

**NO-Askim: Computer archiving services**

**OJ S 248/2012 27/12/2012**

**Contract notice**

**Supplies**

**Directive 2004/18/EC**

**Section I: Contracting authority**

---

**I.1. Name and addresses**

Official name: Indre Østfold Data IKS

Postal address: Haugomgt 12

Town: Askim

Postal code: 1811

Country: Norway

For the attention of: Vegard Eliassen

E-mail: [post@iofd.no](mailto:post@iofd.no)

Telephone: +47 97789090

**Internet address(es):**

General address of the contracting authority: [www.iofd.no](http://www.iofd.no)

Address of the buyer profile: [http://www.doffin.no/search/Search\\_AuthProfile.aspx?ID=AA28931](http://www.doffin.no/search/Search_AuthProfile.aspx?ID=AA28931)

**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**

Other: Intermunicipal ICT company

**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: yes

Official name: Askim municipality

Official name: Eidsberg municipality

Official name: Hobøl municipality

Official name: Skiptvet municipality

Official name: Spydeberg municipality

Official name: Trøgstad municipality

Official name: Inner Østfold Medical Competence centre - the Health care building

Official name: Church Councils in the municipalities

Official name: Marker municipality

**Section II: Object of the contract**

---

**II.1. Description**

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

Procurement of a new case/filing system for several municipalities and companies in inner Østfold.

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

Supplies

Purchase

Main site or place of performance: Askim, Norway.

NUTS code

**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)**

IØD, henceforth referred to as the Awarding Authority, shall enter into an agreement with one supplier who shall deliver a case/filing system for the owner municipalities and for some of intermunicipality companies, including the Awarding Authority and the new Inner Østfold Medical Competence Centre - the Health Care building.

Option for the Church Council to enter into the agreement.

All units (municipalities, companies) shall have joint applications, but individual databases. For the smaller units it is primarily the filing, post and journal functions that are most relevant.

The Awarding Authority also request option for delivery of case/filing system for Marker municipality (3 500 inhabitants) which the Awarding Authority cooperates with for some areas.

This will be a totally separate installation.

Note: To register your interest in this notice and obtain any additional information please visit the Doffin Web Site at [http://www.doffin.no/Search/Search\\_Switch.aspx?ID=276874](http://www.doffin.no/Search/Search_Switch.aspx?ID=276874)

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

72252000 Computer archiving 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**

A complete system shall serve minimum case and files in the 6 participating municipalities with a total of 44 500 inhabitants. In addition the contract includes some intermunicipal companies and Church councils which do not carry out political case considerations, but nevertheless will require filing, post and journal services.

**II.2.2. Information about options**

Options: yes

Description of options: Church councils in the 6 municipalities requests option for utilising the case/filing system. Moreover, Marker municipality which is not an integrated part of the Awarding Authority's cooperation, requests option for separate installation.

Provisional timetable for recourse to these options:  
in months: 36 (from the award of the contract)

### **II.2.3. Information about renewals**

This contract is subject to renewal: yes

Number of possible renewals: 4

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**

Duration in months: 36 (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: (1) Company registration certificate.

(2) Evidence of enrolment on the professional or trade register, as required by national law, in the country where the company is established

(3) Value added tax certificate (National requirement)

(4) Company tax certificate (National requirement)

(5) Self-declaration in compliance with Appendix 2 (HSE) of the Norwegian procurement regulations (National requirement).

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

List and brief description of conditions: (1) The company's most recent annual report including new information of relevance to the company's accounting figures

(2) Presentation of the company's annual accounts, or extracts thereof

(3) Statement of the company's turnover, of relevance to this contract, for previous years

(4) Other documentation required (please state below)

Credit appraisal/rating not older than 6 months.

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

List and brief description of conditions:

(1) Manpower proposed for this contract (organisation chart) with names and CV's of the key personnel who will be responsible for its execution (for service and works contracts)

(2) A list of the principal deliveries effected, or main services provided, by the company, in the

past 3 years, with the values, dates and recipients (for supply and service contracts)  
(3) A statement of the quality assurance/quality control system operated by the company.

#### **III.2.4. Information about reserved contracts**

#### **III.3. Conditions specific to services contracts**

##### **III.3.1. Information about a particular profession**

##### **III.3.2. Information about staff responsible for the performance of the contract**

### **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**

2012-005-A

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

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

Time limit for receipt of requests for documents or for accessing documents: 25.1.2013

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

4.2.2013 - 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: 1.5.2013

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

Date: 5.2.2013 - 12:00

Place:

The Awarding Authority's premises, Haugomgt 12, 1811 Askim, Norway.

## **Section VI: Complementary information**

---

### **VI.1. Information about recurrence**

### **VI.2. Information about European Union funds**

### **VI.3. Additional information**

(NT Ref:276994).

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

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

Official name: Indre Østfold Data IKS

Postal address: Postboks 25

Town: Askim

Postal code: 1801

Country: Norway

E-mail: [post@iofd.no](mailto:post@iofd.no)

Telephone: +47 97789090

Internet address: [www.iofd.no](http://www.iofd.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**

21.12.2012