

**Norway-Oslo: Office supplies**

OJ S 131/2016 09/07/2016

**Contract notice****Supplies****Directive 2004/18/EC****Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Norges idrettshøgskole, henceforth referred to as NIH [The Norwegian School of Sport Sciences]

Postal address: Karl Johans gate 12 J

Town: Oslo

Postal code: 0154

Country: Norway

For the attention of: Cecilie Collet Sælør

E-mail: [c.c.salor@nih.no](mailto:c.c.salor@nih.no)

Telephone: +47 41553609

**Additional information can be obtained from:**

Official name: Norges idrettshøgskole, henceforth referred to as NIH [The Norwegian School of Sport Sciences]

For the attention of: Cecilie Collet Sælør

E-mail: [c.c.salor@nih.no](mailto:c.c.salor@nih.no)

Telephone: +47 41553609

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

Official name: Norges idrettshøgskole, henceforth referred to as NIH [The Norwegian School of Sport Sciences]

For the attention of: Cecilie Collet Sælør

E-mail: [c.c.salor@nih.no](mailto:c.c.salor@nih.no)

Telephone: +47 41553609

**Tenders or requests to participate must be submitted:** Official name: Norges idrettshøgskole, henceforth referred to as NIH [The Norwegian School of Sport Sciences]

For the attention of: Cecilie Collet Sælør

E-mail: [c.c.salor@nih.no](mailto:c.c.salor@nih.no)

Telephone: +47 41553609

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

National or federal 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**

Framework agreement for the procurement office supplies and copy paper.

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

Supplies

Purchase

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 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: 4

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

NIH shall through this procurement enter into a framework agreement for the purchase of office supplies and copy paper. The aim of the contract is to ensure the NIH's need for office supplies and copy paper are met in a cost efficient, environmental and social responsible way.

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

30192000 Office supplies, 30199000 Paper stationery and other items, 30190000 Various office equipment and supplies

**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 total value of the agreement is approx. NOK 2 000 000, excluding VAT. The volume indication is only a guideline and does not obligate the contracting authority.

**II.2.2. Information about options**

Options: no

**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: 24 (from the award of the contract)

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

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

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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 tenderer must have their affairs in order with respect to the payment of tax, employer contribution and value added tax (VAT).

Documentation requirement:

Tax certificates not older than 6 months calculated from the tender deadline. A Tax Certificate is defined as:

For Norwegian tenderers:

A tax and VAT certificate issued by the tax collection office.

For foreign tenderers:

Foreign tenderers must submit equivalent certificates from their own country that show that they have orderly conditions in relation to the payment of tax and duties. If the authorities in the relevant country do not issue these certificates, the tenderer should submit a statement which states that all taxes and duties have been paid. The statement shall be approved and signed by the tenderer's Financial Director/ person responsible for finance.

Requirement:

The interested party shall document that the enterprise is legally established.

Documentation requirement:

Norwegian tenderers:

Company Registration Certificate.

Foreign tenderers:

Confirmation that the tenderer is registered in a trade register or company register in accordance with the law in the country where the tenderer is established.

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

List and brief description of conditions: Tenderers shall have sufficient financial strength to comply with the contractual obligations.

Documentation requirement:

The tenderer's completed and approved annual accounts for 2014 and 2015, including notes and the board and auditor reports. If a tenderer has a different accounting year, the last 2 determined annual accounts shall be submitted.

The Contracting Authority reserves the right to carry out a credit assessment from Experian.

Financial strength is evaluated in relation to turnover, operating profit margin, solidity and liquidity.

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

List and brief description of conditions:

The tenderer must have adequate implementation ability.

Documentation requirement:

Tenderers shall give a short description of their company. The description is to include:

- Business idea
- Core competence
- History
- Organisation
- Ownership
- Current activities

Tenderers shall have good experience from equivalent deliveries.

Documentation requirement:

References from minimum three similar deliveries in the previous three years. The references shall as a minimum contain:

- A brief description of the delivery.
- Time of execution
- Scope of delivery in monetary amount.
- Name, and telephone number of the reference person at the Contracting Authority.

The Contracting Authority must have the possibility to contact the contact persons who are listed. The supplier is encouraged to use the tender documents' annex 3, Reference form template.

#### **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**

16/00158

**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**

17.8.2016 - 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**

Danish. English. Swedish.

Other: Norwegian.

**IV.3.7. Minimum time frame during which the tenderer must maintain the tender**

until: 17.11.2016

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

Date: 17.8.2016 - 12:00

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: Oslo District Court

**Body responsible for mediation procedures**

Official name: The appeals board for public procurements

**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**

5.7.2016