

**Norway-Grålum: Office-support services**

**OJ S 195/2015 08/10/2015**

**Contract notice**

**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Sykehuset Østfold HF

National registration number: 983971768

Postal address: Postboks 300

Town: Grålum

Postal code: 1714

Country: Norway

For the attention of: Kine Gjerlaugsen

E-mail: [anskaffelser@so-hf.no](mailto:anskaffelser@so-hf.no)

Telephone: +47 08600

Fax: +47 69861700

**Internet address(es):**

Address of the buyer profile: <https://kgv.doffin.no/ctm/Supplier/CompanyInformation/Index/2662>

Electronic access to information: <https://kgv.doffin.no/ctm/Supplier/Documents/Folder/136509>

**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**

Health

**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**

External writing services.

**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: Sarpsborg, Norway.

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: 4

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

Estimated value excluding VAT:

Range: between 2 000 000 and 2 400 000 NOK

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

Østfold Hospital (SØ) with the division for purchasing and contracts, hereby extends an invitation to competitive tendering to enter into framework agreement concerning the purchase of external writing services. The service shall comprise the writing of patient documentation from digital audio files, especially out-patient notes in the somatic and psychiatry areas. The framework agreement shall at all times cover the current need for external writing services at Østfold Hospital during the contract period.

A framework agreement will be signed with 1 service provider for the assignment.

The duration of the framework agreement will be 2 years. The Contracting authority shall have the option to extend the framework agreement for a further 1 + 1 years, altogether 4 years.

An annual use of 218 hours is estimated.

The Contracting Authority notes that the approx. number of hours is only an estimate and is not binding for the Contracting Authority.

The services will be in addition to what SØ performs in-house and the need will therefore be varied. SØ anticipates that there will be an increased need for the service in connection with staff holidays and public holidays.

See the requirement specifications, Annex 2 and the price form, Annex 3, for further information on the procurement's value and content.

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

79500000 Office-support services, 79550000 Typing, word-processing and desktop publishing services, 79551000 Typing services, 79000000 Business services: law, marketing, consulting, recruitment, printing and security, 75122000 Administrative healthcare services, 79131000 Documentation services, 72512000 Document management 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**

Anticipated volume of the agreement: Estimated to be from 2 000 000 NOK to 2 400 000 NOK over 4 years.

The volume is only an estimate and is not binding for the Contracting Authority.

The services will be in addition to what the Contracting Authority performs in-house and the need will therefore be varied. The Contracting Authority anticipates that there will be an

increased need for the service in connection with staff holidays and public holidays.  
See the specifications, Annex 2 and the price form, Annex 3, for further information on the procurement's estimated value and content.

Estimated value excluding VAT:

Range: between 2 000 000 and 2 400 000 NOK

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

Options: no

### **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**

## **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: Qualification requirement: Tenderers shall submit a VAT certificate and a tax certificate.

Documentation:

- Tax certificate,
- Certificate for VAT payments.

The certificates shall be issued on form RF-1244 from the tax collector and the chief municipal treasurer. The certificates must be no more than 6 months old. Any arrears must be explained /justified.

— Foreign tenderers must submit the equivalent confirmation that government taxes and duties have been paid in the country where the tenderer has its place of business.

Qualification requirement: The tenderer must be an ethically responsible company.

Documentation:

— If the tenderer has been convicted in the last 5 years for corruption, fraud or money laundering, or is guilty of criminal offences concerning professional conduct, the judgement and subject matter must be accounted for.

— Tenderers shall submit a signed self-declaration.

Qualification requirement: The tenderer must be a legally established company.

Documentation:

- Norwegian tenderers must provide an updated Company Registration Certificate.
- Foreign tenderers must provide certificate (s) of statutory registration in the country where the business is established.

Qualification requirement: Tenderers shall/will meet the requirements of Norwegian legislation with regard to health, safety and the environment (HSE).

Documentation:

- HSE self-declaration (in accordance with Annex 6) stating that the tenderer fulfils or at least will fulfil by the time the contract is awarded, statutory requirements in Norway relating to health, safety and environment. The self-declaration must be countersigned by 1 of the company's employees.

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

List and brief description of conditions: Qualification requirement: The tenderer shall have sufficient economic and financial solidity to fulfil the contractual obligations.

Documentation:

- Tenderer shall obtain and submit a credit rating from AAA Rating (previously Dun and Bradstreet) or equivalent (not older than 6 months) and submit this with the tender. A creditworthiness of A is required to be eligible for this competition. If other credit ratings are used, the company shall have the rating credit worthy.
- The credit rating shall, as a minimum, include the accounting figures for 2013. Tenderers are themselves responsible for checking their own rating so that the necessary documentation is enclosed with the tender, see the next point.
- Newly started companies, or companies that are rated lower than A or equivalent, can instead present a parent company guarantee or extracts from the last 2 years accounts that document sufficient financial solidity to fulfil the contract obligations. Alternatively, a parent company guarantee, the auditor's report or a bank guarantee that provides equivalent security for the ability to fulfil the contract. If a parent company guarantee is provided, the parent company will be rated in an equivalent way so the requirement for A or equivalent, thus applies to the parent company.

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

List and brief description of conditions:

Qualification requirement: The tenderer shall have competence and experience within the relevant service and shall have carried out assignments of the same nature, complexity /degree of difficulty and scope/size.

Documentation:

- Short description of the tenderer's services,
- Description of the professional competence of the company in general,
- A list of the principal and most relevant services/deliveries the last 3 years, containing information of value and date, as well as the name of the public or private recipient.

Qualification requirement: Tenderer shall have sufficient capacity and implementation ability related to the contractual obligations.

Documentation:

- A statement of the tenderer's average workforce and the number of employees in the administrative management during the last 3 years.
- If a tenderer intends to engage subsuppliers, a commitment statement shall be enclosed that confirms that the tenderer has access to the necessary resources during the entire contract period.

— A report of the implements, machinery, tools, materials or technical equipment at the disposal of the tenderer for execution of the agreement.

#### **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**

15/02725

##### **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**

20.11.2015 - 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**

Danish. Swedish.

Other: Norwegian.

**IV.3.7. Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 6 (from the date stated for receipt of tender)

**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**

5.10.2015