

Norway-Oslo: Accounting 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: Politiets fellestjenester (Norwegian Police Shared Services)

National registration number: 974761157

Postal address: Fridtjof Nansens vei 14

Town: Oslo

Postal code: 0369

Country: Norway

For the attention of: Tone Karlsen

E-mail: [tone.karlsen@politiet.no](mailto:tone.karlsen@politiet.no)

Telephone: +47 61318000

Fax: +47 61318011

**Internet address(es):**

General address of the contracting authority: <http://www.politiet.no>

Address of the buyer profile: <https://kgv.doffin.no/ctm/Supplier/CompanyInformation/Index/1057>

Electronic access to information: <https://kgv.doffin.no/ctm/Supplier/Documents/Folder/147202>

**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**

National or federal agency/office

**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**

Temporary staff recruitment agency.

**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: 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 several operators

Number Envisaged maximum number of participants to the framework agreement: 3

#### **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: 40 000 000 NOK

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

The aim of the procurement is to cover the Norwegian Police's need for temporary staff services within the services described in this document's point 1.4, e.g. holidays, short term absence or in extraordinary situations where more resources are required than what the contracting authority has available at that point in time.

Requested services:

1. Service co-worker, including simple case handling, secretarial tasks, telephone exchange, reception, office worker, customer and goods reception.
2. Caretaker and works technician.
3. Canteen.
4. Archive.
5. Wages and payroll.

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

79211000 Accounting services, 55510000 Canteen services, 50700000 Repair and maintenance services of building installations, 79211110 Payroll management services, 79500000 Office-support services, 79510000 Telephone-answering services, 79552000 Word-processing 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**

Parallel framework agreements shall be signed with 3 tenderers for the following services:

1. Service co-worker, including simple case handling, secretarial tasks, telephone exchange, reception, office worker, customer and goods reception.
2. Caretaker and works technician.
3. Canteen.
4. Archive.
5. Wages and payroll.

Tenders must be submitted for all services and the contract shall be valid for the entire Norwegian Police. The need for temporary staff services is estimated to be mainly required

at new and old head offices, as well as at some special bodies. See [www.politiet.no/om\\_poltiet](http://www.politiet.no/om_poltiet) for the geographical locations.

Temporary staff services have been procured for approx. 10 000 000 NOK per annum in the last 2 accounting years. Most of the procurements have been in Oslo police district and special bodies, as well as in south east Norway.

Estimated value excluding VAT: 40 000 000 NOK

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

Options: yes

Description of options: The Contracting Authority has the option to extend the agreement on verbatim terms for 1 + 1 years, so that the total possible length of the agreement is 4 years.

## **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: 024 (from the award of the contract)

## **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: Requirement:

Tenderers are required to be a legally established company.

Documentation:

— Norwegian companies: Company Registration Certificate.

— Foreign companies: Proof that the company is registered in a professional register as determined by the law of the country where the tenderer is established.

The certificate should not be more than 12 months old.

Requirement:

Tenderers shall fulfil the terms for registration in the Norwegian Labour Inspection Authority's register, cf. FOR 2008-06-04 no. 541; Regulations on manpower companies § 5.

This also applies for any sub-suppliers who will contribute to the fulfilment of the contract.

Documentation:

— Printout from the register for manpower companies or a copy of notification to the Norwegian Labour Inspection Authority, including documentation that the registration requirements are fulfilled.

— The documentation requirement also applies for any sub-suppliers who will contribute to the fulfilment of the contract.

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

List and brief description of conditions: Requirement:

Tenderers must have the economic capacity to carry out the assignment/contract.

Documentation:

— Annual financial statements including the board's annual report and the auditor's statement for the last accounting year.

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

List and brief description of conditions:

Requirement:

Broad experience is required from relevant deliveries. Relevant deliveries means previous deliveries of temporary staff services within the same services as those described in this tender documentation.

Documentation:

— Reference list for each service area of the tenderer's most relevant deliveries, not older than 3 years, with a description of the delivery's relevance. The reference list shall, in addition, include the deliveries' value and the contracting authority's name.

Requirement:

Tenderers shall have their tax and VAT payments in order.

Documentation:

— Tax certificate, joint certificate for tax and VAT, not more than 6 months old, calculated from the deadline for submission of tender offers. (The certificate, form RF-1316, can be ordered from the Tax Collector or The Norwegian Tax Administration, alternatively can be ordered and collected in Altinn).

— Foreign tenderers shall submit a self-declaration stating that obligations with regard to the payment of taxes and duties have been fulfilled in the country where the tenderer is established. Alternatively, documentation can be submitted from a public authority stating that the obligations are met.

### **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**

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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**

201600375

**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**

10.10.2016 - 10:00

**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: 10.1.2017

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

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**

29.8.2016