

**Norway-Leikanger: Accounting and auditing services**

OJ S 168/2016 01/09/2016

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Sogn og Fjordane fylkeskommune [Sogn og Fjordane County]

National registration number: 941388841

Postal address: Askedalen 2

Town: Leikanger

Postal code: 6863

Country: Norway

For the attention of: Katrine Wilson

E-mail: [katrine.wilson@sfj.no](mailto:katrine.wilson@sfj.no)

Telephone: +47 57656100

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**Internet address(es):**Address of the buyer profile: <https://kgv.doffin.no/ctm/Supplier/CompanyInformation/Index/2653>Electronic access to information: <https://kgv.doffin.no/ctm/Supplier/Documents/Folder/147274>**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**

Regional or local authority

**I.3. Main activity**

General public services

**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**

Tender 2016 — Management audits.

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

Services

Service category No 9: Accounting, auditing and bookkeeping services

Main site or place of performance: Leikanger.

NUTS code NO052 Sogn og Fjordane

### **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

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

Estimated value excluding VAT: 3 200 000 NOK

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

A framework agreement shall be established with a tenderer to cover Sogn og Fjordane county's need for management audits in the coming two years. The contract will not include audits of the accounts and company inspections. There is a need for competence within many disciplines, with an emphasis on the following:

- Training
- Regional Development
- Transport
- Dental health
- Public administration
- Management law/public law
- EU/EEA law, in particular public procurements and public support
- Contract law/Contract

The list is not exhaustive. The management audits are required to be carried out within the county's activities in accordance with the current Local Government Act, with regulations pursuant in the Local Government Act, good municipal auditing practice and known, established standards in the area, such as RSK 001. Tenders must include all of the mentioned areas — tenders cannot submit a tender for only parts of the assignment.

The contracting authority will prioritise the areas that are relevant for auditing. The current plan for management audits is attached (see annex 7). A new plan for management audits shall be adopted by the county council autumn 2016. This plan will form the basis for the choice of the management audit project. The extent of the assignment shall be agreed in each case.

In addition there can be other hourly based reviews in accordance with orders placed by the contracting authority.

The contracting authority can ask the tenderer to prepare a general analysis as a basis for the plan for the management audits. The general analysis shall be prepared in relation to the current Local Government Act and it shall be an analysis of the county's activities based on a risk/difficulty assessment, with the intention of identifying the need for management audits in the different sectors. The hourly rate for this service shall follow the hourly rate that is otherwise in the tender.

Training.

Tenderers shall enclose proposals on courses and hold the courses for the contracting authority. Topics shall be agreed for each occasion. The extent shall be calculated as one course per annum. This shall be free of charge.

Reporting and communication.

All correspondence with the county shall be in Norwegian. The contracting authority uses New Norwegian. Reports to political bodies shall therefore be written in New Norwegian.

Meetings.

The auditor shall meet the control committee when the management audit project prepared by the auditor is being discussed. Tenderers must be able to participate in a video meeting if the

travelling distance makes this the most appropriate alternative. The tenderer is obliged to meet in the county council when matters connected to tenderer's assignment are discussed. This shall be included as a part of the assignment.

See annex 1 for requirements connected to the delivery.

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

79210000 Accounting and auditing 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**

It is difficult to state the extent as it will depend on the county's budget at any 1 time for the procurement of management audits, in addition to the need for management audits. The county estimates the need to be approx. 800 000 NOK per annum. This economic estimate is not binding for the county.

Estimated value excluding VAT: 3 200 000 NOK

**II.2.2. Information about options**

Options: yes

Description of options: The contract is for 2 years. The contracting authority has an option to extend the contract for 2 years. The maximum contract period is 4 years.

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: yes

Number of possible renewals: 1

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**

Start 1.6.2017. Completion 31.5.2019

**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: Tenderers are required to have a legally established company.

Documentation requirement:

Norwegian companies:

Company registration certificate from the Brønnøysund Register Centre (not older than 6 months).

Foreign companies:

Proof that the company is registered in a trade index or business register as prescribed in the legislation of the country in which the tenderer is established.

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

List and brief description of conditions: Tenderers shall have the economic capacity to fulfil the contract.

Documentation requirement: The contracting authority will assess tenderers' qualification on the background of the accounting figures and key figures in Proff Forvalt (log-in site).

All companies that have submitted their accounts to the Brønnøysund Register Centre will be registered in Proff Forvalt. Tenderers are asked to check whether such information is available in Proff Forvalt

([www.forvalt.no](http://www.forvalt.no)).

Tenderers who have not submitted their accounts to the Brønnøysund Register Centre and are thus not registered in Proff Forvalt, or who do not fulfil the character requirements, can prove their economic and financial capacity with bank/parent company guarantees, relevant liability insurance and/or extracts from the annual accounts.

The contracting authority will deem bank/parent company guarantees or relevant liability insurance as suitable if there is documentation that the contracting authority's financial risk will be covered if the tenderer does not have the financial capacity to fulfil the contract. The contracting authority's financial risk is financial loss resulting from the contract not being fulfilled.

If a company has not submitted its accounts to the Brønnøysund Register Centre:

Enclose the accounts, the annual report and the key figures for the last 2 years.

We would like to remind you about the Public Procurement Regulations § 17-8 (2) on relying on other companies' capacity.

If a tenderer, due to valid reasons, cannot submit the requested documentation, the tenderer can prove his economic and financial position with other documentation. The tenderer carries the risk for the document being suitable as documentation of sufficient economic and financial capacity.

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

List and brief description of conditions:

Tenderers must have a system for quality assurance.

Documentation requirement:

Tenderers shall give an account of the quality assurance system, or enclose a copy of a system certificate issued by an accredited certification body or equivalent documentation.

Tenderers shall have broad experience with the execution of management audits.

Documentation requirement: Tenderers shall enclose an overview of their most important deliveries in the last three years, related to this procurement.

The regulations dated 1.3.2008 on wage and working conditions in public contracts state that social dumping is prohibited in public procurements, including requirements regarding work standards and a proper working environment. Employees shall be ensured normal wages and working conditions. This also applies to employees at any sub-suppliers who are directly involved in the fulfilment of the contract.

For areas that are covered by the Regulations on Common Tariff Agreements, the tenderer shall have wages and working conditions that are in accordance with the prevailing regulations. For areas that are not covered by such regulations, the wages and working conditions shall be in accordance with the prevailing nationwide tariff agreement for the branch in question.

Documentation requirement: Tenderers shall enclose confirmation that employees at the tenderer and any sub-suppliers who directly contribute to the fulfilment of the contract, are ensured wages and working conditions that are in accordance with the regulations § 5.

Fill in a self-declaration on wages and working conditions, cf. annex 4.

Tenderers shall not be legally convicted for participation in a criminal organisation or for corruption, fraud or laundering money.

Documentation: A self-declaration on conduct.

### **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: yes

## **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**

16/6859

**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**

17.10.2016 - 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**

Duration in months: 003 (from the date stated for receipt of tender)

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

Date: 17.10.2016 - 14:00

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**

**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**

30.8.2016