

**Norway-Oslo: Business and management consultancy and related services**

OJ S 108/2016 07/06/2016

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Oslo kommune v/Renovasjonsetaten

National registration number: 976820088

Postal address: Postboks 14, Vollebekk

Town: Oslo

Postal code: 0516

Country: Norway

For the attention of: Tone Emblem

E-mail: [tone.emblem@ren.oslo.kommune.no](mailto:tone.emblem@ren.oslo.kommune.no)

Telephone: +47 23483726

**Internet address(es):**Address of the buyer profile: <http://eu.eu-supply.com/ctm/Supplier/CompanyInformation/Index/264816>Electronic access to information: [http://eu.eu-supply.com/app/rfq/rwlentrance\\_s.asp?PID=166206&B=OSLO](http://eu.eu-supply.com/app/rfq/rwlentrance_s.asp?PID=166206&B=OSLO)Electronic submission of tenders and requests to participate: [http://eu.eu-supply.com/app/rfq/rwlentrance\\_s.asp?PID=166206&B=OSLO](http://eu.eu-supply.com/app/rfq/rwlentrance_s.asp?PID=166206&B=OSLO)**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: municipal activities

**I.3. Main activity**

Other: waste management

**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**

Manager Support in The Agency for Waste Management.

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

Services

Service category No 11: Management consulting services [6] and related services

Main site or place of performance: Oslo.

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)**

Via an external company, The Agency for Waste Management will connect with expertise that can assist the agency management in the following 2 main areas:

1) Process Supervisor/Facilitator to the top management group in REN, including able to offer coaching;

2) Consulting services for managers and executive officers with special responsibility in for example rolling-out of strategy work, organisation, management, LEAN, development streamlining and improving processes, participate in workshop, process supervision, quality assurance, assistance in innovation work, analysis in different speciality areas including.

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

79400000 Business and management consultancy and related services, 79420000

Management-related services, 79633000 Staff development services, 79998000 Coaching 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**

I.a. Process supervisor/facilitator to the top management group in REN, including being able to offer coaching.

The consulting services for managers and executive offers with special responsibility in for example roll-out of strategy work, organisation, management, LEAN, development streamlining and improvement processes, participate in workshop, process supervision, quality assurance, assist in innovation work, analysis in different speciality areas including:

Process supervisor/facilitator to management assemblies;

2 assemblies in Spring 2017, 2 assemblies in Autumn 2017, 2 assemblies in Spring 2018 and 2 assemblies in Autumn 2018, over 2 days, in addition to option on 1 year + 1 year. 1 of the assemblies can be for all of the REN managers, but others are as a rule for the management group.

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

Options: yes

Description of options: Option for the Contracting Authority to prolong the contract for a further 1 + 1 year on identical conditions.

Provisional timetable for recourse to these options:

in months: 24 (from the award of the contract)

### **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 2.1.2017. Completion 31.12.2018

## **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: Requirement I:

The tenderer's tax and VAT payments shall be in order.

Documentation requirement:

Tax and VAT certificate, not older than 6 months. The certificate can be ordered and downloaded from Altinn. If this is not possible, it can be ordered from the tax collector or the Norwegian Tax Administration.

Foreign tenderers must provide certificates from equivalent authorities to the Norwegian authorities.

Requirement II:

Tenderers shall be a legally established company.

Documentation requirement:

Norwegian companies: Company registration certificate.

Foreign companies: Verification that the company is registered in a trade index or a register of business enterprises as prescribed by the law of the country where the company is established.

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

List and brief description of conditions: Requirement I:

The tenderer must have the financial capacity to implement the assignment/contract.

Documentation requirement:

The company's last 2 annual accounts including notes, the board's annual reports and audit reports, as well as recent information of relevance to the company's fiscal figures.

The contracting authority will, in addition, obtain a credit rating from Experian (model 0-100 points, 5 steps) which will be taken into account in the evaluation.

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

List and brief description of conditions:

Requirement 1:

Significant experience is required from work with analysis, process supervision and coaching, preferably in public management and service production.

Documentation requirement:

An overview of the company's principal contracts during the last 3 years, including their value, point in time and recipients, with relevance to this delivery. Documentation (CV) from the actual delivery is required. Provide the name of the contact person along with their telephone number.

Requirement 2:

The company is required to have strategy and organisational development as core areas.

Documentation requirement:

Documentation (CV) that the company has strategy and organisation development as a core area.

Requirement 3:

A very good ability to deliver is required.

Documentation requirement:

An overview of the company's organisation and total staffing, including a description of the company's competence area. Relevant CVs should be enclosed.

Requirement 4:

A good and well-functioning system is required for quality assurance and internal control for the services that shall be provided.

Documentation requirement:

Give a brief account of the quality assurance system and internal control and how these are operationalised.

**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**

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Restricted

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

Envisaged minimum number 5: and Maximum number 7

Objective criteria for choosing the limited number of candidates: The tenderers who best meet the qualification requirements in point 3.3.3. in the qualification documentation.

**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**

0162016

##### **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**

27.7.2016 - 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**

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

#### **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**

3.6.2016