

**Norway-Oslo: Translation services**  
**OJ S 119/2016 22/06/2016**  
**Contract notice**  
**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

---

**I.1. Name and addresses**

Official name: Statistisk Sentralbyrå (Statistics Norway)

Postal address: Akersveien 26

Town: Oslo

Postal code: 0033

Country: Norway

For the attention of: Birgitte Christensen

E-mail: [ibc@ssb.no](mailto:ibc@ssb.no)

Telephone: +47 90033136

**Internet address(es):**

Electronic access to information: <http://permalink.mercell.com/59403098.aspx>

Electronic submission of tenders and requests to participate: <http://permalink.mercell.com/59403098.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/59403098.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/59403098.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/59403098.aspx>

**I.2. Type of the contracting authority**

National or federal agency/office

### **I.3. Main activity**

### **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**

Language services — framework agreement — S.nr.16/667.

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

Services

Service category No 27: Other services

Main site or place of performance: Oslo.

NUTS code NO011 Oslo

#### **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 several operators

##### **Duration of the framework agreement**

Duration in years: 4

##### **Estimated total value of purchases for the entire duration of the framework agreement**

Estimated value excluding VAT: 2 400 000 NOK

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

Statistics Norway (SSB) would like to enter into framework agreements for various language services. This concerns both translations, language vetting and language courses. There will mainly be translations from Norwegian to English and language vetting English texts, but there can be other languages.

Note: The competition is organised so that tenders can be submitted for 1 or several sub-areas, i.e. you can click on the tab Sub-Deliveries and add the documents: Tender Letter, Doc 01, Doc 02 and Doc 03 under the tab Documents for Sub-Deliveries per sub-area. Then you can fill in prices in NOK excluding VAT under the tab Products per sub-delivery/sub-area. See the attached documents for further information on the procurement.

The tenders shall be submitted electronically via the Meccell portal by the tender deadline.

The Contracting Authority uses Meccell 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.mecell.com/59403098.aspx>). Then follow the instructions on the website.

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

79530000 Translation services, 79540000 Interpretation services, 80580000 Provision of language courses

#### **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**

Estimated value excluding VAT: 2 400 000 NOK

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

Options: no

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

This contract is subject to renewal: yes

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

Information about lots

Lot title: Sub-assignment 1 Language vetting of digital statistical publications and other minor texts

### **1) Short description**

SSB has a bilingual internet site ([www.ssb.no](http://www.ssb.no)) and it published new statistics on the front page every day in both Norwegian (bokmål or nynorsk) and English (British English). This sub-assignment consists of, amongst other things, language vetting English articles on statistics. The articles are written in Norwegian and English in the statistics departments and are edited in the communication department and by an English translator the day before publication. The process involves close cooperation between those who write and those who edit the articles and some times the articles go to and fro several times before the final version is ready. The number of articles on statistics that are published over 1 year is currently approx. 900. Most of the articles are short, with 300-800 words, but some consist of only an introduction, whilst others can have more than 2 000 words. The number of articles per week varies from less than 10 in the quietest summer weeks to more than 30 in the most hectic weeks in June and December. It is not possible to postpone deadlines in this part of the sub-assignment, as the publication date is fixed several months in advance. Sub-assignment 1 also includes translation or language vetting of various texts for our internet sites (such as meta texts for the statistics, key figures sides, various articles, letters, questionnaires and language vetting of English publication summaries). We would also like the service provider in this assignment to be available for short language questions from employees, preferably by email. It is, as a rule, possible to adjust the delivery deadline to the service provider's capacity for this part of the sub-assignment.

The workload for all of sub-assignment 1 is estimated to approx. 500 hours in the 1<sup>st</sup> year, but there will probably be changes in the statistics publications in the coming years, which will lead to the extent being less.

We would like to have 1 service provider for sub-assignment 1. The service provider will carry out the work in their own premises. The consultant(s) will get access to our network and joint post box for statistics for the work with statistics publications in order to pick up the articles, edit and store them in our area without comprehensive administration from our side. The consultant(s) will also be responsible for contact with the statistics departments during the editing work. It is important that this work is only carried out by 1 or 2 persons throughout the entire period in order to ensure consistent use of language and because it takes time to get into the work routines.

### **2) CPV code(s)**

79530000 Translation services

**3) Quantity or scope**

Sub-assignment 1: Language vetting of daily statistics publications and other minor texts: Between 270 000 NOK-330 000.

Sub-assignment 2: Translation and language vetting of major assignments: Between 130 000 NOK 1-140 000.

Sub-assignment 3: Translation to other languages and language courses: Between 120 000 NOK-130 000 per annum excluding VAT.

