

**Norway-Oslo: Stationery**  
**OJ S 195/2016 08/10/2016**  
**Contract notice**  
**Supplies**

**Directive 2004/18/EC**

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**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Innovasjon Norge (Innovation Norway)

National registration number: 986399445

Postal address: Akersgata 13

Town: Oslo

Postal code: 0158

Country: Norway

For the attention of: Olav Jacob Dale

E-mail: [arkiv@innovasjon norge.no](mailto:arkiv@innovasjon norge.no)

Telephone: +47 22002500

**Internet address(es):**

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

Address of the buyer profile: <https://kgv.doffin.no/ctm/Supplier/CompanyInformation/Index/1023>

Electronic access to information: <https://kgv.doffin.no/ctm/Supplier/Documents/Folder/148377>

**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**

Body governed by public law

**I.3. Main activity**

Economic and financial affairs

**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**

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**II.1. Description**

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

Office supplies and promotional items.

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

Supplies

Purchase

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 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: 1 600 000 NOK

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

The objective of the procurement is to ensure good and stable deliveries of office supplies and some promotional items. The purchases will include, but are not limited to, copy paper, envelopes, misc. Small supplies, batteries, pens as well as specific promotional items as stated in Annex 3 'Price form'. The anticipated scope of the procurement is calculated to be approx. 800 000 NOK (eight hundred thousand kroner) excluding VAT. per annum. The value is estimated based on the needs IN have had in previous years, but please note that this is only an estimate, and may vary from year to year. The estimate shall therefore not be considered binding for the Contracting Authority.

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

30192700 Stationery, 30199000 Paper stationery and other items

### **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 anticipated scope of the procurement is calculated to be approx. 800 000 NOK (eight hundred thousand kroner) excluding VAT. per annum. The value is estimated based on the needs IN have had in previous years, but please note that this is only an estimate, and may vary from year to year. The estimate shall therefore not be considered binding for the Contracting Authority.

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

Options: yes

Description of options: The Contracting Authority shall have an option to extend the agreement on verbatim terms for one year + one year, the total maximum duration of the agreement is four years.

Provisional timetable for recourse to these options:  
in months: 24 (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: 24 (from the award of the contract)

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

Start 1.12.2016. Completion 1.12.2018

## **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**

#### **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: Tenderers shall have their tax and VAT payments in order.

Tax certificate.

Please note that tax certificate and VAT certificate have been changed so that now this is one document.

The certificate must not be more than 6 months from the tender deadline.

Foreign tenderers must provide certificates from equivalent authorities to the Norwegian authorities.

Tenderers shall be a legally established company.

— Norwegian companies: Company Registration Certificate.

— Foreign companies: Proof that the company is registered in a trade index or business register as prescribed by the law of the country where the tenderer is established.

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

List and brief description of conditions: The tenderer must have the financial capacity to implement the assignment/contract.

— Credit appraisal/rating, not older than 1 year, based on the last known fiscal figures. The rating shall be performed by a publicly approved credit rating agency and it shall not be lower than D&B score A, or equivalent.

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

List and brief description of conditions:

The service provider shall have experience from a minimum of three equivalent contracts during the last 5 years.

Tenderers shall attach a list of the most important relevant tasks over the last five years with details of:

— The customer.

- The assignment.
- Describe any sub-suppliers and their portion of the assignment and the content of the delivery.
- Total value of the assignment including sub-assignments.
- Date of implementation.
- Reference with the name and telephone number of a contact person at the customer.

References may be contacted if necessary.

The tenderer shall have sufficient available resources.

Tenderer shall attach an overview of the number of available relevant resources.

The service provider shall have a conscious environmental policy.

The service provider shall report on the company's environmental policy/environmental work. If the company has implemented an environmental management system, a copy of the system certificate should be attached.

### **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**

2016/112442

#### **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**

14.11.2016 - 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**

until: 30.12.2016

**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**

5.10.2016