

Denmark-Aalborg: Stationery

OJ S 250/2015 26/12/2015

Contract notice

Supplies

Directive 2004/18/EC

Section I: Contracting authority

---

**I.1. Name and addresses**

Official name: Aalborg Kommune, Miljø- og Energiforvaltning

Postal address: Hjulmagervej 24

Town: Aalborg

Postal code: 9000

Country: Denmark

For the attention of: Connie Havmose

E-mail: [udbud@aalborg.dk](mailto:udbud@aalborg.dk)

Telephone: +45 99314568

**Internet address(es):**

General address of the contracting authority: <http://aalborgkommune.dk>

**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**

Regional or local 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: Brønderslev Kommune

Postal address: Ny Rådhus Plads 1

Town: Brønderslev

Postal code: 9700

Country: Denmark

Official name: Jammerbugt Kommune

Postal address: Toftevej 43

Town: Aabybro

Postal code: 9440

Country: Denmark

Official name: Læsø Kommune

Postal address: Doktorvejen 2

Town: Læsø

Postal code: 9940

Country: Denmark

## Section II: Object of the contract

---

### II.1. Description

#### II.1.1. Title attributed to the contract by the contracting authority

Rammeaftale vedrørende levering af Kontorartikler, Skoleartikler og Kopipapir.

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

Supplies

Purchase

NUTS code DK050 Nordjylland

#### 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: 2

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

Aftale på levering af Kontorartikler, Skoleartikler og Kopipapir til Aalborg, Brønderslev, Jammerbugt og Læsø Kommuner. Ordregiver ønsker at indgå rammeaftale med én leverandør, som tildeles til den Tilbudsgiver, der har afgivet »det økonomisk mest fordelagtige tilbud«.

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

30192700 Stationery, 22830000 Exercise books, 22800000 Paper or paperboard registers, account books, binders, forms and other articles of printed stationery, 22832000 Exercise papers, 30197200 Ring binders and paper clips, 30197220 Paper clips, 30197300 Letter openers, staplers and hole punches, 30191100 Filing equipment, 30191120 Magazine racks, 30191130 Clipboards, 30192000 Office supplies, 30192100 Erasers, 30192110 Ink products, 30192111 Ink pads, 30192121 Ballpoint pens, 30192123 Fibre pens, 30192124 Felt-tipped pens, 30192125 Markers, 30192130 Pencils, 30192131 Propelling or sliding pencils, 30192132 Pencil lead refills, 30192133 Pencil sharpeners, 30192150 Date stamps, 30192152 Numbering stamps, 30192153 Phrase stamps, 30192154 Replacement stamp pads, 30192160 Correctors, 30192170 Notice boards, 30192200 Measuring tapes, 30192300 Ink ribbons, 30192330 Calculator ribbons and drums, 30192500 Overhead transparencies, 30192800 Self-adhesive labels, 30192900 Correction media, 30192910 Correction film or tape, 30192920 Correction fluid, 30192930 Correction pens, 30193000 Organisers and accessories, 30193200 Desktop trays or organisers, 30193300 Hanging organisers, 30193400 Book ends, 30193500 Literature rack, 30193600 Support for diaries or calendars, 30193700 File storage box, 30193800 Message holders, 30193900 Copy holders, 30194600 Protractors, 30194800 T-squares and triangles, 30194900 Work surface protection covers, 30195000 Boards, 30195500 Chalk boards or accessories, 30195600 Bulletin boards or accessories, 30195700 Board cleaning kits or accessories, 30195910 Whiteboards, 30195911 Whiteboard accessories, 30195920 Magnetic boards, 30195921 Erasers for magnetic boards, 30196200 Appointment books or refills, 30197000 Small office equipment, 30197100 Staples, tacks, drawing pins, 30197210 Ring binders, 30197221 Paperclip holder, 30197320 Staplers, 30197330 Hole punches, 30197321 Staple removers, 30197600 Processed paper and paperboard, 30197620 Writing paper, 30197621 Flipchart pad, 30197643 Photocopier paper, 30199000 Paper stationery and other items, 30199230 Envelopes, 30199320 Embossed or perforated writing

paper, 30199330 Continuous paper for computer printers, 30199410 Self-adhesive paper, 30199500 Box files, letter trays, storage boxes and similar articles, 30199600 Dividers for stationery, 30199730 Business cards, 30199780 Blotting pads, 30199792 Calendars, 30199791 Wall planners, 22816100 Note pads, 22816000 Pads, 42994220 Lamination accessories, 22840000 Albums for samples, 30176000 Tape embosser, 44424200 Adhesive tape, 44423450 Nameplates, 30199760 Labels, 30145100 Calculator rolls, 39292400 Writing instruments, 18938000 Padded bags, 31440000 Batteries, 31158100 Battery chargers, 31411000 Alkaline batteries, 39241000 Knives and scissors, 24910000 Glues, 30132100 Mail-sorting equipment, 22851000 Binders, 30192127 Pen holders

#### **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**

#### **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: 12 (from the award of the contract)

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

Duration in months: 24 (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**

E-fakturering:

Betalingsfristen er 30 dage netto efter modtagelsen af fyldestgørende faktura og under forudsætning af, at

leverandøren på faktureringsstidspunktet har udført alt hvad leverandøren i henhold til det aftalte skal have

leveret eller udført. Såfremt fakturaen er mangelfuld, rykkes betalingsfristen tilsvarende.

