

**Norway-Leikanger: Administrative services for business operations**

OJ S 243/2016 16/12/2016

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Sogn og Fjordane fylkeskommune [Sogn og Fjordane County]

National registration number: 941388841

Postal address: Askedalen 2

Town: Leikanger

Postal code: 6863

Country: Norway

For the attention of: Katrine Wilson

E-mail: [katrine.wilson@sfj.no](mailto:katrine.wilson@sfj.no)

Telephone: +47 57656100

Fax: +47 57656101

**Internet address(es):**Address of the buyer profile: <https://kgv.doffin.no/ctm/Supplier/CompanyInformation/Index/2653>Electronic access to information: <https://kgv.doffin.no/ctm/Supplier/Documents/Folder/150096>**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****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: Aurland kommune [municipality]

Official name: Balestrand kommune [municipality]

Official name: Høyanger kommune [municipality]

Official name: Luster kommune [municipality]

Official name: Leikanger kommune [municipality]

Official name: Lærdal kommune [municipality]

Official name: Sogndal kommune [municipality]

Official name: Vik kommune [municipality]

Official name: Årdal kommune [municipality]

**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**

Tender 2016 — Procurement of the secretariat function for the supervisory board in Sogn.

### **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: Leikanger.

NUTS code NO052 Sogn og Fjordane

### **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)**

The aim of the notice is to enter into a contract for the secretariat function for the supervisory board in the mentioned municipalities. According to the Municipality Act § 77, the municipal council shall provide secretariat assistance for the supervisory board.

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

75112000 Administrative services for business operations, 79500000 Office-support 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**

Assignments:

— Be a secretary for the supervisory board with responsibility for year and meeting planning, meeting books, archive, annual reports and budget.

— Prepare cases for processing in the supervisory board. For cases that are built on reports etc. from the auditor, the secretariat shall only assess whether the assignments were carried out in accordance with the order.

— Prepare plans for performance audits and company control.

— Prepare framework agreements for performance audits and undertake the ordering function for performance audits, company control and general analyses.

— Undertake the ordering function for financial audits.

a. for Aurland and Lærdal municipalities, in accordance with the relevant contract.

b. for the other municipalities in accordance with the company agreement with Sogn og Fjordane revisjon IKS.

Meetings:

The tender includes 5 meetings per annum in each board, the meetings will last for 2-3 hours.

The tender shall include all preparation and supplementary work for these meetings. The

tender also includes participation in one joint meeting per annum for all the supervisory boards.

Estimated value excluding VAT: 7 800 000 NOK

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

Options: yes

Description of options: Option (not included in the fixed price, but priced as an additional service): Prepare a framework agreement for financial audits for Aurland and Lærdal municipalities.

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

This contract is subject to renewal: yes

Number of possible renewals: 2

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

in months: 48 (from the award of the contract)

### **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**

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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: The tenderer shall have orderly conditions in relation to tax and VAT payments. Tax certificates not older than 6 months calculated from the tender deadline. Tax certificate means:

For Norwegian tenderers:

The certificate can be obtained from Altinn.no

Foreign tenderers:

Foreign tenderers shall present equivalent certificates from their country that show that their tax and duty payments are in order.

Tenderers are required to have a legally established company.

— Company Registration Certificate:

Norwegian companies:

Company registration certificate from the Brønnøysund Register Centre (not older than 6 months).

Foreign companies:

Proof that the company is registered in a trade index or business register as prescribed in the legislation of the country in which the tenderer is established.

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

List and brief description of conditions: Tenderers shall have the economic capacity to fulfil the contract.

The contracting authority will assess tenderers' qualification on the background of the accounting figures and key figures in Proff Forvalt (log-in site).

All companies that have submitted their accounts to the Brønnøysund Register Centre will be registered in Proff Forvalt. Tenderers are asked to check whether such information is available in Proff Forvalt

([www.forvalt.no](http://www.forvalt.no)).

Tenderers who have not submitted their accounts to the Brønnøysund Register Centre and are thus not registered in Proff Forvalt, or who do not fulfil the character requirements, can prove their economic and financial capacity with bank/parent company guarantees, relevant liability insurance and/or extracts from the annual accounts.

The contracting authority will deem bank/parent company guarantees or relevant liability insurance as suitable if there is documentation that the contracting authority's financial risk will be covered if the tenderer does not have the financial capacity to fulfil the contract. The contracting authority's financial risk is financial loss resulting from the contract not being fulfilled.

If a company has not submitted its accounts to the Brønnøysund Register Centre:

Enclose the accounts, the annual report and the key figures for the last 2 years.

We would like to remind you about the Public Procurement Regulations § 17-8 (2) on relying on other companies' capacity.

If a tenderer, due to valid reasons, cannot submit the requested documentation, the tenderer can prove his economic and financial position with other documentation. The tenderer carries the risk for the document being suitable as documentation of sufficient economic and financial capacity.

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

List and brief description of conditions:

Tenderers must have experience from equivalent contracts. An overview of comparable reference assignments that the tenderer has fulfilled in the last 3 years. Information shall be provided on:

- The customer's name;
- Value per annum;
- Brief description of the contents;
- Date;
- Contact person reference (name, telephone number and email address);
- Whether parts of the assignment will be carried out by sub-suppliers.

The contact persons will only be contacted if necessary. Use annex 2 — References. The form can be extended so that sufficient information on the reference assignments can be added.

If a tenderer will use other suppliers to fulfil the requirement, the documentation requirement also applies to these suppliers.

A list shall be enclosed here of the tenderer's total deliveries. An assessment will only be made of the amount and relevance of the experience in this criterium and not a third-party's view/assessment of the deliveries.

### **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 Criteria below

1. Price. Weighting 50
2. Quality of the system for the work. Weighting 50

#### **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**

16/9489

#### **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**

30.1.2017 - 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**

Duration in months: 003 (from the date stated for receipt of tender)

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

Date: 31.1.2017 - 0:00

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**

13.12.2016