

**Norway-Karasjok: Guidance and counselling services**

OJ S 202/2016 19/10/2016

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Samediggi/Sametinget (The Sami Parliament of Norway)

National registration number: 974760347

Postal address: Avjovargeaidnu 50

Town: Karasjok

Postal code: 9730

Country: Norway

For the attention of: Jørn Gunnar Olsen

E-mail: [jorn.gunnar.olsen@samediggi.no](mailto:jorn.gunnar.olsen@samediggi.no)

Telephone: +47 99307806

Fax: +47 78474090

**Internet address(es):**General address of the contracting authority: <http://www.samediggi.no>Address of the buyer profile: <https://kgv.doffin.no/ctm/Supplier/CompanyInformation/Index/2082>Electronic access to information: <https://kgv.doffin.no/ctm/Supplier/Documents/Folder/148617>**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**

National or federal agency/office

**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**

Framework agreement: Strengthen business proficiencies and the network of Sami cultural industry parties.

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

Services

Service category No 11: Management consulting services [6] and related services

Main site or place of performance: Karasjok, 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: 3

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

Estimated value excluding VAT: 3 000 000 NOK

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

The Sami Parliament invites tender offers on a framework agreement for external assistance to strengthen the business comprehension, collaboration and network of participants within Sami cultural industries.

The duration of the framework agreement will be three years, with start up on 1.3.2017 and completion 29.2.2020. We estimate the total value for the entire period will be 3 000 000 NOK excluding VAT.

The target group is Sami arts and cultural parties that have created businesses of their art and cultural expression. The requirement is 12 participants for each programme.

The background for the order.

The Sami community currently has many extremely skilful artists and cultural workers who create and design Sami art and culture. Some of that which characterises the Sami cultural industries branch is that it is driven by strong idealism and often with professional operation. Many of the parties have other professions aside of, or operate in combination with other businesses.

The challenge lies in strengthening the business ability of Sami cultural industries parties. The supplier for this project must meet this knowledge need, and the programme must be suitable for the special branch of cultural industries. Art and culture are a special area for the target group and they master it. The combination of art, culture and business ability could be considered to be a winning recipe

A similar programme was carried out during the period 2013-2016. The name of the programme is Dáhttu. The Sami Parliament wants to focus on development of Sami cultural industries parties. The Sami Parliament also wants to use the name Dáhttu in future initiatives. Dáhttu means to wish for, a will, something that is also considered a suitable name for future initiatives.

Requirement of ordering.

The Sami Parliament wants to strengthen the business proficiencies and network of Sami cultural industries parties. In this regard, the Sami Parliament wants to create a template on Dáhttu 1.0 and Dáhttu 2.0. By template we mean that via the programme, the supplier shall arrive at the 'perfect' programme. Dáhttu 1.0 builds on the basic business proficiencies. Dáhttu 2.0 is for those who want to further develop their cultural industries business, professionalise or internationalise their business.

During the contract period the following is anticipated:

- Carry out one (1) Dáhttu 1.0 programme.
- Carry out two (2) Dáhttu 2.0 programmes.

Dáhttu 1.0 contents.

Dáhttu 1.0 (one programme) consists of three assemblies. Each assembly consists of 1.5 days content.

The assembly in Dáhttu 1.0 shall consist of:

1. Assembly: Topics+ workshops + network building (1.5 days).
2. Assembly: Topics+ workshops + network building (1.5 days).
3. Assembly: Topics+ workshops + network building (1.5 days).

Dáhttu 2.0 contents.

The consultant shall give an account of how Dáhttu 2 shall be executed. It can either be in the form of assemblies or another approach.

In Dáhttu 2.0 participants will be selected amongst those who have executed Dáhttu 1, since 2013.

We also wish to offer each individual participant 30 hours consulting, for the participants in both Dáhttu 1.0 and Dáhttu 2.0.

