

**Norway-Kongsvinger: Cleaning services**

OJ S 239/2015 10/12/2015

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Statistisk Sentralbyrå (Statistics Norway)

Postal address: Oterveien 23

Town: Kongsvinger

Country: Norway

E-mail: [grha@mercell.com](mailto:grha@mercell.com)**Internet address(es):**Electronic access to information: <http://permalink.mercell.com/54785950.aspx>Electronic submission of tenders and requests to participate: <http://permalink.mercell.com/54785950.aspx>**Additional information can be obtained from:**

Official name: Mercell Norge AS

Postal address: Karihaugveien 89

Town: Oslo

Postal code: 1086

Country: Norway

E-mail: [support@mercell.com](mailto:support@mercell.com)Internet address: <http://permalink.mercell.com/54785950.aspx>**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

Official name: Mercell Norge AS

Postal address: Karihaugveien 89

Town: Oslo

Postal code: 1086

Country: Norway

E-mail: [support@mercell.com](mailto:support@mercell.com)Internet address: <http://permalink.mercell.com/54785950.aspx>**Tenders or requests to participate must be submitted:** Official name: Mercell Norge AS

Postal address: Karihaugveien 89

Town: Oslo

Postal code: 1086

Country: Norway

E-mail: [support@mercell.com](mailto:support@mercell.com)Internet address: <http://permalink.mercell.com/54785950.aspx>**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**

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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

Cleaning services in SSB's premises in Kongsvinger — s.nr. 15/1442.

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

Services

Service category No 14: Building-cleaning services and property management services

Main site or place of performance: Kongsvinger, Norway.

NUTS code NO021 Hedmark

#### 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)

We would like to enter into a framework agreement for cleaning services (3 + 1 year) with 1 service provider.

The assignments consist of daily cleaning of a cleaning area of 4 783 m<sup>2</sup> with services and temporary staff services for permanent cleaners. The assignments are further specified and there is a guideline for the frequency of the assignments in the attached documents.

Submitting Tenders:

All tenders must be submitted electronically via the Mercell portal at: [www.mercell.no](http://www.mercell.no) by the tender deadline. Late tenders will be rejected. (The system does not allow tenders to be sent in electronically via Mercell subsequent to the deadline for receipt of tenders).

If you are not a Mercell user or you have any questions related to functionality of the system, e.g. How to submit tenders, please contact Mercell Support on tel. +47 21018860 or by e-mail to: [support@mercell.com](mailto:support@mercell.com)

It is recommended that the tender is delivered well before the deadline expires, for example, at least 1 hour before the tender deadlines expires. In the event that additional information from the Contracting Authority leads to you wanting to revise your tender before the tender deadline expires, you can go in and open the tender, make changes and resubmit right up until the tender deadline expires. The last submitted tender will be considered the tender of record.

The tender requires an electronic signature upon delivery.

During the submission of the tender, you will be asked for an electronic signature to prove that it is the actual tenderer who has sent the tender. You can obtain an electronic signature at:

— [www.commfides.com](http://www.commfides.com)

— [www.buypass.no](http://www.buypass.no) or

— [www.bankid.no](http://www.bankid.no)

Please note that it may take several days for the electronic signature to be delivered to you and as such this process should be initiated as soon as possible.

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

90910000 Cleaning 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**

3 + 1 years.

Estimated value excluding VAT:

Range: between 1 800 000 and 2 500 000 NOK

### **II.2.2. Information about options**

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

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

Start 1.3.2016. Completion 29.2.2020

## **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**

#### **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. K 01 Tax and VAT Certificate — Requirement: Tenderers must have submitted their tax assessments and paid tax, payroll tax and VAT. Documented by: Certificate for tax and VAT.

The certificate shall not be older than 6 months from the deadline for receipt of tenders. Any arrears or other irregularities must be justified. If the tenderer is planning to use sub-providers, tax certificates must be provided for them as well.

2. K 02 Company Registration Certificate — Requirement:

The tenderer must be a legally established company.

Documentation: Company Registration Certificate or equivalent from the tenderer's home country.

3. K 03 HSE Self-declaration — Requirement:

The tenderers shall vouch for the company working systematically to comply with the health,

environment and safety legislation and that they comply with the internal control regulations. The tenderer must also confirm that the company is legally organised in relation to applicable tax and working environment regulations for employees' professional and social rights, and shall accept that the contracting authority has the right to review and verify the company's system for safeguarding health, safety and environment.

Documentation: A signed HSE self-declaration.

4. K 04 Wages and working conditions — Requirement:

The tenderer must comply with the wages and working conditions requirements.

Documentation: A signed Self-Declaration on wages and working conditions.

5. K 05 Certified Cleaning Company — Requirement:

Tenderers shall be certified as a cleaning company and certified by the Norwegian Labour Inspection Authority.

Documented by: Certification from the Norwegian Labour Inspection Authority.

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

List and brief description of conditions: K 06 Financial Requirement:

Tenderers shall have sufficient economic and financial solidity to fulfil the contractual obligations.

Documented by: A credit assessment from a certified credit institution/company. The credit assessment shall not be older than 6 months. The credit assessment shall be a so-called rating and include a credit rating, part judgement and historical rating. The credit score must not be poorer than A (creditworthy) or equivalent if a different form of score is used (assessment of figures). Tenders from service providers with a lower rating 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:

1. K 07 Experience Requirement:

Experience is required from equivalent contracts with good results and competence in NS-INSTA 800.

Documented by: A reference list from relevant contracts in the last 3 years. Fill in the attached reference list.

2. K 08 Environmental Requirement:

Competence is required that ensures a low impact on the environment when performing the service.

Tenderers shall have:

— A plan for training personnel in HSE, including handling waste, cleaning methods, use of cleaning agents and equipment;

— Written work instructions.

Documented by: An account of existing routines that document that the requirement is fulfilled. If routines are described in the organisation's quality or environmental management system in accordance with ISO 14001, EMAS or other third party verified systems, it is sufficient to submit a copy of the certificate. Any licence for the 'Svanemerket' for cleaning services or other equivalent schemes can be enclosed.

### **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**

An electronic auction will be used: no

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

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

15/1442

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

no

#### **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: 22.1.2016 - 12:00  
Payable documents: no

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

22.1.2016 - 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 and Swedish.

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

until: 22.4.2016

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

Date: 22.1.2016 - 12:00

Place:

Kongsvinger, Norway.

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**

5.12.2015