

Finland-Helsinki: Business services: law, marketing, consulting, recruitment, printing and security

OJ S 217/2015 10/11/2015

Contract notice

Services

Directive 2004/18/EC

## Section I: Contracting authority

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### I.1. Name and addresses

Official name: Finpro ry

Postal address: Porkkalankatu 1

Town: Helsinki

Postal code: FI-00181

Country: Finland

E-mail: [tendering@finpro.fi](mailto:tendering@finpro.fi)

#### Internet address(es):

General address of the contracting authority: [www.finpro.fi](http://www.finpro.fi)

#### Additional information 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

Other: registered association

### I.3. Main activity

### 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

Finpro's international media visits to Finland.

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

Services

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

NUTS code F11 Manner-Suomi

#### II.1.3. Information about a framework agreement or a dynamic purchasing system

#### II.1.4. Information about framework agreement

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

The object of procurement is the organisation of visits of international journalists to Finland to learn about the know-how and offering of Finnish SMEs. The objective of the media visits is to increase awareness of Finnish know-how in selected target markets through the international

media. This promotes investments in Finnish enterprises and facilitates their entry into the market.

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

79000000 Business services: law, marketing, consulting, recruitment, printing and security

#### **II.1.7. Information about the Government Procurement Agreement (GPA)**

#### **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 contract will enter into force when both parties (Finpro and the service provider) have signed it. The estimate being January 2016. The contract will expire 31.12.2017. After the fixed period Finpro reserves the right to extend the contract twice, one (1) year at the time. Finpro informs about the extension three (3) months before the contract expires.

Estimated value excluding VAT:

Range: between 260 000 and 280 000 EUR

#### **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

### **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**

The tenderer must be an organisation duly registered in authorities as required by the applicable laws. The tenderer must have fulfilled its legal duties concerning taxes, payments of social security and other similar official fees and duties in the country of the tenderer's location. The tenderer shall sign and attach to the tender the affirmation as specified in appendix 1 to this invitation to tender.

Finpro reserves the right at any time to separately request the tenderer to provide evidence of entry in a trade register or equivalent, or evidence related to other items confirmed in the affirmation. Prior to signing the contract the elected supplier shall provide Finpro with certificates that evidence the registrations and payments confirmed in the affirmation. The certificates may not be older than 2 months.

The tenderer must have adequate economic and financial standing in order to be able to accomplish the duties of the contract.

Finpro may utilize available credit information sources in Finland and/or abroad in order to evaluate the tenderer's economic and financial standing.

At the request of Finpro the tenderer shall provide Finpro with the financial statements of the

two latest accounting periods, or if for the valid reason the tenderer is unable to provide the statements requested herein, it shall provide other reliable documents concerning the economic and financial standing of the tendering company. In addition, at the request of Finpro the tenderer shall provide Finpro with the statement from bank or credit institution.

### **III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them**

All prices should be indicated and payments will be made in Euros. The prices are fixed for the entire contract period unless otherwise agreed.

Finpro's terms of payment is 21 days from the receipt of invoice. Interest for late payment may be charged only in accordance with the Finnish Interest Act (633/1982 as amended).

Finpro primarily assumes that the supplier is capable of sending e-invoices. Finpro's invoicing details for e-invoicing are:

- Finpro ry, Business ID:0202317-7;
- EDI address: 003702023177;
- Operator: Basware Oyj;
- Operator ID:BAWCFI2.

All payments are to be made after the accepted delivery of the services, or if separately agreed between the parties, after the accepted partial delivery. The supplier shall specify the services in the invoice as requested by Finpro.

VAT information:

Finpro is registered for VAT. Indicate in the tender whether EU regulation and reverse VAT will be applied. Reverse VAT means that the supplier will not charge VAT when invoicing Finpro, but Finpro will pay Finnish VAT (24 %) directly to the Finnish authorities.

If the reverse VAT charge is not applied, please provide clearly the foreign VAT percentage that will be charged on top of the price without VAT. If foreign VAT is charged, it will be included into prices that are taken into account in price comparison.

