

**Norway-Oslo: Office cleaning services**

OJ S 209/2014 30/10/2014

**Contract notice****Services****Directive 2004/18/EC****Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Vox, nasjonalt fagorgan for kompetansepolitikk

National registration number: 974788985

Postal address: Karl Johansgt 7

Town: Oslo

Postal code: 0154

Country: Norway

For the attention of: Svein Fylling

E-mail: [postmottak@vox.no](mailto:postmottak@vox.no)

Telephone: +47 23381300

**Internet address(es):**Address of the buyer profile: <https://kgv.doffin.no/ctm/Supplier/CompanyInformation/Index/1079>Electronic access to information: <https://kgv.doffin.no/ctm/Supplier/Documents/Folder/123403>**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**

Ministry or any other national or federal authority, including their regional or local subdivisions

**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**

Procurement of cleaning services.

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

Services

Service category No 14: Building-cleaning services and property management services

Main site or place of performance: Oslo and Bergen, Norway.

NUTS code NO011 Oslo

**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)**

The aim of the competition is to enter into a contract with a service provider for the provision of daily cleaning of premises in Karl Johans gate 7, Oslo and in Rådhusgat 2, Bergen, as well as spring cleaning as agreed with Vox.

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

90919200 Office cleaning services, 90910000 Cleaning services, 90911100 Accommodation cleaning 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 premises in Oslo cover three floors; 3rd-5th floors, with a total of approx. 2 629 m<sup>2</sup>.

Each floor has approx. 876 m<sup>2</sup>. The premises in Bergen are on one floor; 5th floor and are 370 m<sup>2</sup>.

Estimated value excluding VAT: 2 600 000 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: 1

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

in months: 12 (from the award of the contract)

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

Start 2.2.2015. Completion 31.1.2018

## **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: yes

Description of particular conditions: The service provider shall be certified by the Norwegian Labour Inspection Authority and registered in the cleaning register, to operate a cleaning business in Norway.

### **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: The service provider is required to be a legally established company: The service provider shall present a company registration certificate from the Register of Business Enterprises. If the service provider is only registered in the Unit Register, a print out from the Register shall be presented. Foreign companies shall document that they are registered in a trade register or company register as described in the law in the country where the service provider is established.

The service provider is required to have good wage and work terms. Cf. «the Regulations on Information and Supervisory Obligation and Right of Access » Vox is obliged to inform and supervise that wage and work terms at the service provider and its sub suppliers are in accordance with the current general application rules. The service provider shall enclose a signed self-declaration on social dumping.

The service provider is required to work systematically to ensure that the services regulated in this contract are provided in accordance with the provisions from the ILO conventions, in the service provider's own company and at sub suppliers. The service provider shall enclose a signed self-declaration on the ILO conventions.

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

List and brief description of conditions: The service provider is required to have proper financial operations and the financial capacity to fulfil the assignment/contract. The service provider shall enclose the annual report including the annual accounts with the auditor's report for 2013. Service providers without satisfactory solidity are required to present documentation that proves that the service provider is able to fulfil his contractual obligations, e.g. a parent company guarantee, bank guarantee.

The service provider is obligated to take out and maintain insurance for the non-life and liability events that can occur during fulfilment of the contract. The service provider is also obligated to have adequate accident insurance, as well as legally imposed insurance of persons for his employees. The service provider shall enclose documentation of insurance cover and the extent of the insurance, as proof that the requirement is fulfilled.

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

List and brief description of conditions:

The service provider is required to have a good ability and the capacity to carry out the contract. The service provider shall enclose an overview of the company's total manpower and the manpower for this assignment.

The service provider is required to have good experience with similar assignments. The service provider shall enclose a description of up to five of the most relevant contracts in the last two years, including their extent, value, date and recipient including the name and telephone number of a contact person.

The service provider is required to have a good and well-functioning quality assurance and management system. The service provider must provide an account of existing routines that document that the requirement is fulfilled. The requirement can also be fulfilled by a copy of a

system certificate, issued by an accredited certification body or equivalent documentation. The service provider is required to have sufficient environmental competence, management systems and routines for quality assurance that ensure a low impact on the environment when carrying out the cleaning services. The service provider shall account for his environmental expertise and routines that document that the requirement is met. If this is described in the organisation's quality assurance or environmental management system in accordance with ISO 9001 and ISO 14001, or other third party verified systems, it is sufficient to submit a copy of the current certificate.

#### **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**

2014/591

##### **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**

8.12.2014 - 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.

**IV.3.7. Minimum time frame during which the tenderer must maintain the tender**  
Duration in days: 090 (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**  
Service providers will be able to carry out a site survey of our premises. Service providers who would like such a site survey must contact the contracting authority's contact person, see point 5.2 in the tender documentation for the contact information.

**VI.4. Procedures for review**

**VI.4.1. Review body**  
**Body responsible for mediation procedures**  
Official name: KOFA  
Internet address: <http://www.kofa.no>

**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**  
28.10.2014