

Norway-Hamar: Administration services  
OJ S 172/2016 07/09/2016  
Contract notice  
Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Hedmark Trafikk FKF  
National registration number: 981522427  
Postal address: Disenstrandvegen 4  
Town: Hamar  
Postal code: 2321  
Country: Norway  
For the attention of: Martin Halvarsson  
E-mail: [mh@hedmark-trafikk.no](mailto:mh@hedmark-trafikk.no)  
Telephone: +47 62544510  
Fax: +47 62534412

**Internet address(es):**

General address of the contracting authority: <http://hedmark-trafikk.no/>  
Address of the buyer profile: <https://kgv.doffin.no/ctm/Supplier/CompanyInformation/Index/3276>  
Electronic access to information: <https://kgv.doffin.no/ctm/Supplier/Documents/Folder/147443>

**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 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

**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**

Card holders services for the TT scheme.

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

Services

Service category No 7: Computer and related services

Main site or place of performance: Hamar, Norway.

NUTS code NO021 Hedmark

### **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

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

Estimated value excluding VAT:

Range: between 1 000 000 and 1 500 000 NOK

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

The procurement concerns 'Card holder services' for the TT scheme in Hedmark fylke [county]. The Contracting Authority wants to enter into a 2-year framework agreement with an option to extend for 1 year + 1 year. The Contracting Authority has previously had a contract in this area. Since 1.1.2013 the service provider has been Rogland Taxi AS.

The tenderer shall, with the applicable TT scheme as a basis, develop and operate a system solution. The system solution shall issue and update electronic cards distributed to the users, as well as manage the technical and financial settlement unit. The tenderer shall continually update the users account balances, and control and oversee the financial settlement with the carriers.

Communication with the users shall occur according to the Contracting Authority's profile and orders. The tenderer shall have a solution for electronic data exchange for balance inquiries, registration of use and settlement with the carriers.

All outward communication shall be in Norwegian.

For more content information see the published documents for the competition.

Registration of interest and communication will take place via Doffin.

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

75100000 Administration services, 79500000 Office-support services

### **II.1.7. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: no

### **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 assignment concerns card holder services for the TT scheme.

There are currently approximately 4 000 approved users in the TT scheme. Approximately 50 new TT users are approved per month and approximately 20 replacement cards are sent out per month. Previously there have been approximately 40 000 TT journeys per year. The number given is not binding on the Contracting Authority.

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

Options: yes

Description of options: The tenderer/Supplier can offer/develop a case management system to manage applications in accordance with the existing TT scheme administered by the Contracting Authority. The existing TT scheme can be found in the tender documentation.

### **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**

Start 1.1.2017. Completion 31.12.2018

## **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**

Financial guarantee (excluding bank guarantee). Details (documentation requirement/form) will be in the tender documentation.

#### **III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them**

Normally there is a 30 day payment deadline for services delivered. Partial payment of start up costs. Refunding of transport costs to the Carrier will have a shorter payment deadline. Details will be in the tender documentation.

#### **III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded**

The Tenderer/Service Provider must be a legally established company. The tenderer shall have good conduct. Details (documentation requirement/form) will be in the tender documentation.

#### **III.1.4. Contract performance conditions**

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: There are requirements pertaining to wages and working conditions. Details (documentation requirement/form) will be in the tender documentation.

### **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: Tax certificate (tax and VAT). HSE Declaration Legally established company Declaration regarding good conduct. Details (documentation requirement /form) will be in the tender documentation.

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

List and brief description of conditions: Financial implementation ability. Good credit rating. Auditor confirmed financial information. Commitment statement to give a guarantee. Possible commitment statement regarding economic/financial capacity. Details (documentation requirement/form) will be in the tender documentation.

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

List and brief description of conditions:

Account/confirmation of the quality assurance system. Possible commitment statement regarding competence/technical capacity. References for relevant assignments. Details (documentation requirement/form) will be in the tender documentation.

### **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**

2016-101

#### **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 - 12:15

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**

If for valid reasons the Tenderer/Service Provider is unable to submit the documentation as requested by the Contracting Authority, they can demonstrate this with any other documents that the Contracting Authority is able to accept.

Foreign companies document set requirements with equivalent documents from respective national authorities.

**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**

2.9.2016