

**Norway-Oslo: Accommodation, building and window cleaning services**

OJ S 126/2014 04/07/2014

Contract notice

Supplies

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Direktoratet for Nødkommunikasjon

National registration number: 990382840

Postal address: Nydalen Allé 37

Town: Oslo

Postal code: 0484

Country: Norway

For the attention of: Ragnhild Roland

E-mail: [ragnhild.roland@dinkom.no](mailto:ragnhild.roland@dinkom.no)

Telephone: +47 47807809

**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**

Public order and safety

**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**

14/62 Procurement of cleaning for DNK's premises - framework agreement.

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

Supplies

Purchase

Main site or place of performance: Nydalen Allé 37a, 0484 Oslo, Norway.

NUTS code NO011 Oslo

**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)**

The Norwegian Directorate for Emergency Communication (DNK) intends to enter into framework agreement for daily cleaning of their office premises in Oslo and Moss. The tender should contain a collective cleaning agreement where daily, monthly and annual cleaning is taken care of. the delivery shall include use of hygiene supplies and annual wash down of premises with polishing and cleaning of floors.

An agreement will be entered into with a supplier for each office locality or jointly. The cleaning does not include the building's common areas where DNK shares this with other tenants.

The agreement will be entered into for a period of 2 years. The Contracting Authority has an option for 2 years with extension of one year at a time.

Submitting tenders:

All tenders must be submitted electronically via the Mercell portal at [www.mercell.no](http://www.mercell.no) by the tender deadline. Late tenders will be rejected. (The system does not allow tenders to be sent in electronically via Mercell after the deadline for receipt of tenders).

If you are not a Mercell user, or you have any questions related to functionality of the tool, for example, how to give quotes, please contact Mercell Support on tel: +47 21018860 or by e-mail to: [support@mercell.com](mailto:support@mercell.com)

It is recommended that the tender is submitted well before the deadline, for example a minimum of 1 hour before the tender deadline expires.

Should there be additional information from the Contracting Authority which leads to you wanting to change your tender before the tender deadline expires, you can go in and open the tender, make any changes and resubmit right up until the tender deadline expires. The quotation to be submitted last will be considered as the final quote.

The tender requires electronic signature upon delivery.

During the submission of the tender you will be asked for an electronic signature to prove that it is the actual tenderer who has sent the offer. You can obtain an electronic signature at [www.commfides.com](http://www.commfides.com), [www.buypass.no](http://www.buypass.no) or [www.bankid.no](http://www.bankid.no)

Please note that it may take several days for the electronic signature to be delivered to you and as such this process should be initiated as soon as possible.

The Contracting Authority uses Mercell 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.mercell.com/44783796.aspx>]. Then follow the instructions on the website.

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

90911000 Accommodation, building and window cleaning services, 33741100 Hand cleaner, 33760000 Toilet paper, handkerchiefs, hand towels and serviettes, 33761000 Toilet paper, 90911000 Accommodation, building and window cleaning services, 90919000 Office, school and office equipment cleaning services, 39532000 Mats, 90911100 Accommodation cleaning services, 33764000 Paper serviettes, 33763000 Paper hand towels

### **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: 2 500 000 NOK

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

Options: yes

Provisional timetable for recourse to these options:  
in months: 12 (from the award of the contract)

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

This contract is subject to renewal: yes

Number of possible renewals: 2

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

in months: 48 (from the award of the contract)

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

Start 1.10.2014. Completion 30.9.2016

Information about lots

Lot No: 1

Lot title: Sub delivery 1, Cleaning DNK, Oslo

#### **1) Short description**

DNK wants tenders for cleaning services for their premises in Nydalen. The premises are spread over two stories: the 6th floor is the main floor (approx 2 750 square metres and consists of offices, open office plans, social zones, toilets and change rooms). There are approximately 90 employees in the division.

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

90911000 Accommodation, building and window cleaning services, 90919000 Office, school and office equipment cleaning services, 33741100 Hand cleaner, 33760000 Toilet paper, handkerchiefs, hand towels and serviettes, 33761000 Toilet paper, 39532000 Mats

#### **3) Quantity or scope**

2 year contract period with options 1 + 1 years.  
Estimated value excluding VAT: 2 000 000 NOK

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

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

#### **5) Additional information about lots**

Lot No: 2

Lot title: Sub delivery 2, Cleaning DNK, Moss

#### **1) Short description**

The premises in Moss are approximately 472 square metres, and are on the 1st floor of a modern shared building in Solgård Skog in Moss. The premises consist of office cubicles, general offices, meeting rooms, storage, IT workroom, computer room (technical), tea-kitchen, change rooms and toilets. The start up for the cleaning deliveries is 1.10.2014, start up for the deliveries for mat service is March 2015 and hygiene supplies is June 2015. There are 12 employees in the division.

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

90911100 Accommodation cleaning services, 90919000 Office, school and office equipment cleaning services, 33741100 Hand cleaner, 33761000 Toilet paper, 33764000 Paper serviettes , 33763000 Paper hand towels, 39532000 Mats

**3) Quantity or scope**

Contract period: 2 years, with the possibility to extend by 1 + 1 years.  
Estimated value excluding VAT: 500 000 NOK

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

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

**5) Additional information about lots**

Start up cleaning premises 1.10.2014.  
Start up delivery of mat service March 2015.  
Start up delivery of hygiene supplies June 2015.

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**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: The supplier shall be a legally established company, and have orderly conditions in regard to tax and value added tax payment. The following documentation must be attached to the tender.

K1 Business Registration Certificate.

K2 Certificate from the tax collector office for paid VAT, not older than 6 months.

K3 Certificate for paid tax and employers contribution, not older than 6 months.

The supplier shall meet the requirements of Norwegian legislation with regard to health, safety and the environment.

K4 HSE declaration (If the supplier is associated with sub-suppliers/collaborating partners who shall be used in this assignment, an HSE declaration must also be attached for them).

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

List and brief description of conditions: The supplier must have the economic capacity/strength to carry out the assignment and be credit worthy. The following documentation shall be enclosed with the tender:

K5 Three last years annual accounts, including auditors' report.

K6 Credit appraisal with key figures from a recognized credit rating agency.

For organisations that cannot submit this, other documentation shall be submitted to account for the company's financial and economic standing.

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

List and brief description of conditions:

The supplier must have sufficient experience and resources to carry out the assignment. The following documentation shall be enclosed with the tender:

K7 Overview of the company's total workforce.

K8 Staffing for this assignment (organisational chart) with names and CVs of key persons associated with this assignment.

K9 The company's most important deliveries in the last 3 years, including their value, date and recipient.

K10 Approval from the Norwegian Labour Inspection Authority.

### **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**

14/62

#### **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**

18.8.2014 - 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: 3.11.2014

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

Date: 18.8.2014 - 13:00

Place:

Nydalen.

Persons authorised to be present at the opening of tenders: no

**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**

Official name: DNK

Postal address: Nydalen alle 37a

Town: Oslo

Postal code: 0410

Country: Norway

**VI.4.2. Review procedure**

**VI.4.3. Service from which information about the review procedure may be obtained**

Official name: DNK

Postal address: Nydalen alle 37a

Town: Oslo

Postal code: 0410

Country: Norway

**VI.5. Date of dispatch of this notice**

2.7.2014