

NO-Oslo: envelopes, letter cards and plain postcards

OJ S 125/2012 03/07/2012

Contract notice

Supplies

Directive 2004/18/EC

## Section I: Contracting authority

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### I.1. Name and addresses

Official name: Arbeids- og velferdsdirektoratet, NAV økonomi, Anskaffelser og forretningsjuridisk avdeling

Postal address: Postboks 5, St Olavs plass

Town: Oslo

Postal code: 0130

Country: Norway

For the attention of: Benny Rytter-Johansen

E-mail: [nav.anskaffelser.drift@nav.no](mailto:nav.anskaffelser.drift@nav.no)

Telephone: +47 21071000

#### Internet address(es):

General address of the contracting authority: [www.nav.no](http://www.nav.no)

Address of the buyer profile: [http://www.doffin.no//search/Search\\_AuthProfile.aspx?ID=AA0005](http://www.doffin.no//search/Search_AuthProfile.aspx?ID=AA0005)

#### 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

Ministry or any other national or federal authority, including their regional or local subdivisions

### 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

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### II.1. Description

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

11/10245 - framework agreement for the purchase of envelopes.

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

Supplies

Purchase

Main site or place of performance: Oslo, Norway.

NUTS code

#### 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)**

Award authority shall enter into a framework agreement with one supplier of envelopes for NAV. All units in NAV can make call-offs on the agreement. The agreement shall be binding on the state run portion of NAV, and can be used by the municipally run portions of NAV that do not have separate agreements that are in conflict with this agreement. The supply will help to ensure that award authority has an effective production, storage and distribution of envelopes.

Note: to register your interest in this notice and obtain any additional information please visit the Doffin web site at [http://www.doffin.no/Search/Search\\_Switch.aspx?ID=261946](http://www.doffin.no/Search/Search_Switch.aspx?ID=261946).

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

30199200 Envelopes, letter cards and plain postcards, 30199230 Envelopes, 30199710 Printed envelopes, 30199711 Printed window envelopes, 30199712 Printed non-window envelopes

#### **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**

The agreement shall include all envelopes that NAV purchases during the agreement period. Our assortment comprises envelopes, additional assortments and other types of envelopes. Under the current agreement we purchased approx. 12 000 000 envelopes in 2011. The estimated value of the agreement is 10 000 000 - 20 000 000 NOK over the 4 year period.

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

Options: yes

Description of options: 1. Award authority has an option to prolong all or parts of the agreement, under the same conditions, twice with up to a total of 2 years;

2. The municipally run portions of NAV can enter into the agreement, see tender documents for details.

#### **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 1.10.2012. Completion 30.9.2014

## **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: (1) Company registration certificate;

(2) Value added tax certificate (national requirement);

(3) Company tax certificate (national requirement).

Requirements to supplier's organisational and legal position: It is required that the supplier is a legally established company.

Supplier shall be up-to-date with their payments of taxes and VAT.

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

List and brief description of conditions: Credit evaluation from a publically approved credit evaluation company. The assessment shall be based on last known accounting figures with an indication of how the credit rating has developed over the last 3 years.

Minimum level(s) of standards possibly required: Supplier shall have a good financial solidity.

Supplier has met the requirement if they have a credit rating of "Good credit-worthiness" or better.

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

List and brief description of conditions:

(1) A statement of the quality assurance/quality control system operated by the company.

— Supplier's principal deliveries during the previous 3 years, including description of the assignments, values, dates and recipients.

Statement of the tenderer's quality assurance system as well as any certificates issued by independent bodies.

Minimum level(s) of standards possibly required:

Very good implementation ability is required.

Very good experience from equivalent deliveries is required.

— A description of supplier's quality assurance system or a certificate issued by a certification body, confirming that supplier meets the quality assurance standards,

— For suppliers that hold "Svanen" or "Blå Engel" licenses it is sufficient to attach copies of such licenses.

Other appropriate documentation such as technical data from the manufacturer or test reports from a recognised body, showing that the requirements are met, will also be accepted.

Minimum level(s) of standards possibly required:

Experience from similar deliveries is required.

A good and well-functioning quality assurance system is required.

On a yearly basis at least 75 % of the fiber raw material used in the paper shall be recycled fiber or by-products such as wood chips or sawdust.

### **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**

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### **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**

Lowest price

#### **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**

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

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

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

21.8.2012 - 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: 30.10.2012

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

Date: 21.8.2012 - 13:00

Place:

Sannergata 2, Oslo, Norway.

## **Section VI: Complementary information**

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**VI.1. Information about recurrence**

**VI.2. Information about European Union funds**

**VI.3. Additional information**

(NT Ref:262175).

**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**

29.6.2012