall be submitted. If the tenderer is not certified, documentation shall be submitted which shows that the tenderer has systems that ensure sufficient processes, routines and activities in such a way that the delivery of goods /services are in accordance with the Contracting Authority's requirements and expectations for implementation of the contract.

The tenderer may choose to rely on other companies' capacity to meet the technical and professional qualification requirements.

The tenderer must, in such an event, document the resources of the companies on which he will rely and prove that he will have the requisite resources from these companies at his disposal during the contract period, by, for example presenting a declaration of commitment (Annex C), guarantee, co-operation agreement or similar. In addition equivalent documentation on the technical and professional qualifications of the companies that will be used must be enclosed.

This applies regardless of the legal nature of the connection between the companies, i.e. that the supporting companies can either be the tenderer's parent company, another company in the same group, a co-operation partner etc.

Requirement: The tenderer shall have good experience from similar contracts.

Documentation: The tenderer shall submit a list of 5 relevant assignments with a description in accordance to the points listed below

- A brief description of the delivery.
  - Time of execution
  - Scope of delivery in monetary amount.
  - Name, and telephone number of the reference person at the Contracting Authority.
- The Contracting Authority must have the possibility to contact the contact persons who are listed.

Requirement: The tenderer shall have environmental competence.

Documentation: A copy of environmental certification or equivalent documentation of another equivalent scheme.

If a tenderer is not certified, a short account shall be provided that describes how the company safeguards the environment during the production/sale of goods and/or services.

### **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**

16/1291

#### **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**

14.6.2016 - 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: 060 (from the date stated for receipt of tender)

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

Date: 15.6.2016 - 0:00

Place: Country: Norway

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**

3.5.2016