

Norway-Oslo: Travel services

OJ S 128/2013 04/07/2013

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

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**I.1. Name and addresses**

Official name: Oslo kommune

Postal address: Strømsveien 102

Town: Oslo

Postal code: 0663

Country: Norway

For the attention of: Utdanningsetaten

Telephone: +47 02180

**Internet address(es):**

General address of the contracting authority: <http://www.utdanningsetaten.oslo.kommune.no>

Address of the buyer profile: [http://www.doffin.no//search/Search\\_AuthProfile.aspx?ID=AA5260](http://www.doffin.no//search/Search_AuthProfile.aspx?ID=AA5260)

**Additional information can be obtained from:**

Official name: Oslo kommune

Postal address: Strømsveien 102

Town: Oslo

Postal code: 0663

Country: Norway

For the attention of: Utdanningsetaten

E-mail: [jon.atle.andersen@ude.oslo.kommune.no](mailto:jon.atle.andersen@ude.oslo.kommune.no)

Telephone: +47 22636100

Fax: +47 22636160

Internet address: <http://www.oslo.kommune.no/anskaffelser>

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

Official name: Oslo kommune

Postal address: Strømsveien 102

Town: Oslo

Postal code: 0663

Country: Norway

For the attention of: Utdanningsetaten

E-mail: [jon.atle.andersen@ude.oslo.kommune.no](mailto:jon.atle.andersen@ude.oslo.kommune.no)

Telephone: +47 02180

Internet address: <http://www.oslo.kommune.no/anskaffelser>

**Tenders or requests to participate must be submitted:** Official name: Oslo kommune

Postal address: Strømsveien 102, Helsfyr

Town: Oslo

Postal code: 0663

Country: Norway

Contact person: Arkivet i 9. etasje  
For the attention of: Utdanningsetaten  
Telephone: +47 02180

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

Regional or local agency/office

**I.3. Main activity**

Education

**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**

10-UDE-2013 Framework agreement for consultancy on booking travel, meeting and conference rooms.

**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, 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

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

Estimated value excluding VAT:

Range: between 30 000 000 and 40 000 000 NOK

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

1.2 Procurement objectives and scope

Award authority requires a service provider that can assist schools/places of service with professional assistance when ordering service/group travel and conference facilities. Schools /places of service shall still be free to place orders for business travel, group travel, meeting and conference facilities in cases where they think this is more appropriate.

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=299218](http://www.doffin.no/Search/Search_Switch.aspx?ID=299218).

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

63515000 Travel services, 63516000 Travel management services, 63000000 Supporting and auxiliary transport services; travel agencies services, 63512000 Sale of travel tickets and package tours services, 79997000 Business travel services, 55120000 Hotel meeting and conference 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**

Estimated value excluding VAT:

Range: between 30 000 000 and 40 000 000 NOK

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

Options: yes

Description of options: The contract length is 2 years, with the option for the purchaser to extend the contract by up to a further 1 + 1 year under the same conditions.

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

This contract is subject to renewal: yes

Number of possible renewals: Range: between 1 and 2

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

Start 29.10.2013. Completion 29.10.2015

## **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) Declaration of the company's participation in a publicly verified apprentice scheme(s) relevant to the contract.

(3) Value added tax certificate (National requirement).

(4) Company tax certificate (National requirement).

(5) Self-declaration in compliance with Appendix 2 (HSE) of the Norwegian procurement regulations (National requirement).

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

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

List and brief description of conditions:

(1) A list of the principal deliveries effected, or main services provided, by the company, in the past three years, with the values, dates and recipients (for supply and service contracts).

### **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**

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**

#### **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**

26.8.2013 - 13:00

#### **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: 29.11.2013

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

## **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:299328)

### **VI.4. Procedures for review**

#### **VI.4.1. Review body**

Official name: Oslo Kommune Utdanningsetaten

Postal address: Strømsveien 102

Town: Oslo

Postal code: 0663

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**

1.7.2013