

Norway-Tromsø: Word-processing services

OJ S 161/2016 23/08/2016

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

I.1. Name and addresses

Official name: Universitetssykehuset Nord-Norge HF (UNN) (The University Hospital of North Norway)

Postal address: Postboks 47

Town: Tromsø

Postal code: 9038

Country: Norway

For the attention of: Berit Jegervatn

E-mail: berit.jegervatn@unn.no

Telephone: +47 77627086

Internet address(es):

Electronic access to information: <http://permalink.mercell.com/60831338.aspx>

Electronic submission of tenders and requests to participate: <http://permalink.mercell.com/60831338.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

Internet address: <http://permalink.mercell.com/60831338.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

Internet address: <http://permalink.mercell.com/60831338.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

Internet address: <http://permalink.mercell.com/60831338.aspx>

I.2. Type of the contracting authority

Body governed by public law

I.3. Main activity

Health

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

16-66 External writing services for the Joint Office Centre UNN HF.

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

Services

Service category No 25: Health and social services

Main site or place of performance: Norway.

NUTS code NO072 Troms

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 service will consist of writing from digitally dictated audio files for all disciplines within somatics and psychiatry. The service is in addition to what the University Hospital of North Norway (UNN HF) does itself and the need will therefore vary. It is expected that there will be an increased need for the service in connection with staff holidays and public holidays.

The Contracting Authority uses Merccell 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.merccell.com/60831338.aspx>). Then follow the instructions on the website.

II.1.6. CPV code(s)

79552000 Word-processing services, 92312213 Technical author services, 79620000 Supply services of personnel including temporary staff, 92312211 Writing agency 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

Within normal working hours (8:00-16:00), approx. 3 000 000 seconds per annum.

Within normal working hours (8:00-16:00), max. seconds per month, 300 000.

Within normal working hours (8:00-16:00), min. seconds per months 0.

Outside normal working hours, weekends and bank holidays, approx. 200 000 seconds per

annum.

The above volume is an estimate based on the current amount and it can change. UNN shall start to use speech recognition during the period (TGK). TGK shall be gradually introduced. With the introduction of TKG, it is very difficult to estimate the number of seconds of writing service that will be required. The number of seconds will be assessed and possibly reduced for any extension. UNN is not obligated to procure a specific number of seconds transcribing. It is UNN's need that will always decide the amount.

II.2.2. Information about options

Options: yes

Description of options: The contract period can be extended for up to 1+1+1 year, total 3 years.

II.2.3. Information about renewals

This contract is subject to renewal: no

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

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 shall be a legally established company. Documentation requirement — Legally established company. Certificate for registration in the Register of Business Enterprises or the trade index in accordance with national legislation (transcript of Company Registration Certificate). Foreign companies: Verification that the company is registered in a trade index or a register of business enterprises as prescribed by the law of the country where the company is established.

III.2.2. Economic and financial ability

List and brief description of conditions: Documentation requirement: — The tenderer's economic and financial position. The contracting authority will use Proff TM Forvalt's (www.forvalt.no) target figures and ranking for the equity percentage, with the minimum positive equity share representing satisfactory solidity. Tenderers must ensure that this information is accessible on the website. If this is not the case, the last 2 years Financial Statements and Annual Reports must be submitted with the tender.

The tax and VAT certificate is ordered from Altinn. The certificate shall not show arrears and it shall not be older than 6 months calculated from the tender deadline.

Minimum level(s) of standards possibly required: Tenderers must not be in arrears with regards to payment of taxes.

Tenderers shall, as a minimum, have satisfactory solidity for the last revised financial year.

III.2.3. Technical and professional ability

List and brief description of conditions:

Documentation requirement: — Ability to provide the service in the contract period; —

Tenderers must describe their delivery capacity, access to personnel, as well as their plans /routines for holidays and bank holidays; —Tenderers shall describe their back-up systems for unforeseen absence of personnel.

Minimum level(s) of standards possibly required:

Tenderers shall have sufficient capacity and access to personnel to provide the writing service to UNN in accordance with point 1.3, the tender's extent in the contract provisions.

III.2.4. Information about reserved contracts

III.3. Conditions specific to services contracts

III.3.1. Information about a particular profession

Execution of the service is reserved to a particular profession: no

III.3.2. Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract: no

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

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

29.9.2016 - 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

IV.3.8. Conditions for opening of tenders

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

18.8.2016