

Norway-Kleppestø: Filing services
OJ S 201/2015 16/10/2015
Contract notice
Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Askøy kommune (Askøy municipality)

National registration number: 964 338 442

Postal address: Postboks 323

Town: Kleppestø

Postal code: 5323

Country: Norway

For the attention of: Marianne Holm

E-mail: marianne.holm@askoy.kommune.no

Telephone: +47 56158000

Internet address(es):

Address of the buyer profile: <https://kgv.doffin.no/ctm/Supplier/CompanyInformation/Index/3661>

Electronic access to information: <https://kgv.doffin.no/ctm/Supplier/Documents/Folder/136685>

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

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 7: Computer and related services

Main site or place of performance: Kleppestø.

NUTS code NO Norge

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)

Askøy municipality has a strategic goal of becoming a digital municipality with improved service and quality of the services. A municipality where the inhabitants perceive the municipality as modern, efficient and more available. In connection with this, Askøy municipality shall implement a tender contest regarding the digitalisation of all archive-worthy documents in the municipality's building applications archive. The basis material appears as an attached mapping report.

A dialogue conference with the market and subsequent 1-on-1 meetings have been implemented.

The service provider shall have the complete responsibility for the assignment and be in charge of the implementation of all assignments connected to the process.

The archive material shall be organised, packed, transported, categorised, digitalised and submitted to the depot.

The electronically stored material shall be made available for the employees in Askøy municipality as well as the general public.

The digitalised material shall be adapted to future digital systems and shall be capable of integration towards these systems.

II.1.6. CPV code(s)

79560000 Filing services, 79999100 Scanning 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

The archive comprises approx. 185 shelf metres.

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

Start 1.3.2016. Completion 30.3.2018

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: Documentation:

Tax and VAT certificate, issued by Altinn, the Tax office or the Tax collection office. The certificate shall not be issued more than 6 months prior to the tender deadline.

Foreign tenderers are to provide certificates from corresponding authorities in the countries where they are registered for tax.

If the authorities in the respective countries do not issue such authorisation, the tenderer must present a self-declaration regarding whether there are arrears on taxes/VAT and if so, the amount of these. The self-declaration must be signed.

Requirements: The tenderer shall be a legally established company.

Documentation:

Company Registration Certificate, not issued more than 6 months prior to the deadline for requests to participation. Foreign tenderers must prove that the company is registered in a professional register or business register, as prescribed in legislation in the country where the tenderer is established.

III.2.2. Economic and financial ability

List and brief description of conditions: Requirements: The company's solidity.

The tenderer must have sufficient economic and financial capacity to complete the contract.

Documentation:

The service provider can document his economic/financial capacity in the following ways:

— Credit rating report from a company that has a licence from the Norwegian Data Protection Authority to operate a credit information company in Norway, possibly from a company with equivalent certification in a member country in the EU/EEA. The credit rating report must be based on updated accounting information.

— The previous year's annual accounts including the Board's Annual Report and the Auditor's statement. Recently established companies that cannot present approved annual accounts can submit the accounts that have been completed.

— Appropriate bank/parent company guarantees and/or relevant liability insurance. The Contracting Authority will regard bank/parent company guarantees or relevant liability insurance as suitable if these documents cover the Contracting Authority's financial risk where the service provider does not have the financial or economic capacity to fulfil the contract. The Contracting Authority's financial risk means economic loss caused by non-fulfilment of the contract. Parent Companies providing guarantees must document that they themselves comply with the requirement for 'The Company's Solidity'.

The tenderer is free to provide other information that can be seen as relevant for the assessment of whether the company's solidity requirement is fulfilled.

The Contracting Authority reserves the right to obtain credit rating reports.

All the received and any obtained information will form the basis for an overall assessment of whether the qualification requirement is fulfilled.

III.2.3. Technical and professional ability

List and brief description of conditions:

1. Requirements: Ability to fulfil the contract — personnel:

The tenderer is required to show good ability to carry out the assignment in accordance with the needs of the Contracting Authority. It is therefore required that the service provider has sufficient capacity to implement the assignment with regard to volume and time aspects.

Documentation:

An organisation chart which demonstrates roles, number of functions and responsibilities, as well as a clarification of the interface to the contracting authority's organisation. (NB: Do not submit names of CVs due to any use of contract award criteria in the next round).

2. Requirements: Experience from similar assignments:

The tenderer is required to have good experience with similar assignments.

Documentation:

The service provider must complete Attachment 4 — Reference Form, concerning the principal relevant contracts during the last 3 years, including their scope, value, time frame and the contracting authority or recipient. There must also be an overview over contact person for each delivery as well as the contact person's telephone number and e-mail address.

3. Requirements: Procedures for environmental management:

The assignment requires tenderers who have procedures and systems that ensure that the execution of the delivery has a low environmental impact.

Documentation:

Description of the company's procedures and systems for ensuring low environmental impact when carrying out the delivery.

If the company has environmental certification or ISO 14001:2004 (or a more recent version) or equivalent third party verified systems, such a certificate will be accepted as documentation for fulfilment of the qualification requirement.

4. Requirements for quality management:

The assignment requires tenderers who have systems for quality management and effective flow of goods.

Documentation: (shall be given in 1 of the following ways):

Description of the company's policy regarding quality management, with emphasis on quality assurance, resource management, management responsibility, manufacturing process and continuous analysis and improvement. If the tenderer holds an ISO 9001:2008 certificate (or newer version), such a certificate will be accepted as documentation of compliance with the qualification requirement.

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

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 3: and Maximum number 6

Objective criteria for choosing the limited number of candidates: Service providers will be ranked on the basis of the following qualification requirements:

1. Requirements: Ability to fulfil the contract — personnel,
2. Requirements: Experience from similar assignments.

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 yes

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

2015/6822

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

16.11.2015 - 14:00

IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates

19.11.2015

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

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

12.10.2015