

Norway-Oslo: Office, school and office equipment cleaning services

OJ S 100/2016 26/05/2016

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Sivilombudsmannen

National registration number: 974 761 270

Postal address: Akersgt 8

Town: Oslo

Postal code: 0158

Country: Norway

For the attention of: Mette Bech Hansen

E-mail: postmottak@sivilombudsmannen.no

Telephone: +47 22828500

Fax: +47 22828511

Internet address(es):General address of the contracting authority: <https://www.sivilombudsmannen.no>Address of the buyer profile: <https://kgv.doffin.no/ctm/Supplier/CompanyInformation/Index/2173>Electronic access to information: <https://kgv.doffin.no/ctm/Supplier/Documents/Folder/144393>**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**

National or federal 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

II.1. Description**II.1.1. Title attributed to the contract by the contracting authority**

Procurement of cleaning services.

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.

NUTS code NO01 Oslo og Akershus

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)

A contract shall be signed for cleaning services for Sivilombudsmannen and Norway's national institution for human rights. The contract is for general office cleaning.

II.1.6. CPV code(s)

90919000 Office, school and office equipment cleaning services, 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

Cleaning office premises. Total 1 825 m² divided over seven (7) floors. From 1.1.2017 this will be extended to 2 045 m². The cleaning shall be carried out on weekdays after 16:00.

1) Daily floor cleaning, cleaning sanitary rooms, normal and thorough cleaning of fixtures.

2) Extra washing.

3) Spring cleaning.

4) Annual window cleaning.

See the tender documentation for further specifications.

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: 12 (from the award of the contract)

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

Start 1.10.2016. Completion 30.9.2018

Section III: Legal, economic, financial and technical information

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: yes

Description of particular conditions: Tenderers shall ensure that employees in their own organisation and the employees of any sub-suppliers who directly contribute to fulfilling the contract, do not have wages and working conditions less than those required by collective agreements, regulations or that which is normal for the location and occupation.

The tenderer is otherwise obliged to comply with the following ILO conventions:

1. Convention No 87 on freedom to join a trade union and protection of the right to organisation.
2. Convention No 98 on the right to be organised for collective negotiations.
3. Convention No 100 on equal wages for male and female workers for work of equal value.
4. Convention No 111 on discrimination in employment and vocation.

The cleaning services shall be carried out in accordance with the current legislation and regulations that regulate the use of cleaning agents, chemicals, packaging or other legislation that is relevant for carrying out the cleaning services.

See the tender documentation for further details.

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: Tenderers shall substantiate that the company is legally established. This shall be substantiated by presenting a company registration certificate or possibly certificates of registration in a trade register as mandated in the law in the country where the tenderer is established. The certificate should not be more than 12 months old.

III.2.2. Economic and financial ability

List and brief description of conditions: The tenderer shall be creditworthy. A credit rating from a credit rating institution shall be enclosed as documentation, not older than 6 months.

III.2.3. Technical and professional ability

List and brief description of conditions:

Requirements regarding the tenderer's professional qualifications.

Tenderers shall have good experience from equivalent assignments. Tenderers shall document the company's ability to deliver in accordance with the extent estimated in the tender documentation as well as the company's experience with similar deliveries to other customers. Tenderers shall document the most important relevant deliveries that the tenderer has carried out in the last 3 years, including their value, date and recipient.

Tenderers who submit a tender for waxing floors shall have experience with cleaning waxed floors. Tenderers shall document the company's ability to deliver in accordance with the extent estimated in the tender documentation as well as the company's experience with similar deliveries to other customers. Tenderers shall document the most important relevant deliveries that the tenderer has carried out in the last 3 years, including their value, date and recipient.

Tenderers shall be certified by the Norwegian Labour Inspection Authority to operate legally.

All companies that offer cleaning services shall be certified by the Norwegian Labour Inspection Authority, cf. the regulations dated 8.3.2012 No 408. Tenderers shall present

documentation of final certification from the Norwegian Labour Inspection Authority. It is a prerequisite that the certification is in place for the entire contract period.

Requirements regarding environmental impact.

Tenderers must have competence that ensures a low impact on the environment when performing the service. Tenderers shall have:

A plan for training personnel in HSE, including waste handling, cleaning methods, use of cleaning agents and equipment and written work instructions. Provide a statement of existing routines that documents that the requirement is met. If routines are described in the company's quality or environmental management system in accordance with ISO 14001, EMAS or other third party verified systems, it is sufficient to submit a copy of the certificate. Any licence for the 'svanemerket' for cleaning services or other equivalent schemes can be enclosed.

See the tender documentation for further specifications.

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: yes

Section IV: Procedure

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

2016/1000

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

8.7.2016 - 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

until: 1.10.2016

IV.3.8. Conditions for opening of tenders

Date: 18.7.2016 - 9:30

Place: Country: Norway

Persons authorised to be present at the opening of tenders: no

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published: Latest after 4 years.

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

Site inspection 10 June at 10:00. Deadline for registration 7.6.2014 at 15:00.

VI.4. Procedures for review

VI.4.1. Review body

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: The waiting period and appeals deadline are in accordance with the procurement regulations and information will be provided when notification of the award decision is sent.

VI.4.3. Service from which information about the review procedure may be obtained

VI.5. Date of dispatch of this notice

24.5.2016