

Norway-Tønsberg: Human resources management consultancy services

OJ S 233/2016 02/12/2016

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Helfo

National registration number: 986965610

Postal address: Kjelleveien 21

Town: Tønsberg

Postal code: 3104

Country: Norway

For the attention of: Lillian Dahle

E-mail: lillian.margrethe.dahle@helfo.no

Telephone: +47 81020080

Internet address(es):General address of the contracting authority: <http://www.helfo.no>Address of the buyer profile: <https://kgv.doffin.no/ctm/Supplier/CompanyInformation/Index/2551>Electronic access to information: <https://kgv.doffin.no/ctm/Supplier/Documents/Folder/149907>**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**

National or federal agency/office

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**

Establishment of a framework agreement for employee surveys.

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

Services

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

Main site or place of performance: Tønsberg, 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

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

The procurement is for the establishment of a framework agreement for the implementation of annual employee surveys in Helfo.

Employee surveys shall be carried out that measure job engagement. This is to include, amongst other things, to what degree employees feel an emotional obligation to follow the entity's goals, what sense of achievement individuals feel, degree of contribution and identity. See Annex 1 Requirement Specifications for further information on Helfo's aims for the employee survey and implementation requirements.

II.1.6. CPV code(s)

79414000 Human resources management 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 contracting authority does not have concrete information on the value.

II.2.2. Information about options

Options: yes

Description of options: 1) Follow-up of the initiative.

Helfo is considering to procure services for following-up the initiative. Tenderers are asked to describe and account for any tools and systems that the tenderer can provide for following-up the initiative. Tenderers are asked to structure their reply on the following:

— how is the system/tool built up?

— what needs are taken care of, for the management and for the entity as a whole?

— is there an option to follow-up the effects of the initiative?

Prices are wanted for hourly rates, as well as any other relevant prices.

2) Further development of material.

Helfo is considering to procure services for the further development of the entity's management hand book.

Helfo has developed its own management hand book as a tool for making it easier for managers to plan work, follow-up results, work with designing initiatives in the unit and create positive effects and increased engagement. The management hand book includes concrete tools for working with the results in separate initiative workshops. We will further develop the material in the coming years and would like to know whether tenderers can offer assistance in this work. Tenderers shall give a short account of their approach to this type of work.

Hourly rates are wanted for assistance with the further development of the management hand book.

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

Duration in months: 024 (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: Requirement: Tenderers shall have wage and work terms that are not worse than those in the current national tariff agreement, or what is otherwise seen as normal for the place and profession in question, c.f. the Public Procurements Act § 7.

Documented by: A signed self-declaration on ethical conditions.

III.2.2. Economic and financial ability

List and brief description of conditions: Requirement: Tenderers shall have the economic and financial capacity to fulfil the assignment/contract, possibly credit worthy without security.

Documentation:

Either:

The last annual accounts, including the annual report of the Board and the auditor's statement.

Or:

A credit evaluation/rating, not older than three months, based on the last known fiscal figures.

The rating shall be carried out by an officially certified credit rating institution.

III.2.3. Technical and professional ability

List and brief description of conditions:

Requirement: Tenderers shall have experience from relevant and comparable assignments.

Documentation:

— Information on the tenderer's most important relevant deliveries in the last 3 years, including the deliveries' value, date and recipient (customer).

— An overview of the tenderer's total manpower that is relevant for this procurement.

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

16/510186

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

17.1.2017 - 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: 17.3.2017

IV.3.8. Conditions for opening of tenders

Persons authorised to be present at the opening of tenders: no

Section VI: Complementary information

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

1.12.2016