

**Norway-Oslo: Project management consultancy services**

OJ S 232/2016 01/12/2016

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Innovasjon Norge [Innovation Norway]

National registration number: 986399445

Postal address: Akersgata 13

Town: Oslo

Postal code: 0158

Country: Norway

For the attention of: Anne-Berit Østby Urke

E-mail: [arkiv@innovasjon norge.no](mailto:arkiv@innovasjon norge.no)

Telephone: +47 22002500

**Internet address(es):**General address of the contracting authority: <http://www.innovasjon norge.no>Address of the buyer profile: <https://kgv.doffin.no/ctm/Supplier/CompanyInformation/Index/1023>Electronic access to information: <https://kgv.doffin.no/ctm/Supplier/Documents/Folder/149761>**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**

Body governed by public law

**I.3. Main activity**

Economic and financial affairs

**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**

Administrative support in Estonia.

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

Services

Service category No 27: Other services

Main site or place of performance: Tallinn.

NUTS code EE Eesti

### **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 several operators

Number Envisaged maximum number of participants to the framework agreement: 1

#### **Duration of the framework agreement**

Duration in years: 1

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

Estimated value excluding VAT: 159 000 EUR

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

The Baltic States are considered as an interesting market for Norwegian industry. Hence, Innovation Norway wishes to strengthen its office in Estonia through an agreement with an associated consultant. This means that Innovation Norway shall enter into a service agreement with 1 service provider who shall support our Tallinn office with administrative and reputational support for our tasks in the Baltic countries. The consultant will appear and operate as an employee of Innovation Norway, and must therefore be able to represent the contracting authority in a professional and correct manner. The consultant shall report to the Baltic Director, and the service shall be provided from the contracting authority's office in Tallinn, Estonia.

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

72224000 Project management consultancy services, 72221000 Business analysis consultancy services, 79341100 Advertising consultancy services, 72322000 Data management services, 32000000 Radio, television, communication, telecommunication and related equipment, 71316000 Telecommunication consultancy 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 estimated scope of the contract is 1,500 hours per annum.

Estimated value excluding VAT: 159 000 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: Range: between 1 and 3

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

Start 29.3.2017. Completion 29.3.2017

## **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: A legally organised company.

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

List and brief description of conditions: Adequate for the implementation of the contract.

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

List and brief description of conditions:

Equivalent experience from the previous 5 years.

Arrangements in case of illness, etc., for the implementation of the contract.

#### **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**

2016/117428

**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**

3.1.2017 - 10:00

**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.

Other: Norwegian.

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

until: 29.3.2017

**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****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**

28.11.2016