

Finland-Helsinki: Business services: law, marketing, consulting, recruitment, printing and security

OJ S 250/2015 26/12/2015

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Finpro ry

Postal address: Porkkalankatu 1

Town: Helsinki

Postal code: FI-00181

Country: Finland

E-mail: tendering@finpro.fi

Internet address(es):

General address of the contracting authority: www.finpro.fi

Additional information can be obtained from:

the abovementioned address

Tenders or requests to participate must be submitted: Official name: Finpro ry

E-mail: tendering@finpro.fi

I.2. Type of the contracting authority

Other: registered association

I.3. Main activity

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

Finpro country representatives to territories.

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

Services

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

NUTS code FIZ Extra-Regio NUTS 1

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

Duration of the framework agreement

Duration in years: 2

II.1.5.

Short description of the contract or purchase(s)

Due to limited resources, Finpro does not have its own Trade Center in all important countries /markets or has limited competence in some industries. Finpro covers those countries/markets /industries with Country Representation arrangements. That is why Finpro wishes to select trustworthy and competent service providers to represent and cooperate with Finpro. The purpose of such country representation agreements is especially to provide support to Finpro's Growth Programs, opportunity work, local Team Finland cooperation, and business delegations.

The services are to be provided for one or more of the following nineteen (19) territories: 1. Australia and New Zealand; 2. Singapore; 3. Malaysia and Cambodia; 4. Thailand, Myanmar and Laos; 5. Maharashtra, Gujarat and Madhya Pradesh; 6. Tamil Nadu, Andhra Pradesh, Telangana, Karnataka, Kerala and Sri Lanka; 7. Ukraine and Caucasus; 8. Serbia, Bosnia and Herzegovina, Montenegro and Macedonia; 9. Hungary and Croatia; 10. Czech Republic; 11. Lithuania and Belarus; 12. Latvia; 13. Italy and Malta; 14. France; 15. Belgium and Luxemburg; 16. Holland; 17. Texas, Oklahoma, Arkansas, Louisiana; 18. Bulgaria; and 19. Norway.

Finpro will sign a Frame Agreement with selected tenderer. Based on the Frame Agreement, Finpro may purchase services from the selected Country Representative with fixed daily price. For the purpose of clarity, there will not be a fixed retainer that is paid automatically to the Country Representatives. Neither Finpro does not commit itself to any minimum purchase obligations.

Finpro may ask Country Representatives to carry out feasibility studies, identify business opportunities in selected sectors (and countries), describe corresponding Value Chains and build up contact networks to experts, authorities, decision makers, consultants and other service providers etc.

II.1.6. CPV code(s)

79000000 Business services: law, marketing, consulting, recruitment, printing and security

II.1.7. Information about the Government Procurement Agreement (GPA)

II.1.8. Lots

This contract is divided into lots: yes

Tenders may be submitted for one or more lots

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 services are to be provided for one or more of the following nineteen (19) territories: 1. Australia and New Zealand; 2. Singapore; 3. Malaysia and Cambodia; 4. Thailand, Myanmar and Laos; 5. Maharashtra, Gujarat and Madhya Pradesh; 6. Tamil Nadu, Andhra Pradesh, Telangana, Karnataka, Kerala and Sri Lanka; 7. Ukraine and Caucasus; 8. Serbia, Bosnia and Herzegovina, Montenegro and Macedonia; 9. Hungary and Croatia; 10. Czech Republic; 11. Lithuania and Belarus; 12. Latvia; 13. Italy and Malta; 14. France; 15. Belgium and Luxemburg; 16. Holland; 17. Texas, Oklahoma, Arkansas, Louisiana; 18. Bulgaria; and 19. Norway.

The tenderer may offer services for one or more of above defined territories. In other respect partial tenders are not allowed.

The contract will enter into force latest on 1.4.2016 (estimated target date) and expires in

31.3.2017 (estimated target date). After the fixed period Finpro reserves the right to extend the contract twice, one year at the time.