#### **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: Oplysninger om Tilbudsgivers identitet (herunder CVR) samt anført kontaktpersoner for den kontraktansvarlige og konsulent/den daglige kontakt, med telefonnr. og mail-adresse jf. bilag 4.

Udfyldt og underskrevet tro og love erklæring om i hvilket omfang Tilbudsgiver har ubetalt, forfalden gæld til det offentlige (jf. Finansministeriets lovbekendtgørelse nr. 336 af 13. maj 1997) og om opfyldelse af Udbudsdirektivets artikel 45. Fortrykt formular er vedlagt som Bilag 2.

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

List and brief description of conditions: Kopi af Tilbudsgivers relevante gyldige erhvervs- og produktansvarsforsikring med en dækningssum på minimum DKK. 5 millioner.

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

List and brief description of conditions:

I muligt omfang dvs. afhængigt af hvornår Tilbudsgiver blev etableret eller startede sin virksomhed, referenceliste over de 3 betydeligste sammenlignelige leverancer der er udført af Tilbudsgiver i løbet af de sidste tre år, med beskrivelse af leverancerne og angivelse af kontaktperson for den pågældende kunde med telefonnummer og/eller mail-adresse. Ved sammenlignelig leverance forstås aftaler/leveringer indeholdende tilsvarende produktgrupper og omsætningsniveau.

##### **III.2.4. Information about reserved contracts**

#### **III.3. Conditions specific to services contracts**

##### **III.3.1. Information about a particular profession**

##### **III.3.2. Information about staff responsible for the performance of the contract**

### **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**

2015-020394

#### **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**

18.2.2016 - 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**

Danish.

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

Duration in months: 6 (from the date stated for receipt of tender)

#### **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**

Udbudsmaterialet kan rekvireres ved henvendelse til den i punkt I.1 anførte mailadresse. Ved anmodning om udbudsmaterialet, bedes virksomhedens CVR-nummer oplyst.

#### **VI.4. Procedures for review**

##### **VI.4.1. Review body**

Official name: Klagenævnet for Udbud

Postal address: Langelinie Allé 17

Town: København Ø

Postal code: 2100

Country: Denmark

E-mail: [klfu@erst.dk](mailto:klfu@erst.dk)

Telephone: +45 35291000

Internet address: <http://klfu.dk>

#### **VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: Håndhævelsesloven (lov nr. 492 af 12.5.2010) med efterfølgende ændringer jf. lov nr. 511 af 27.05.2013

fastsætter følgende klagefrister for EU-udbud, som ordregiver henholder sig til:

(1) Klage over ikke at være blevet prækvalificeret skal være indgivet til Klagenævnet for Udbud inden 20

kalenderdage regnet fra dagen efter den dag, hvor ordregiveren har afsendt en underretning til de berørte

ansøgere om, hvem der er blevet prækvalificeret, jf. Håndhævelseslovens § 2, stk. 1, nr. 1 hvis underretningen

har angivet en kort redegørelse for de relevante grunde for beslutningen, jf. beslutningens § 7, stk. 1.

(2) Klager over andet end ordregiverens prækvalifikationsbeslutninger under nr. (1) skal være angivet til

DA Standardformular 02 — Udbudsbekendtgørelse 12 / 19

Klagenævnet for Udbud inden:

(2.1) 45 dage efter at ordregiveren har offentliggjort en bekendtgørelse i EU-Tidende om, at ordregiveren har

indgået en kontrakt, hvor fristen regnes fra dagen efter den dag, hvor bekendtgørelsen er blevet offentliggjort.

(2.2) 30 kalenderdage regnet fra dagen efter den dag, hvor ordregiveren har underrettet de berørte tilbudsgivere

om, at en kontrakt baseret på en rammeaftale med genåbning af konkurrencen eller et dynamisk indkøbssystem

er indgået, hvis underretningen har angivet en kort redegørelse for de relevante grunde for beslutningen.

(2.3) 6 måneder efter at ordregiveren har indgået rammeaftale regnet fra dagen efter den dag, hvor

ordregiveren har underrettet de berørte ansøgere og tilbudsgivere, jf. Håndhævelseslovens § 2, stk. 2.

#### **VI.4.3. Service from which information about the review procedure may be obtained**

Official name: Konkurrence- og Forbrugerstyrelsen

Postal address: Carl Jacobsens Vej 35

Town: Valby

Postal code: 2500

Country: Denmark

E-mail: [kfst@kfst.dk](mailto:kfst@kfst.dk)

Telephone: +45 41715100

Internet address: <http://kfst.dk>

#### **VI.5. Date of dispatch of this notice**

23.12.2015