

**Norway-Oslo: Travel agency and similar services**

OJ S 168/2013 30/08/2013

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

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**I.1. Name and addresses**

Official name: Direktoratet for Nødkommunikasjon

Postal address: Nydalen Allé 37

Town: Oslo

Postal code: 0484

Country: Norway

For the attention of: Tom Egil Magnussen

E-mail: [tom-egil.magnussen@dinkom.no](mailto:tom-egil.magnussen@dinkom.no)**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**

12/701 Travel agency services

**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: Nydalen Alle 37A, Norway.

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 a single operator

**Duration of the framework agreement**

Duration in months: 24

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

Estimated value excluding VAT: 8 000 000 NOK

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

Framework agreement travel agency services.

The aim of the competition is to enter into a framework agreement to cover DNK's need for cost efficient procurements of travel agency services. The contract shall simplify the procurement process and reduce the transaction costs for DNK, as well as ensuring the quality of the travel related services, with the achieved terms being in accordance with the users' needs and expectations.

The framework agreement shall tentatively apply from mid October 2013 for two years, with options for extensions for a further two years.

The procurement will be made in accordance with the the current law 16.7.2006 no. 69 on public procurements (LOA and the public procurement regulations stipulated in the Royal Decree 7.4.2006 no. 402 (FOA), part II, § 5-1.

Travel agency services are not prioritised services, the award of contract will therefore be made in accordance with the negotiated procedure with 1 stage.

Travel agency services are categorised with CPV code 63510000.

After the negotiations and any updated tenders, the final evaluation of the tenders will be made and the contract will be awarded.

Variants cannot be given.

All references to the "service provider" in these qualification documents shall be understood as a reference to the service provider in accordance with this qualification and to the later contract that results from the competition.

The awarding authority is using Merzell Sourcing Service for this tender process. In order to register your interest in this tender and get access to documents you have to click on the link below or copy and paste it into your internet browser. <http://permalink.merzell.com/36824177.aspx>. Then follow the instructions on the website.

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

63510000 Travel agency and similar 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: 16 000 000 NOK

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

Options: yes

Description of options: Option for a two year contract extension.

Provisional timetable for recourse to these options:  
in months: 24 (from the award of the contract)

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

This contract is subject to renewal: no

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

Start 10.10.2013. Completion 10.10.2015

## **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) Value added tax certificate (National requirement)

(3) Company tax certificate (National requirement)

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

K 01 Tax certificate for tax - Requirement:

Tenderers must have submitted their tax assessments and paid their tax and payroll tax.

Documented by: Tax certificate. The certificate shall not be older than 6 months calculated from the deadline for receipt of applications. Reasons must be given for any arrears or other breaches. If the tenderer plans to use sub suppliers, a tax certificate must also be provided for them.

K 02 VAT certificate - Requirement:

Tenderers must have submitted their tax assessments and paid VAT. Documented by: VAT certificate. The certificate shall not be older than 6 months calculated from the deadline for receipt of applications. Reasons must be given for any arrears or other breaches. If the tenderer plans to use sub suppliers, a VAT certificate must also be provided for them.

K 03 Company registration certificate - Requirement:

Tenderers shall be a legally established company. Documented by: Company registration certificate or equivalent from the applicant's home country.

K 04 HSE self-declaration - Requirement:

Tenderers shall state that the company systematically works to fulfil the requirements in the health, environment and safety law and that they fulfil the internal control regulations.

Furthermore tenderers shall confirm that the company is legally organised in accordance with the current tax and working environment rules as regards employees' professional and social rights, and they shall accept that the awarding authority has the right to review and verify the company's system for health, environment and safety.

Documented by: A signed HSE self-declaration.

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

List and brief description of conditions: (1) the company's most recent annual report including new information of relevance to the company's accounting figures;  
(2) statement of the company's turnover, of relevance to this contract, for previous years.

Qualification requirement:

Sufficient economic and financial capacity to fulfil the contract.

— credit worthy without a requirement for security.

Documentation requirement:

— annual report and the auditor confirmed annual accounts for the last 3 years,

— credit rating with the key figures from a recognised credit rating company for the most recent registered period.

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

List and brief description of conditions:

(1) overview of the company's total manpower;

(2) 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);

(3) a statement of the company's health, environment and safety policy.

### **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**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract: yes

## **Section IV: Procedure**

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### **IV.1. Type of procedure**

#### **IV.1.1. Type of procedure**

Negotiated

Some candidates have already been selected (if appropriate under certain types of negotiated procedures) no

#### **IV.1.2. Information about the limits on the number of candidates to be invited**

Envisaged minimum number 3: and Maximum number 5

#### **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**  
12/701.
- IV.3.2. Previous publication concerning this procedure**
- 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: 4.9.2013
- IV.3.4. Time limit for receipt of tenders or requests to participate**  
5.9.2013 - 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**  
Date: 5.9.2013 - 12:00

## **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:303495).
- VI.4. Procedures for review**
- VI.4.1. Review body**  
Official name: Direktoratet for Nødkommunikasjon  
Postal address: Postboks 7 Nydalen  
Town: Oslo  
Postal code: 0410  
Country: Norway  
Internet address: [www.dinkom.no](http://www.dinkom.no)
- VI.4.2. Review procedure**
- VI.4.3. Service from which information about the review procedure may be obtained**  
Official name: Direktoratet for Nødkommunikasjon  
Postal address: Postboks 7 Nydalen  
Town: Oslo  
Postal code: 0410  
Country: Norway  
Internet address: [www.dinkom.no](http://www.dinkom.no)
- VI.5. Date of dispatch of this notice**  
27.8.2013