

Norway-Oslo: Office supplies
OJ S 213/2014 05/11/2014
Contract notice
Supplies

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Direktoratet for økonomistyring

National registration number: 986252932

Postal address: Postboks 7154

Town: Oslo

Postal code: 0130

Country: Norway

For the attention of: Jan Petter Jessen

E-mail: postmottak@dfo.no

Telephone: +47 40007997

Internet address(es):

General address of the contracting authority: <http://www.dfo.no>

Address of the buyer profile: <https://kgv.doffin.no/ctm/Supplier/CompanyInformation/Index/3516>

Electronic access to information: <https://kgv.doffin.no/ctm/Supplier/Documents/Folder/123312>

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

II.1. Description

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

Open tender contest — framework agreement for the procurement of copypaper, office paper and office supplies.

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

Supplies

Purchase

Main site or place of performance: Oslo, Stavanger, Trondheim, 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 1 000 000 and 2 000 000 NOK

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

The Directorate of Financial Management (DFØ) was established 1.1.2004 as an administration body under the Ministry of Finance. DFØ's task is to strengthen the government financial management and improve the use of resources in the area.

DFØ is an advisor for central authorities within government financial management and it carries out administration assignments for all government entities. In addition DFØ provides financial services, including payroll and accounting services to approx. 75 percent of the government entities.

DFØ currently has approx. 370 employees and is currently divided between seven office locations and one central unit in Oslo.

The offices are located in Hamar, Drammen, Kristiansand, Stavanger, Trondheim, Tromsø and Vadsø.

DFØ is currently being reorganised as regards its office structure. After the reorganisation (from autumn 2015), DFØ will consist of three locations: Oslo, Stavanger and Trondheim.

The procurement shall cover DFØ's need for cypypaper, office paper and office supplies.

Annex 1 (Specifications) and annex 2 (Price Form) define the products that shall make up DFØ's standard product assortment.

The framework agreement applies from the beginning of the contract and for two years with option for DFØ to extend the agreement for 1 year at a time, maximum twice.

II.1.6. CPV code(s)

30192000 Office supplies, 22800000 Paper or paperboard registers, account books, binders, forms and other articles of printed stationery, 30197620 Writing paper, 30197643 Photocopier paper, 30199000 Paper stationery and other items, 30190000 Various office equipment and supplies, 30192700 Stationery, 30197000 Small office equipment

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

Consumption in 2013 made up approx. NOK 500 000 including products both in and outside the standard assortment.

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

Duration in months: 048 (from the award of the contract)

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: Valid tax certificates are to be enclosed. DFØ will assess any tax arrears.

Documentation requirements:

A tax certificate and VAT certificate shall be presented as confirmation that due taxes and duties have been paid. The certificates shall be issued by the chief municipal treasurer at the tenderer's place of business and by the tax collector in the relevant company's home county. Tenderers with a business address outside of Norway must submit certificates confirming that the tenderer has its taxes and fees in order in their home country. The certificates should not be older than six months calculated from the tender deadline.

A valid HSE self-declaration is to be presented.

Documentation requirements:

All suppliers shall enclose with the tender, a self-declaration showing that the tenderer complies with, or in connection with any contract award, will comply with statutory Norwegian Health, Safety and Environmental (HSE) regulations.

Documentation requirements:

Suppliers shall document their ethical guidelines in a self-declaration.

Suppliers shall ensure that the employees in their company and others who contribute to fulfilment of the contract do not have worse wage and work conditions than those in tariff agreements, regulations or what is otherwise seen as normal for the relevant profession. This only applies to employees who are directly involved in fulfilling the contract. The management of the company is responsible for complying with this regulation.

Documentation requirements:

Suppliers shall document, via a self-declaration, that the wage and work terms for those who contribute to the fulfilment of the contract, are not in contrary to the tariff agreements, regulations or what is otherwise seen as normal for the relevant profession.

Suppliers are required to be a legally established company and have sufficient capacity.

Documentation requirements:

Provide a description of the supplier's organisation, company structure, ownership structure and business area. A company registration certificate must be attached.

III.2.2. Economic and financial ability

List and brief description of conditions: Satisfactory finances are required to carry out the assignment. The credit assessment shall be a rating (include a credit rating, part judgement and historical rating). The credit rating shall be carried out by a publicly certified credit institution.

The credit rating must not be poorer than A (creditworthy) or equivalent if a different form of rating is used (assessment of figures). Tenderers with a rating lower than A or equivalent (i.e. not credit worthy or credit worthy with security) will not be considered.

Documentation requirements:

Suppliers shall enclose a credit rating from a certified credit institution. The credit rating shall be based on the last known accounting figures (annual accounts 2012 or 2013).

The credit report shall not be older than six months, calculated from the tender deadline.

Furthermore, suppliers shall enclose the last annual accounts with the auditor's comments.

Minimum level(s) of standards possibly required: The credit rating must not be poorer than A (creditworthy) or equivalent if a different form of rating is used (assessment of figures).

Tenderers with a rating lower than A or equivalent (i.e. not credit worthy or credit worthy with security) will not be considered.

III.2.3. Technical and professional ability

List and brief description of conditions:

The supplier is required to have a good and well-functioning quality assurance system for the services that will be provided.

Documentation requirements:

A description of the supplier's quality assurance system/management system.

Suppliers shall have an established quality assurance system for ethical trade that describes how the suppliers works to comply with ethical trade at the supplier and in the supplier chain.

Documentation requirements:

Suppliers shall describe how the production takes places. Suppliers must have communicated ethical guidelines (Code of Conduct) that ensure that the manufacturer's production is legal and follows internationally recognised principles for human rights and working conditions.

Suppliers must describe systems for the follow-up of socially responsible production at the production units.

Suppliers shall refer the provision of equivalent services that this competition is meant to cover.

Documentation requirements:

A list of the most important deliveries in the last three years for equivalent services.

Suppliers shall also enclose a minimum of three written references from central customers of the supplier. The references shall, at a minimum, include a description of what was delivered /carried out, the delivery's value and date in addition to a description of the reference's degree of satisfaction with the delivery.

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

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

14/443

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

15.12.2014 - 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

until: 2.3.2015

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

31.10.2014