### **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**

#### **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 tenderer must be an organisation duly registered in authorities as required by the applicable laws. The tenderer must have fulfilled its legal duties concerning taxes, payments of social security and other similar official fees and duties in the country of the tenderer's location. The tenderer shall sign and attach to the tender the affirmation as specified in appendix 1 to this invitation to tender.

Finpro reserves the right at any time to separately request the tenderer to provide evidence of entry in a trade register or equivalent, or evidence related to other items confirmed in the affirmation. Prior to signing the contract the elected supplier shall provide Finpro with certificates that evidence the registrations and payments confirmed in the affirmation. The certificates may not be older than 2 months.

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

List and brief description of conditions: The tenderer must have adequate economic and financial standing in order to be able to accomplish the duties of the contract.

Finpro may utilize available credit information sources in Finland and/or abroad in order to evaluate the tenderer's economic and financial standing.

At the request of Finpro the tenderer shall provide Finpro with the financial statements of the two latest accounting periods, or if for the valid reason the tenderer is unable to provide the statements requested herein, it shall provide other reliable documents concerning the economic and financial standing of the tendering company. In addition, at the request of Finpro the tenderer shall provide Finpro with the statement from bank or credit institution.

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

List and brief description of conditions:

The tenderer shall have experience and professional skills that are adequate to provide the goods/services in compliance with Finpro's quality and quantity requirements.

The tenderer must have proof of similar media visits. As a minimum requirement, tenderer must have five references of these from the last 2 years.

The tenderer should have enough capable personnel to provide the services. The minimum requirements are the following:

— in addition to the person in charge designated by the tenderer, two (2) experts named in the tender;

— The leader of the team is required to have a minimum of an intermediate degree in journalism or the communications sector and three (3) years' experience in the execution of international media visits to Finland;

— The team leader is required to have fluent skills in the Finnish and English languages;

— In addition to being fluent in Finnish and English, the two (2) experts proposed for the team are required to have a minimum of a vocational degree in journalism/the communications sector and two (2) years' work experience in the organisation of international media visits;

— the team leader and these two (2) named experts must each have five (5) references of international media visits implemented in Finland. References of these must be from the last three (3) years.

For the proof of minimum requirements the tenderer should enclose the named persons' CVs and the named person's references as attachments to the tender.

Reference descriptions should describe in detail the assignment, the scope of activities performed by the named person, the time the activities are performed, and the contact information of the reference company. Finpro must be allowed to contact the reference company in order to verify the reference.

In addition, the tender should include Execution plan of the international media visit from China to Finland with cleantech focus in A4 format (max 2 x A4).

### **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: yes

## **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**

#### **IV.3. Administrative information**

##### **IV.3.1. File reference number attributed by the contracting authority**

##### **IV.3.2. Previous publication concerning this procedure**

no

##### **IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document**

##### **IV.3.4. Time limit for receipt of tenders or requests to participate**

16.12.2016 - 16:00

##### **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**

English.

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

until: 29.2.2016

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

### **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**

Tenderers' information requests, if any, shall be delivered by 23.11.2015, 16:00 (Finnish local time) by e-mail to the following e-mail address: [tendering@finpro.fi](mailto:tendering@finpro.fi)  
Information requests should include proper contact information and the subject field of the e-mail message should include the following reference: Finpro mediavisist Questions.  
Finpro will provide answers at the same time to all tenderers who delivered proper contact

details to the above mentioned e-mail address. In order to ensure equal treatment of tenderers in the procedure Finpro will not reply to any information requests by phone.

#### **VI.4. Procedures for review**

##### **VI.4.1. Review body**

Official name: Markkinaoikeus

Postal address: Radanrakentajantie 5

Town: Helsinki

Postal code: FI-00520

Country: Finland

E-mail: [markkinaoikeus@oikeus.fi](mailto:markkinaoikeus@oikeus.fi)

Telephone: +358 295643300

Fax: +358 295643314

Internet address: <http://www.oikeus.fi/markkinaoikeus>

##### **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**

5.11.2015