

**Norway-Kristiansand: Printing and distribution services**

OJ S 102/2016 28/05/2016

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

---

**I.1. Name and addresses**

Official name: Kristiansand municipality

National registration number: 963 296 746

Postal address: Rådhusgata 18, 4611

Town: Kristiansand S

Postal code: 4604

Country: Norway

For the attention of: Gunnvor Juell Sørvig

E-mail: [gunnvor.juell.sorvig@kristiansand.kommune.no](mailto:gunnvor.juell.sorvig@kristiansand.kommune.no)**Internet address(es):**Electronic access to information: <http://permalink.mercell.com/58378778.aspx>Electronic submission of tenders and requests to participate: <http://permalink.mercell.com/58378778.aspx>**Additional information can be obtained from:**

Official name: Mercell Norge AS

Postal address: Karihaugveien 89

Town: Oslo

Postal code: 1086

Country: Norway

E-mail: [support@mercell.com](mailto:support@mercell.com)Internet address: <http://permalink.mercell.com/58378778.aspx>**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

Official name: Mercell Norge AS

Postal address: Karihaugveien 89

Town: Oslo

Postal code: 1086

Country: Norway

E-mail: [support@mercell.com](mailto:support@mercell.com)Internet address: <http://permalink.mercell.com/58378778.aspx>**Tenders or requests to participate must be submitted:** Official name: Mercell Norge AS

Postal address: Karihaugveien 89

Town: Oslo

Postal code: 1086

Country: Norway

E-mail: [support@mercell.com](mailto:support@mercell.com)Internet address: <http://permalink.mercell.com/58378778.aspx>**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: Avfall Sør Husholdning AS

Postal address: Vige Havnevei 90

Town: Kristiansand

Postal code: 4633

Country: Norway

## **Section II: Object of the contract**

---

### **II.1. Description**

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

KK External printing.

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

Services

Service category No 9: Accounting, auditing and bookkeeping services

Main site or place of performance: Kristiansand municipality.

NUTS code NO042 Vest-Agder

#### **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

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

Kristiansand municipality requests tenders for the delivery of printing services and sending approx. 370 000 invoice and reminder forms and approx. 25 000 wage slips/wage compilations (annual settlement).

Kristiansand municipality, c/o the Accounts and Payroll Unit, is responsible for keeping the accounts for 35 companies.

File transfers of invoice and reminder forms will be made continually, but not necessarily every day. The number of invoice forms will be approx. 330 000 divided between 3 companies, whilst there will be approx. 40 000 reminder forms from 14 companies. There will be invoice and reminder forms from different units within each company.

The wage slip file will be transferred monthly from 1 company on approx. 15<sup>th</sup> of every month. There will be approx. 22 500 wage slips and approx. 2 500 wage compilations. Kristiansand municipality is gradually going over to digital post. The contract period is therefore subject to invoices being sent digitally via the KS system SvarUt as well as using the integrated printing services that is connected to the same system. The proportion that are sent as e-invoices to digital postboxes will also probably increase.

See the requirements tab, point 3, for further information on the provision of the service.

The Contracting Authority uses Mercell Sourcing Service. To express your interest and gain access to any documents, please click on the link below or copy and paste the link into your browser. (<http://permalink.mercell.com/58378778.aspx>). Then follow the instructions on the website.

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

79824000 Printing and distribution services, 79920000 Packaging and related services, 79921000 Packaging services, 64216000 Electronic message and information services, 64216100 Electronic message services

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

The procurement is covered by the Government Procurement Agreement: no

**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**

Estimated value excluding VAT: 6 000 000 NOK

**II.2.2. Information about options**

Options: no

**II.2.3. Information about renewals**

This contract is subject to renewal: no

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

Start 11.10.2016. Completion 10.10.2020

**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: 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: Tax and VAT certificates. — Requirement: The tenderer must have submitted statements and paid tax, payroll tax and VAT. Documentation: Tax and VAT certificate. The certificate must not be older than 6 months calculated from the

tender deadline. Any arrears or other irregularities must be justified. Tax and VAT certificate for sub-providers expected to be involved in the assignment shall also be submitted.

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

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

List and brief description of conditions:

Quality assurance system/quality management system — Requirement: Well functioning quality assurance system/quality management system. Documentation: A statement regarding the tenderer's quality assurance system/quality management system or a copy of the system certificate issued by accredited certification bodies, or equivalent documentation.

Environmental management system — Requirement: The tenderer is required to have an environmental management system. Documented by: An account of the tenderer's environment competence and procedures documenting that the requirement is met. If this is described in the organisation's environmental management system in accordance with ISO 14001, EMAS, Miljøfyrtårn (Eco-Lighthouse Programme) or other third party verified systems, it is sufficient to submit a copy of the valid certificate.

### **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**

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**

201606389

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

no

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

Time limit for receipt of requests for documents or for accessing documents: 4.7.2016 - 11:00

Payable documents: no

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

4.7.2016 - 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: 31.10.2016

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

Place:

Rådhusgt. 18, 4611 Kristiansand.

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: 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**

26.5.2016