

Norway-Gjøvik: Accounting, auditing and fiscal services

OJ S 173/2016 08/09/2016

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Gjøvik kommune (Gjøvik municipality)

Postal address: Kauffelds plass 1

Town: Gjøvik

Postal code: 2815

Country: Norway

For the attention of: Lars Erik Hveem

E-mail: lars-erik.hveem@gjovik.kommune.no

Telephone: +47 61189794

Internet address(es):

Electronic access to information: <http://permalink.mercell.com/60133299.aspx>

Electronic submission of tenders and requests to participate: <http://permalink.mercell.com/60133299.aspx>

Additional information can be obtained from:

Official name: Mercell Norge AS

Postal address: Karihaugveien 89

Town: Oslo

Postal code: 1086

Country: Norway

E-mail: support@mercell.com

Internet address: <http://permalink.mercell.com/60133299.aspx>

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

Official name: Mercell Norge AS

Postal address: Karihaugveien 89

Town: Oslo

Postal code: 1086

Country: Norway

E-mail: support@mercell.com

Internet address: <http://permalink.mercell.com/60133299.aspx>

Tenders or requests to participate must be submitted: Official name: Mercell Norge AS

Postal address: Karihaugveien 89

Town: Oslo

Postal code: 1086

Country: Norway

E-mail: support@mercell.com

Internet address: <http://permalink.mercell.com/60133299.aspx>

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: yes

Official name: Nordre Land municipality

National registration number: 861381722

Postal address: Storgata 28

Town: Dokka

Postal code: 2870

Country: Norway

Official name: Søndre Land municipality

National registration number: 961381630

Postal address: Hovsbakken 1

Town: Hov

Postal code: 2860

Country: Norway

Official name: Østre Toten municipality

National registration number: 964949859

Postal address: Rådhusgata 28

Town: Lena

Postal code: 2850

Country: Norway

Official name: Vestre Toten municipality

National registration number: 971028300

Postal address: Kirkevegen 8

Town: Raufoss

Postal code: 2830

Country: Norway

Official name: Jevnaker municipality

National registration number: 961381363

Postal address: Kirkegata 6

Town: Jevnaker

Postal code: 3520

Country: Norway

Official name: Lunner municipality

National registration number: 961381452

Postal address: Sandsvegen 1

Town: Roa

Postal code: 2740

Country: Norway

Official name: Gran municipality

National registration number: 961381541

Postal address: Rådhusvegen 39

Town: Jaren

Postal code: 2770

Country: Norway

Official name: Gjøvik municipality

Postal address: Kauffeldts plass 1

Town: Gjøvik

Postal code: 2810

Country: Norway

Section II: Object of the contract

II.1. Description

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

Request No 116094: Secretariat services for the Control Committees in the Hadeland and Gjøvik region.

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: Gjøvik, Toten, Land and Hadeland.

NUTS code NO022 Oppland

II.1.3. Information about a framework agreement or a dynamic purchasing system

The notice involves a public contract

II.1.4. Information about framework agreement

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

The implementation of secretariat services for the Control Committees in the Hadeland and Gjøvik region in accordance with the Local Government Act and the Supervisory Board Regulations.

See the tender instructions for information about process, tender requirements and management of tenders with contract criteria.

The Contracting Authority uses Mercell Sourcing Service. To express your interest and gain access to any documents, please click on the link below or copy and paste the link into your browser. (<http://permalink.mercell.com/60133299.aspx>). Then follow the instructions on the website.

II.1.6. CPV code(s)

79200000 Accounting, auditing and fiscal services, 79500000 Office-support services, 79612000 Placement services of office-support personnel, 79621000 Supply services of office personnel, 79620000 Supply services of personnel including temporary staff, 79600000 Recruitment 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 total scope is approx. 2 000 hours per annum.

II.2.2. Information about options

Options: yes

Provisional timetable for recourse to these options:
in months: 46 (from the award of the contract)

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: 12 (from the award of the contract)

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

Start 1.1.2017. Completion 31.12.2020

Section III: Legal, economic, financial and technical information

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: Tax and VAT certificate. Requirement: Tenderer must have submitted their tax, employer contributions and VAT assignments. Documented by: Tax and VAT certificate. The certificate must not be more than 6 months old from the deadline for submitting the application. Any arrears or other irregularities must be justified. If the tenderer is planning to use sub-providers, tax certificates must be provided for them as well.

Company Registration Certificate — Requirement: Tenderers should be a legally established company. Documentation: Company Registration Certificate or equivalent from the tenderer's home country.

III.2.2. Economic and financial ability

List and brief description of conditions: Solidity Requirement: The tenderer shall have sufficient economic and financial solidity to be able to implement the contractual obligations.

Documentation requirement: Tenderers must submit Annual Financial Statement for the last 2 financial years, as well as the auditor's reports. Tenderer is requested to account for any necessary conditions (for example deficit and low equity to assets ratio etc.). Credit rating, carried out by a publicly approved credit rating institution, confirming that the tenderer is credit worthy. The credit rating shall not be older than 6 months from the deadline for receipt of tenders and it shall be based on the last known accounting figures. If for valid reasons the

tenderer is unable to submit the documentation as requested by the Contracting Authority, the tenderer may prove their economic and financial standing with any other document that the Contracting Authority is able to accept.

III.2.3. Technical and professional ability

List and brief description of conditions:

Requirement: Sufficient competence in the field with relevant experience from equivalent assignments. Documentation: An overview of the tenderer's total manpower which describes competence and experience from implemented relevant assignments the last 3 years with minimum 3 equivalent assignments.

The tenderer must have a sufficient quality assurance system/quality management system.

Documentation requirement: Statement regarding the company's quality assurance system /quality management system.

Minimum level(s) of standards possibly required:

Minimum 3 equivalent assignments in the last 3 years.

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

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

2016/3047

IV.3.2. Previous publication concerning this procedure

no

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: 14.10.2016 - 17:00

Payable documents: no

IV.3.4. Time limit for receipt of tenders or requests to participate

17.10.2016 - 11:00

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: 16.1.2017

IV.3.8. Conditions for opening of tenders

Date: 18.10.2016 - 14:00

Place:

Gjøvik Town Hall.

Persons authorised to be present at the opening of tenders: no

Section VI: Complementary information

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

6.9.2016