Contents of the assemblies:

- Important disciplines we want covered are: Increase the business ability (economy, sales, market, analyse and profitability), knowledge about the customer and professionalism/quality.
- The Sami Parliament wants professional lecturers who 'teach' in their specialist field.
- Workshops related to the named specialist areas.
- Focus on collaboration possibilities and network building.
- It is expected that the content of the assemblies and workshops is facilitated for cultural industries businesses.
- The content shall be quality assured by The Sami Parliament before it is sent to the participants.

In prelude to the programme, the consultant shall prepare the following:

Registration form.

- An on-line registration form.
- The registration form — this shall provide the consultant with useful information about the need of each participant. This should help you to prepare content for each assembly.
- The consultant shall develop the candidate selection criteria.
- In the future, The Sami Parliament shall received an overview in Excel of all registered participants.

Evaluation form:

- An on-line evaluation form where the participants shall evaluate each assembly. The purpose is to know whether we are covering the participants needs.
- When all of the assemblies have been executed, The Sami Parliament want the evaluation forms from assemblies 1, 2 and 3 in Dáhttu 1.0 to be collated and handed over to us.

For the consulting sessions:

- Preparation of a plan on how the consultant shall contact the participants, motivate those who are not making sue of the sessions, dismiss/further plan for those who have used up their hours.
- The consultant shall prepare standard questions to the participants in advance. These shall be used in the consulting sessions. We want to do this so that the participants get more out of the consulting sessions.

The Sami Parliament wants to quality ensure (1) the registration forms and (2) the evaluation forms, (3) the selection criteria, (4) questions for the consulting sessions and (5) the plan for the execution of the consultancy prior to implementation.

The consultant shall perform the following:

Prior to the assemblies:

- Determine the locations and dates for the assemblies.
- Determine the hotel and give this information to the participants.
- Book suitable meeting premises.
- Take care of food and drinks during the assemblies in Dáhttu 1.0 (lunch two days and one

dinner), fruit and coffee in the breaks), as well as food and drinks in Dáhttu 2.0.

- The participants shall pay a participant fee and travel expenses.
- Recruiting and selection of the participants. The tenderer is expected to actively recruit participants in the project.

During the assemblies:

- Ensure good execution of each assembly.
- Ensure that all of the participants get consulting sessions.
- Ensure that all participants fill out the evaluation form.

After the assemblies:

- Counselling of each participant.
- After each assembly, The Sami Parliament wants a written report from the consultant.
- Requirements of report content:
  - Number of participants.
  - Time, place, date.
  - Content programme.
  - Challenges.
  - Improvement potential.
  - Annex: Evaluation form from the participants.
  - Shall be sent to The Sami Parliament after each assembly.
- Undertake economic transactions in connection with the programme.

In Finnmark, education and guidance shall also be executable in northern Sami as well as Norwegian.

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

85312300 Guidance and counselling services, 79400000 Business and management consultancy and related services, 72221000 Business analysis consultancy services, 79300000 Market and economic research; polling and statistics

#### **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: 3 000 000 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**

Start 1.3.2017. Completion 29.2.2020

## **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: Company Registration Certificate: Foreign tenderers must provide certificates from authorities equivalent to the Norwegian authorities.

Tax certificate for VAT and tax certificates for tax. The certificates shall not be older than 6 months, from the tender deadline.

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

List and brief description of conditions: The company's annual accounts with the auditor's report for the last 3 years.

If there is doubt about whether the requirement is met, the Contracting Authority can request a credit rating report be sent.

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

List and brief description of conditions:

A statement regarding the tenderer's organisation, qualifications, competence, number of employees with an indication of specialist discipline and experience.

Enclose a list of relevant/ important assignments from the last 3 years, listed with the client name, contact person, telephone number and the assignment's nature, scope and value.

#### **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**

16/4572

##### **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**

2.12.2016 - 15:00

##### **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. Sami.

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

until: 1.3.2017

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

Date: 5.12.2016 - 10:00

Place: Official name: Samediggi/Sametinget [The Sami Parliament of Norway].

National registration number: 974760347

Postal address: Ávjuvargeaidnu 50

Town: Karasjok

Postal code: 9730

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**

14.10.2016