

**Norway-Isdalstø: Scanning services**

OJ S 177/2016 14/09/2016

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Lindås kommune (Lindås municipality)

National registration number: 935 084 733

Postal address: Kvernhusmyrane 20

Town: Isdalstø

Postal code: 5914

Country: Norway

For the attention of: Øyvind Kjørlaug

E-mail: [oyvind@odinprosjekt.no](mailto:oyvind@odinprosjekt.no)

Telephone: +47 91743219

**Internet address(es):**

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

Address of the buyer profile: <https://kgv.doffin.no/ctm/Supplier/CompanyInformation/Index/3166>

Electronic access to information: <https://kgv.doffin.no/ctm/Supplier/Documents/Folder/147645>

**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**

The digitalisation of a building applications archive.

**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: Lindås, Norway.

NUTS code NO051 Hordaland

### **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 assignment includes digitalisation of case folders, from the first building registration and up until 2.4.2013. The majority of the folders has both A4 and A3 formats, as well as smaller and larger formats. Large formats basically apply to business buildings and public buildings.

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

79999100 Scanning services, 79560000 Filing services, 79995100 Archiving services, 79996100 Records management, 79000000 Business services: law, marketing, consulting, recruitment, printing and security, 79500000 Office-support 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**

Estimated value excluding VAT:

Range: between 1 500 000 and 2 000 000 NOK

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

Options: no

### **II.2.3. Information about renewals**

This contract is subject to renewal: no

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

## **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:

The tenderer shall have the tax, payroll tax and VAT payments in order.

Documentation requirement:

Certificate for tax and VAT. The certificate shall not be more than 6 months from the tender deadline. The certificate can be obtained electronically in Altinn. For further information, see Skatteetaten.no.

For foreign tenderers:

Foreign tenderers must submit equivalent certificates from the country of origin, that substantiate that payment of taxes and duties is in order. If the authorities in the relevant country do not issue such certificates, the tenderer shall submit a statement which verifies that all taxes and duties have been paid. The declaration shall be approved and signed by the tenderer's Financial Director/ person responsible for Finance.

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

Minimum level(s) of standards possibly required: Requirement:

Tenderers shall have sufficient financial capacity to fulfil the contract, including satisfactory turnover, earnings, degree of liquidity and equity. The payment experience must be satisfactory.

Documentation requirement:

A solidity assessment from an approved credit appraisal agency. The assessment shall be based on the most recent known accounting figures.

The key figures in the requirement must be presented together with an assessment of the tenderer's payment experience.

Alternative

The annual accounts for the last 2 years, including the auditor's reports, in addition to recent information of relevance for the company's accounting figures.

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

Minimum level(s) of standards possibly required:

Requirement:

The tenderer shall have good experience with the execution of equivalent deliveries.

Documentation requirement:

A list of references from the last 3 years with minimum information about:

- Name of the client
- Customer contact person and contact information
- Contract value and scope
- Date of the assignment
- Assignment Description

Requirement:

The tenderer shall prepare a solution proposal in accordance with the contracting authority's requirement. The proposal shall illustrate good insight and comprehension. See detailed description of requirements in annex 5 to info.

Documentation requirement:

A solution proposal which demonstrates roles, number of functions and responsibilities, as well as a clarification of the interface to the contracting authority's organisation.

Requirement:

Tenderers shall have systems for quality assurance and an efficient flow of goods.

Documentation requirement:

A description of the tenderer's quality assurance methods. If the tenderer is certified in accordance with ISO 9001 or equivalent standards, it is sufficient to present a copy of a valid certificate.

#### **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**

Negotiated

Some candidates have already been selected (if appropriate under certain types of negotiated procedures) no

##### **IV.1.2. Information about the limits on the number of candidates to be invited**

Envisaged minimum number 2: and Maximum number 4

Objective criteria for choosing the limited number of candidates: Solution proposal; 50 %  
Experience from similar assignments/reference projects; 50 %.

##### **IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue**

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated no

#### **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**

16/2697

##### **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**

27.10.2016 - 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**

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

**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**

10.9.2016