**4) Indication about different time frame or duration**

**5) Additional information about lots**

Lot title: Sub-assignment 2: Translation and language vetting of major assignments

**1) Short description**

SSB also has a need for the translation and language vetting of major documents, from approx. 3 000 words and up for translation and a bit more for language vetting. Examples of publications are Dette er Norge and Dette er Svalbard, but there can be large questionnaires and other types of texts. This assignment can, if needed, also include minor texts that are normally included in sub-assignment 1.

The average workload is approx. 60 000 words per annum and/or 100 hours per annum, but this can vary.

In sub-assignment 2 it will, as a general rule, be possible to adjust the delivery deadline to the service provider's capacity. However there can be urgent assignments that involve evening and /or weekend work.

We would like to have 1 main service provider and 2 reserve service providers for sub-assignment 2. The service provider who has been chosen as the main service provider will be asked for in call-offs on the framework agreement. If the main service provider does not have the capacity, the assignment will go to the next service provider on the list, ranked after the best tender.

**2) CPV code(s)**

79530000 Translation services

**3) Quantity or scope**

Sub-assignment 1 Language vetting of daily statistics publications and other minor texts: Between 270 000 NOK-330 000.

Sub-assignment 2 Translation and language vetting of major assignments: Between 130 000 NOK-140 000.

Sub-assignment 3 Translation to other languages and language courses: Between 120 000 NOK-130 000 per annum excluding VAT.

**4) Indication about different time frame or duration**

**5) Additional information about lots**

Lot title: Sub-assignment 3 Translation to other languages and language courses

**1) Short description**

SSB needs an all-round service provider for many types of language services.

Sometimes we have a need for translations from English to Norwegian and from Bokmål to Nynorsk. Translations from Norwegian to important immigrant languages such as Polish,

Somali, Urdu, Lithuanian and Arabic and major languages such as Russian and French are possible, as well as language vetting in the same languages.

SSB has internal training that sets up language courses as needed. These are mainly courses in English and Norwegian for employees who do not have this as their 1<sup>st</sup> language. Broad competence in courses within English and Norwegian will therefore be the most important, but courses in other languages can also be possible.

Sub-assignment 3 requires broad competence in languages and the available capacity. We would prefer 1 service provider for both parts of the sub-assignment.

**2) CPV code(s)**

79530000 Translation services

**3) Quantity or scope**

Sub-assignment 1 Language vetting of daily statistics publications and other minor texts: Between 270 000 NOK-330 000.

Sub-assignment 2 Translation and language vetting of major assignments: Between 130 000 NOK-140 000.

Sub-assignment 3 Translation to other languages and language courses: Between 120 000 NOK-130 000 per annum excluding VAT.

**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**

**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: K 01 Tax and VAT certificate — Requirement: Tenderers must have submitted their tax assessments and paid tax, payroll tax and VAT. Documented by: Certificate for tax and VAT. The certificate shall not be older than 6 months from the deadline for receipt of tenders. Any arrears or other irregularities must be justified. If the tenderer is planning to use sub-providers, tax certificates must be provided for them as well.

K 02 Company Registration Certificate — Requirement: The tenderer must be a legally established company. Documentation: Company Registration Certificate or equivalent from the tenderer's home country.

K 03 HSE self-declaration — Requirement: The tenderers shall vouch for the company

working systematically to comply with the health, environment and safety legislation and that they comply with the internal control regulations. The tenderer must also confirm that the company is legally organised in relation to applicable tax and working environment regulations for employees' professional and social rights, and shall accept that the contracting authority has the right to review and verify the company's system for safeguarding health, safety and environment. Documentation: A signed HSE self-declaration.

K 04 Wages and working conditions. Requirement: The tenderer must comply with the wages and working conditions requirements. Documentation: A signed Self-Declaration on wages and working conditions.

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

List and brief description of conditions: K 05 Financial requirement: Tenderers shall have sufficient economic and financial solidity to fulfil the contractual obligations. Documented by: A credit assessment from a certified credit institution/company. The credit assessment shall not be more than 6 months from the deadline for receipt of tenders. The credit assessment shall be a so-called rating and include a credit rating, part rating and historical rating. The credit score must not be lower than A (creditworthy) or equivalent if a different form of score is used (numbers). Tenders from service providers with a lower score than A or equivalent (i.e. not credit worthy or credit worthy with security) will not be considered.

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

List and brief description of conditions:

K 06 Experience. Tenderers are required to have sufficient experience in carrying out this type of assignment in a secure and good way. Tenderers are required to have documented experience within the language services that are requested, within 1 or several of sub-assignments 1-3. Documented by: This is to be documented with a list of 4 relevant assignments within the last 3 years, within these disciplines. Fill in the attached form Annex 01 — Reference Form.

### **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**

16/667

**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: 2.9.2016 - 12:00

Payable documents: no

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

2.9.2016 - 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: 2.12.2016

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

Date: 2.9.2016 - 12:00

Place:

Oslo.

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**

17.6.2016