

**Norway-Kristiansund: Office supplies**

**OJ S 105/2016 02/06/2016**

**Contract notice**

**Supplies**

**Directive 2004/18/EC**

**Section I: Contracting authority**

---

**I.1. Name and addresses**

Official name: Kristiansund Kommune — og NII

Postal address: Kaibakken 2

Town: Kristiansund N

Postal code: 6509

Country: Norway

For the attention of: Audun Torvik

E-mail: [audun.torvik@kristiansund.kommune.no](mailto:audun.torvik@kristiansund.kommune.no)

Telephone: +47 71574024

**Internet address(es):**

Electronic access to information: <http://permalink.mercell.com/59104730.aspx>

Electronic submission of tenders and requests to participate: <http://permalink.mercell.com/59104730.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/59104730.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/59104730.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/59104730.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: The Purchasing service Kristiansund municipality

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

---

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

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

NII — Framework agreement — Office supplies and free school material.

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

Supplies

Purchase

Main site or place of performance: Kristiansund kommune (Kristiansund municipality).

NUTS code NO053 Møre og Romsdal

#### **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: 2

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

Nordmøre Intermunicipal Procurement Co-operation (NII) shall enter into a framework agreement for the purchase of office supplies and free school material. The delivery shall cover the municipalities' requirements for office supplies and free school material, and it shall ensure that the municipalities have access to such products of the correct quality, price and delivery time in the contract period.

The Contracting Authority uses Merzell 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.merzell.com/59104730.aspx>). Then follow the instructions on the website.

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

30192000 Office supplies, 30197000 Small office equipment, 39162100 Teaching equipment, 39162110 Teaching supplies

#### **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**

Nordmøre Intermunicipal Procurement Co-operation (NII) shall enter into a framework agreement for the purchase of office supplies and free school material. The delivery shall cover the municipalities' requirements for office supplies and free school material, and it shall ensure that the municipalities have access to such products of the correct quality, price and delivery time in the contract period.

Based on experience, annual procurements will be approx. 2 000 000 NOK. The contracting authority is not bound by the stated values, which are given only as an indication of the scope of the tender.

The expected volume in the price form is per annum per product, but the volume is only meant as an evaluation amount and it is not binding for the contracting authority nor does it give the chosen tenderer any rights. Due to technological developments, the products we require will vary somewhat from year to year.

Table I: Delivery addresses per municipality in NII:

Municipality Number of delivery places:

Aure 71,  
Averøy 46,  
Eide 33,  
Fræna 76,  
Gjemnes 21,  
Halsa 15,  
Kristiansund 137,  
Rindal 22,  
Smøla 38,  
Sunndal 73,  
Surnadal 44,  
Tingvoll 24.

Changes to the budget and routines can effect the total volumes. The contract is subject to organisation changes or other conditions that can affect the contract.

The number of user units stated is an estimate for each individual municipality and is only a guideline. Other municipal entities can join the contract if needed. An overview will be prepared of the user units and the accompanying delivery addresses after the contract has been signed.

### **II.2.2. Information about options**

Options: yes

Description of options: The Contracting Authority has the possibility to prolong/extend the contract by 1 + 1 years.

### **II.2.3. Information about renewals**

This contract is subject to renewal: no

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

## **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: Requirement: Tenderers shall have their tax and VAT payments in order. Documentation requirement: — Tax Certificate; — VAT Certificate. A certificate for tax and a certificate for paid fees issued either by the local tax office or the tax collection office where the supplier has their headquarters. See (<http://www.skatteetaten.no/no/Alt-om/Skatteattest/>) —Foreign suppliers shall submit certificates from equivalent authorities to the Norwegian 1s. The certificates must not be older than 6 months.

Requirement. Tenderers must be a legally established company. Documentation requirement: — Norwegian companies: Company Registration Certificate. — Foreign companies: Proof that the company is registered in a trade register or business register as prescribed by the law of the country where the tenderer is established.

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

List and brief description of conditions: Requirement: Tenderers must have good economic and financial strength in relation to the operations in general and in relation to the nature of this procurement. A minimum overall credit rating character of A (credit worthy) or better is required to be outlined in the RavnInfo.no rating. Documentation requirement: The contracting authority will obtain the above information via the credit information company Ravinfo.no It is therefore unnecessary to submit these details. (RavnInfo.no contains key information on all enterprises in Norway). The tenderer is requested to check if such information is available at RavnInfo.no If the tenderer has valid reasons for not being able to provide the documentation requested by the Contracting Authority, the tenderer can prove his financial position with any other document that the Contracting Authority deems suitable.

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

List and brief description of conditions:

Requirement: Tenderers shall have sufficient experience from similar assignments during the last 3 years. Documentation requirement: Description of the tenderer's most relevant contracts in the the last 3 years. Tenderers who have many assignments shall describe the 3 most relevant. The description must include the contract value/extent, date and recipient (name, telephone no and e-mail address). References must be contactable if necessary, to clarify the relevance of the contract. However, it is the tenderer's responsibility to provide a description substantiating relevance.

Tenderers shall have sufficient implementation ability and the capacity for this assignment. Documentation requirement: An overview of manpower for this assignment is to be enclosed.

Requirement: A good and well-functioning quality assurance system is required for the services that shall be provided. Documentation requirement: A copy of a system certificate issued by an accredited certification body or equivalent documentation or a statement of the tenderer's quality assurance system/quality management system.

Requirement: To ensure compliance with environmentally relevant requirements in the

contract, tenderers must possess sufficient relevant environmental expertise, management systems and routines for quality assurance of the services that are covered. Documentation requirement: Statement of the tenderer's environmental expertise and routines. If this is described in the organisation's quality or environmental management system in accordance with ISO 9001, and ISO 14001, or other third party verified systems, it is sufficient to submit a copy of the current certificate.

#### **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**

---

#### **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**

2016/1466

##### **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**

11.7.2016 - 14:00

##### **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**

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

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**

Official name: The Purchasing Service, Kristiansund Municipality  
Country: Norway

**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**

31.5.2016