

Norway-Oslo: IT services: consulting, software development, Internet and support

OJ S 244/2016 17/12/2016

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Arbeids- og velferdsdirektoratet, Økonomi- og styringsavdelingen, Anskaffelsesseksjonen (The Norwegian Labour and Welfare Administration, Economy and Management Division, The Procurement Section)

National registration number: 889640782

Postal address: Postboks 5, St Olavs plass

Town: Oslo

Postal code: 0130

Country: Norway

For the attention of: Sølvi Kristiansen

E-mail: nav.anskaffelser.ikt@nav.no

Telephone: +47 21071000

Fax: +47 21071010

Internet address(es):

Address of the buyer profile: <https://kgv.doffin.no/ctm/Supplier/CompanyInformation/Index/1002>

Electronic access to information: <https://kgv.doffin.no/ctm/Supplier/Documents/Folder/150287>

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

Ministry or any other national or federal authority, including their regional or local subdivisions

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

Procurement of services for printing and scanning registration cards.

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

Services

Service category No 7: Computer and related services

Main site or place of performance: OSLO.
NUTS code NO Norge

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 tenderer shall establish a system that in a general way covers the Contracting Authority's aims and requirements for the services, both as regards the establishment and provision of the printing and scanning service.

The registration card is a money order voucher and the information form the basis for money orders and the payment of benefits in arrears.

The printing and scanning service consists of the physical handling of the registration card, i.e. printing the cards on paper, dispatching the cards, receiving sent cards with the subsequent scanning with machine and possibly manual interpretation. An electronic version of the cards is available after scanning.

The tenderer shall print and send out registration cards based on data from the Contracting Authority.

The following is included in the printing and dispatching of registration cards:

- Receiving and checking the data basis for the paper based registration cards.
- Storing the data basis for checks upon reception (scanning) and possibly a new dispatch in the event of deviations.
- Printing the actual registration cards.
- Putting the registration cards into envelopes with reply envelopes.
- Dispatching the registration cards.
- Procuring dispatching material and stock.
- Reporting.

The tenderer shall receive and scan registration cards that have been sent in. The following is included in the receipt and scanning of registration cards:

- Receiving completed registration cards.
- Opening envelopes with registration cards (can also include vouchers).
- Machine scanning the registration cards.
- Visual interpretation of unclear characters.
- Transferring the registration card data and images to the Contracting Authority.
- Storing the registration card images and data for any re-sending.
- Storing the paper registration cards.
- Reporting.

In addition we shall have an option for sending out information letters.

Norwegian is to be used in both written and oral communication with the service provider.

Likewise, all written documentation shall be presented in Norwegian. As a starting point, the services shall be carried out in the service provider's premises.

The paper registration cards and the information letters shall be delivered to NAV' supplier for freight/postal delivery in accordance with the Contracting Authority's current freight/postal delivery contract in Norway. The tenderer shall receive post in accordance with the Contracting Authority's postal delivery contract.

II.1.6. CPV code(s)

72000000 IT services: consulting, software development, Internet and support, 79999100 Scanning 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 extent of the contract is somewhat uncertain as NAV is focussing on digitalising its services. Paper registration cards are planned to be phased out at the latest 1.1.2020. The extent will, thus, be highest at the beginning of the contract period and it is expected to then be considerably reduced.

Estimated value excluding VAT:

Range: between 3 360 000 and 3 840 000 NOK

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: 2

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

in months: 24 (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

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: Qualification Requirement:

Norwegian tenderers must have their tax and VAT payments in order.

Documentation requirement:

— Norwegian tenderers: Tax and VAT certificate from the tax authorities, not older than 6

months calculated from the tender deadline expiry.

Qualification Requirement:

The tenderer is required to be a legally established company.

Documentation requirement:

— Norwegian tenderers: Company registration certificate from the Brønnøysund Register Centre.

— Foreign tenderers: Certificate for registration in the company 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: Qualification Requirement:

The tenderer is required to have good financial solidity.

Documentation requirement:

— The Contracting Authority will obtain a credit rating carried out by Experian; see www.Experian.no

III.2.3. Technical and professional ability

List and brief description of conditions:

Qualification Requirement:

Good implementation ability is required.

Documentation requirement:

— Description of the service provider's technical capacity and professional qualifications.

— A description is requested regarding the capacity of the relevant entities at the tenderer.

— With regard to qualifications, a short overview of the general relevant expertise at the service provider's disposal, is requested. The personnel proposed to the assignment shall not be specified, and CVs not submitted.

— An overview of the tenderer's average, general workforce and the number of employees in the administrative management during the last 3 years.

Qualification Requirement:

Significant experience from similar deliveries is required.

Documentation requirement:

— The tenderer's most important deliveries over the last three years, including a description of the assignment, their value, date and recipients.

Qualification Requirement:

A good, efficient quality assurance system is required.

Documentation requirement:

— Certificate issued by a certification body, which confirms compliance with the quality assurance standard, or equivalent.

— A description of quality assurance methods.

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

16-4105

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

6.2.2017 - 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: 6.5.2017

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

15.12.2016