

Norway-Oslo: Supporting and auxiliary transport services; travel agencies services

OJ S 99/2015 23/05/2015

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Norges Bank — NBIM

National registration number: 937884117

Postal address: Bankplassen 2

Town: Oslo

Postal code: 0107

Country: Norway

For the attention of: Natashia De Silva

E-mail: nbimtendertravelservices@nbim.no

Telephone: +44 2075349574

Internet address(es):Address of the buyer profile: <https://kgv.doffin.no/ctm/Supplier/CompanyInformation/Index/1303>Electronic access to information: <https://kgv.doffin.no/ctm/Supplier/Documents/Folder/132023>**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**

Other: Central bank

I.3. Main activity

Economic and financial affairs

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**

NBIM — Travel Services.

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

Services

Service category No 20: Supporting and auxiliary transport services

Main site or place of performance: Oslo, London, New York, Singapore, Shanghai, Tokyo and Luxembourg.

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)

The aim is to enter into an agreement with one or more travel agencies for the provision of travel booking assistance and services to NBIM offices in Oslo, London, New York, Singapore, Shanghai, Luxembourg and/or Tokyo.

Each of the above NBIM offices is considered as an individual 'lot' and tenderers are requested to submit a tender to 1 or more lots.

Users should be able to make reservations via the telephone, email and online in addition to a combination of these communication methods.

Furthermore, a system with a technological platform that can cope with all traveller profiles and NBIM's global travel policies is required.

All travel service providers are requested to sign and send the attached Non-Disclosure Agreement (NDA) as well as evidence of signing authority electronically to e-mail address nbimtendertravelservices@nbim.no in order to receive the Request for Qualification (RFQ).

II.1.6. CPV code(s)

63000000 Supporting and auxiliary transport services; travel agencies 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

The 280 000 000 NOK value includes the amount for airline ticket and hotel accommodation, in addition to the travel booking service and assistance yearly fee paid.

Estimated travel booking service and assistance fee per market in 2014:

Oslo: 500 000 NOK

London: 155 000 NOK

New York: 60 000 NOK

Singapore: 55 000 NOK

Shanghai: 80 000 NOK

+ a fixed yearly fee of 150 000 NOK

Totals 1 000 000 NOK per year exclusive VAT

The estimated total value of the contract is 280 000 000 NOK inclusive VAT.

II.2.2. Information about options

Options: yes

Description of options: The 3 year contract may be renewed for 1 year.

Provisional timetable for recourse to these options:

in months: 36 (from the award of the contract)

II.2.3. Information about renewals

This contract is subject to renewal: yes

Number of possible renewals: 1

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

Information about lots

Lot No: 1

Lot title: Oslo

1) Short description

Travel booking assistance and services for employees in Oslo.

2) CPV code(s)

63000000 Supporting and auxiliary transport services; travel agencies services

3) Quantity or scope

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 2

Lot title: London

1) Short description

Travel booking assistance and services for employees in London.

2) CPV code(s)

63000000 Supporting and auxiliary transport services; travel agencies services

3) Quantity or scope

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 3

Lot title: New York

1) Short description

Travel booking assistance and services for employees in New York.

2) CPV code(s)

63000000 Supporting and auxiliary transport services; travel agencies services

3) Quantity or scope

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 4

Lot title: Singapore

1) Short description

Travel booking assistance and services for employees in Singapore.

2) CPV code(s)

63000000 Supporting and auxiliary transport services; travel agencies services

3) Quantity or scope

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 5

Lot title: Shanghai

1) Short description

Travel booking assistance and services for employees in Shanghai.

2) CPV code(s)

63000000 Supporting and auxiliary transport services; travel agencies services

3) Quantity or scope

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 6

Lot title: Luxembourg

1) Short description

Travel booking assistance and services for employees in Luxembourg.

2) CPV code(s)

63000000 Supporting and auxiliary transport services; travel agencies services

3) Quantity or scope

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 7

Lot title: Tokyo

1) Short description

Travel booking assistance and services for employees in Tokyo.

2) CPV code(s)

63000000 Supporting and auxiliary transport services; travel agencies services

3) Quantity or scope

4) Indication about different time frame or duration

5) Additional information about lots

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

Please refer to the tender documents.

III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them

Please refer to the tender documents.

III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded

Please refer to the tender documents.

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: Legally established enterprise: Company Registration Certificate issued by relevant authority

Compliance with relevant tax legislation in Norway:

Tax/VAT certificate to be electronically ordered through Altinn.

The tax/VAT certificate must not be more than 6 months old calculated from the day of the deadline for submission of the request for admission.

Compliance with health and safety legislation: The supplier shall meet the requirements with regard to health, safety and the environment.

III.2.2. Economic and financial ability

List and brief description of conditions: Sufficient economic and financial capacity to fulfil the contract: Financial statements for the last 2 years

Minimum level(s) of standards possibly required:

Please refer to the tender documents. This will only include the allowed documentation under regulation Section 17-9.

Minimum level(s) of standards possibly required: Please refer to the tender documents.

III.2.3. Technical and professional ability

List and brief description of conditions:

Please refer to the tender documents.

Minimum level(s) of standards possibly required:

Please refer to the tender documents.

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

IV.1. Type of procedure

IV.1.1. Type of procedure

Restricted

IV.1.2. Information about the limits on the number of candidates to be invited

Envisaged minimum number 21: and Maximum number 42

Objective criteria for choosing the limited number of candidates: See RFQ, section 4: Given that there is a sufficient number of qualified bidders, 3-6 of the best qualified bidders per market will be invited to submit a tender.

The selection will be based on the information given in the RFQ.

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

NBIM - Travel Services

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

22.6.2015 - 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

English.

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

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

20.5.2015