

Norway-Vadsø: Office supplies
OJ S 195/2016 08/10/2016
Contract notice
Supplies

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Finnmark fylkeskommune (Finnmark County)

Postal address: Fylkeshuset, Henry Karlsens plass 1

Town: Vadsø

Postal code: 9815

Country: Norway

For the attention of: Mona Halvari

E-mail: mona.halvari@ffk.no

Telephone: +47 78962000

Internet address(es):

Electronic access to information: <http://permalink.mercell.com/61835586.aspx>

Electronic submission of tenders and requests to participate: <http://permalink.mercell.com/61835586.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/61835586.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/61835586.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/61835586.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: no

Section II: Object of the contract

II.1. Description

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

Office supplier, copy paper and cleaning, plastic and paper.

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

Supplies

Purchase

Main site or place of performance: Vadsø, Norway.

NUTS code NO073 Finnmark

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: 4

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

Procurement of office supplier, copy paper, cleaning products, plastic products and paper products. The objective of the procurement is to cover the Contracting Authority's needs. The framework agreement shall be signed by Finnmark fylkeskommune [Finnmark County] on behalf of its own organisation, but according to full authority also on behalf of the Saami Parliament [Sametinget]. Finnmark fylkeskommune and the Saami Parliament are in this manner equal parties of the Contracting Authority. All agreement monitoring beyond regular monitoring of firm orders is managed by the contact person for the respective legal entity. The Saami Parliament and Finnmark fylkeskommune are not joint and severally liable for each other regarding any breach to the tenderer. The framework agreement consists of three separate sub-segments (Office Suppliers, Copy Paper, Cleaning Products/ Plastic Products /Paper Products). The competition therefore covers a total of three sub-segments, of which each sub-segment may end up as an independent framework agreement. The Contracting Authority will therefore potentially be entering into agreements with three different tenderers, in which case each would be responsible for their respective product sub-segment. Each sub-segment will be evaluated independently.

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/61835586.aspx>]]. Then follow the instructions on the website.

II.1.6. CPV code(s)

30192000 Office supplies, 30197000 Small office equipment, 30192700 Stationery, 30197643 Photocopier paper, 39831240 Cleaning compounds, 39830000 Cleaning products, 19520000 Plastic products, 33761000 Toilet paper, 33760000 Toilet paper, handkerchiefs, hand towels and serviettes, 33764000 Paper serviettes, 33763000 Paper hand towels

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: yes

Tenders may be submitted for one or more lots

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 7200000 and 9200000 NOK

II.2.2. Information about options

Options: yes

Description of options: The duration of the agreement is 2 years, with the possibility of extending with 1 year + 1 year.

II.2.3. Information about renewals

This contract is subject to renewal: yes

Number of possible renewals: Range: between 1 and 2

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

Information about lots

Lot No: 1

Lot title: Office supplies

1) Short description

Procurement of all types of office supplies except copy paper and toner.

2) CPV code(s)

30190000 Various office equipment and supplies, 22810000 Paper or paperboard registers, 22815000 Notebooks, 22853000 File holders, 22852100 File covers, 30145100 Calculator rolls , 31440000 Batteries, 30192700 Stationery, 30192930 Correction pens, 42994220 Lamination accessories

3) Quantity or scope

Accounts for up approx. 25 % of the estimated total value.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 2

Lot title: Copy paper

1) Short description

Procurement of copy paper.

2) CPV code(s)

30197643 Photocopier paper, 30197640 Self-copy or other copy paper, 30197642 Photocopier paper and xerographic paper

3) Quantity or scope

Accounts for approx. 15 % of the estimated total value.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 3

Lot title: Cleaning, plastic and paper products.

1) Short description

Procurement of cleaning products, plastic and paper products.

2) CPV code(s)

39800000 Cleaning and polishing products, 18424300 Disposable gloves, 19520000 Plastic products, 33141000 Disposable non-chemical medical consumables and haematological consumables, 33764000 Paper serviettes, 33772000 Disposable paper products, 37823100 Greaseproof paper, 39222100 Disposable catering supplies, 39222110 Disposable cutlery and plates, 39222120 Disposable cups

3) Quantity or scope

Accounts for approx. 60 % of the estimated total value.

