

NO-Skien: accommodation, building and window cleaning services

OJ S 186/2012 27/09/2012

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

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**I.1. Name and addresses**

Official name: NAV Hjelpemiddelsentral Telemark

Postal address: Bedriftsveien 46

Town: Skien

Postal code: 3735

Country: Norway

For the attention of: Per Söderholm

E-mail: [per.soderholm@nav.no](mailto:per.soderholm@nav.no)

Telephone: +47 35113820

Fax: +47 35113821

**Internet address(es):**

General address of the contracting authority: [www.nav.no](http://www.nav.no)

Address of the buyer profile: [http://www.doffin.no//search/Search\\_AuthProfile.aspx?ID=AA1141](http://www.doffin.no//search/Search_AuthProfile.aspx?ID=AA1141)

**Additional information can be obtained from:**

Official name: NAV Hjelpemiddelsentral Telemark

Postal address: Bedriftsveien 46

Town: Skien

Postal code: 3735

Country: Norway

For the attention of: Per Söderholm

E-mail: [per.soderholm@nav.no](mailto:per.soderholm@nav.no)

Telephone: +47 35113820

Fax: +47 35113821

Internet address: [www.nav.no](http://www.nav.no)

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

Official name: NAV Hjelpemiddelsentral Telemark

Postal address: Bedriftsveien 46

Town: Skien

Postal code: 3735

Country: Norway

For the attention of: Per Söderholm

E-mail: [per.soderholm@nav.no](mailto:per.soderholm@nav.no)

Telephone: +47 35113820

Fax: +47 35113821

Internet address: [www.nav.no](http://www.nav.no)

**Tenders or requests to participate must be submitted:** Official name: NAV Hjelpemiddelsentral Telemark

Postal address: Bedriftsveien 46

Town: Skien

Postal code: 3735  
Country: Norway  
For the attention of: Per Söderholm  
E-mail: [per.soderholm@nav.no](mailto:per.soderholm@nav.no)  
Telephone: +47 35113820  
Fax: +47 35113821  
Internet address: [www.nav.no](http://www.nav.no)

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

National or federal agency/office

**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

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**Section II: Object of the contract**

**II.1. Description**

**II.1.1. Title attributed to the contract by the contracting authority**

Purchase of daily cleaning.

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

Services

Service category No 14: Building-cleaning services and property management services

Main site or place of performance: NAV Hjelpemiddelsentral Telemark, Bedriftsveien 46, 3735 Skien, Norway.

NUTS code

**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: 2

In the case of framework agreements, provide justification for any duration exceeding 4 years:

The framework agreement period is 2 years with option for 1+1 year(s) prolongation.

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

Daily cleaning of offices, meeting rooms, lunch room. Cleaning of storage and extraordinary cleaning assignments in accordance with requirements. NAV Hjelpemiddelsentral Telemark, NAV Arbeid og Helse Telemark and NAV Kontaktsenter Telemark are jointly located in Bedriftsveien 46, 3735 Skien. The building is a two-storey building.

NOTE: To register your interest in this notice and obtain any additional information please visit the Doffin Web Site at [http://www.doffin.no/Search/Search\\_Switch.aspx?ID=268765](http://www.doffin.no/Search/Search_Switch.aspx?ID=268765).

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

90911000 Accommodation, building and window cleaning 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**

The total cleanable areas are 4 4825, 5 m2 divided in two storeys.

**II.2.2. Information about options**

Options: yes

Description of options: Option for 1+1 year(s) prolongation.

**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 2.1.2013. Completion 2.1.2015

**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).

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

List and brief description of conditions: (1) Statement of the company's turnover, of relevance to this contract, for previous years.

(2) Other documentation required (please state below).

Credit appraisal/rating, from a publicly approved credit rating agency. The appraisal shall be based on the previous year's known accounting figures with a statement on how the credit appraisal has developed the previous 3 years.

### **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 3 years, with the values, dates and recipients (for supply and service contracts).

(3) Other documentation required (please state below):

— documentation showing that the local cleaning manager has as a minimum certificate of apprenticeship as cleaning operator,

— documentation showing that the local cleaning manager has good knowledge of NS-INSTA 800,

— certificate issued by a certification body which confirm compliance with the quality assurance standard EMAS, ISO 14001 or equivalent,

— description of methods for quality assurance.

### **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**

08TE\019

#### **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: 8.11.2012

#### **IV.3.4.**

**Time limit for receipt of tenders or requests to participate**

9.11.2012 - 14:00

**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: 31.1.2013

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

Date: 12.11.2012 - 10:00

Place:

NAV Hjelpemiddelsentral Telemark, Bedriftsveien 46, 3735 Skien, Norway.

**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:268783).

**VI.4. Procedures for review**

**VI.4.1. Review body**

Official name: NAV Hjelpemiddelsentral Telemark

Postal address: Postboks 2861 Kjørbekk

Town: Skien

Postal code: 3702

Country: Norway

E-mail: [nav.hjelpemiddelsentral.telemark.ordre@nav.no](mailto:nav.hjelpemiddelsentral.telemark.ordre@nav.no)

Telephone: +47 35113820

Fax: +47 35113821

**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**

25.9.2012