4) Indication about different time frame or duration

5) Additional information about lots

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: 1a. Tax and VAT certificate is required. Documentation Requirement: Tax and VAT certificate (RF-1316), which is not older than six (6) months when calculated from the tender deadline expiry. The certificate can be ordered from Altinn. Foreign tenderers must provide certificates from equivalent authorities to the Norwegian authorities.

1b. Declaration about the UN's child convention and ILO convention in accordance with the provisions in the UN's child convention 32 and ILO convention number 138, will impose

obligations on the tenderer. Documentation Requirement: — List of the tenderer's most important and equivalent deliveries (minimum two) in the the last year/recent years, including their value, date and name of the contracting authority with a contact person, email address and telephone number, who can be contacted if needed.

2a. The tenderer is required to be a legally established company. Documentation requirement: — Norwegian companies: Company Registration Certificate from the Brønnøysund Register Centre shall be enclosed. Foreign companies: Proof that the company is registered in a trade index or register of business enterprises as prescribed by the law of the country where the tenderer is established.

2b. It is a requirement that tenderers must not to have been legally convicted for participation in a criminal organisation or for corruption, fraud or laundering of money in the last five years. Documentation Requirement: By completing and signing Annex J — Self declaration about conduct, the tenderer confirms this is the case.

III.2.2. Economic and financial ability

List and brief description of conditions: 3a. The tenderer is required to have economic and financial solidity, which provides the Contracting Authority security that the tenderer will be financially viable throughout the period of the agreement. The tenderer is required to have positive equity. A tenderer can rely on the financial and economic strength of other companies to fulfil this qualification requirement. This applies regardless of the legal connection between the tenderer and the enterprise/enterprises. If the tenderer wishes to rely on the financial and economic solidity of other companies, documentation from the company/companies must be presented in accordance with point two of the documentation requirements. Documentation requirement: Accounts presented for the last two financial years with the auditor's reports. Completed commitment statement if the tenderer supports themselves on another/other company's financial and economic position.

3b. Tenderers must confirm that employees and sub-contracts have wages and working conditions in accordance with the regulation/tariff agreement. The tenderer must not be in composition proceedings or have petitioned for bankruptcy in the last five years prior to the tender deadline. Tenderers cannot be in debt negotiations or under liquidation, received a petition regarding the opening of debt negotiations, ceased operations or petitioned for compulsory dissolution. Documentation Requirement: Signed self-declaration from the tenderer on the tender form, Annex K — Self declaration, wages and working conditions.

III.2.3. Technical and professional ability

List and brief description of conditions:

4a. Experience from at least two similar assignments during the past three years, is required. Equivalent assignments means deliveries within the same product areas, value and volume. Documentation requirement: A list of a minimum of 2 of the tenderer's most important and equivalent contracts (to public/government entities) in the last three years, including their value, date and the name of the contracting authority with a contact person and contact information, who can be contacted if needed. A reason shall be provided in cases where a tenderer has not had the requested experience and nearby references are to be given.

4b. The tenderer shall have sufficient implementation ability and capacity for implementation of the contract. Documentation requirement: A statement of the tenderer's organisation and available resources (employees and equipment) for implementation of the contract.

4c. Tenderers shall have a good and well-functioning quality assurance system for the services that shall be provided. Documentation requirement: Statement regarding the supplier's quality assurance system/ management system or a Copy of the system certificate issued by an accredited certification body or equivalent documentation. Documentation should

be related to the nature and scope of the procurement.

4d. Tenderers shall have a good and well functioning environmental management system.
Documentation Requirement: The tenderer shall enclose his documentation with a focus on: Environmental policies/environmental strategy — Action Plan/activity list. The documentation should be related to the nature and scope of the procurement. Alternatively, the tenderer's valid certificate for environmental management can be enclosed, for example, ISO 14001 or equivalent.

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

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

201503081

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

17.11.2016 - 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

IV.3.8. Conditions for opening of tenders

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

5.10.2016