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

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

Information about lots

Lot No: 1

Lot title: Australia and New Zealand

1) Short description

2) CPV code(s)

79000000 Business services: law, marketing, consulting, recruitment, printing and security

3) Quantity or scope

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 2

Lot title: Singapore

1) Short description

2) CPV code(s)

79000000 Business services: law, marketing, consulting, recruitment, printing and security

3) Quantity or scope

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 3

Lot title: Malaysia and Cambodia

1) Short description

2) CPV code(s)

79000000 Business services: law, marketing, consulting, recruitment, printing and security

3) Quantity or scope

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 4

Lot title: Thailand, Myanmar and Laos

1) Short description

2) CPV code(s)

79000000 Business services: law, marketing, consulting, recruitment, printing and security

- 3) Quantity or scope**
- 4) Indication about different time frame or duration**
- 5) Additional information about lots**

Lot No: 5

Lot title: Maharashtra, Gujarat and Madhya Pradesh

- 1) Short description**
- 2) CPV code(s)**
79000000 Business services: law, marketing, consulting, recruitment, printing and security
- 3) Quantity or scope**
- 4) Indication about different time frame or duration**
- 5) Additional information about lots**

Lot No: 6

Lot title: Tamil Nadu, Andhra Pradesh, Telangana, Karnataka, Kerala and Sri Lanka

- 1) Short description**
- 2) CPV code(s)**
79000000 Business services: law, marketing, consulting, recruitment, printing and security
- 3) Quantity or scope**
- 4) Indication about different time frame or duration**
- 5) Additional information about lots**

Lot No: 7

Lot title: Ukraine and Caucasus

- 1) Short description**
- 2) CPV code(s)**
79000000 Business services: law, marketing, consulting, recruitment, printing and security
- 3) Quantity or scope**
- 4) Indication about different time frame or duration**
- 5) Additional information about lots**

Lot No: 8

Lot title: Serbia, Bosnia and Herzegovina, Montenegro and Macedonia

- 1) Short description**
- 2) CPV code(s)**
79000000 Business services: law, marketing, consulting, recruitment, printing and security
- 3) Quantity or scope**
- 4) Indication about different time frame or duration**
- 5) Additional information about lots**

Lot No: 9

Lot title: Hungary and Croatia

1) Short description

2) CPV code(s)

79000000 Business services: law, marketing, consulting, recruitment, printing and security

3) Quantity or scope

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 10

Lot title: Czech Republic

1) Short description

2) CPV code(s)

79000000 Business services: law, marketing, consulting, recruitment, printing and security

3) Quantity or scope

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 11

Lot title: Lithuania and Belarus

1) Short description

2) CPV code(s)

79000000 Business services: law, marketing, consulting, recruitment, printing and security

3) Quantity or scope

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 12

Lot title: Latvia

1) Short description

2) CPV code(s)

79000000 Business services: law, marketing, consulting, recruitment, printing and security

3) Quantity or scope

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 13

Lot title: Italy and Malta

1) Short description

2) CPV code(s)

79000000 Business services: law, marketing, consulting, recruitment, printing and security

- 3) Quantity or scope**
- 4) Indication about different time frame or duration**
- 5) Additional information about lots**

Lot No: 14

Lot title: France

- 1) Short description**
- 2) CPV code(s)**
79000000 Business services: law, marketing, consulting, recruitment, printing and security
- 3) Quantity or scope**
- 4) Indication about different time frame or duration**
- 5) Additional information about lots**

Lot No: 15

Lot title: Belgium and Luxemburg

- 1) Short description**
- 2) CPV code(s)**
79000000 Business services: law, marketing, consulting, recruitment, printing and security
- 3) Quantity or scope**
- 4) Indication about different time frame or duration**
- 5) Additional information about lots**

Lot No: 16

Lot title: Holland

- 1) Short description**
- 2) CPV code(s)**
79000000 Business services: law, marketing, consulting, recruitment, printing and security
- 3) Quantity or scope**
- 4) Indication about different time frame or duration**
- 5) Additional information about lots**

Lot No: 17

Lot title: Texas, Oklahoma, Arkansas, Louisiana

- 1) Short description**
- 2) CPV code(s)**
79000000 Business services: law, marketing, consulting, recruitment, printing and security
- 3) Quantity or scope**
- 4) Indication about different time frame or duration**
- 5) Additional information about lots**

Lot No: 18

Lot title: Bulgaria

1) Short description

2) CPV code(s)

79000000 Business services: law, marketing, consulting, recruitment, printing and security

3) Quantity or scope

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 19

Lot title: Norway

1) Short description

2) CPV code(s)

79000000 Business services: law, marketing, consulting, recruitment, printing and security

3) Quantity or scope

4) Indication about different time frame or duration

5) Additional information about lots

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

The tenderer must be an organisation duly registered in authorities as required by the applicable laws. The tenderer must have fulfilled its legal duties concerning taxes, payments of social security and other similar official fees and duties in the country of the tenderer's location. The tenderer shall sign and attach to the tender the affirmation as specified in appendix 1 to this invitation to tender.

Finpro reserves the right at any time to separately request the tenderer to provide evidence of entry in a trade register or equivalent, or evidence related to other items confirmed in the affirmation. Prior to signing the contract the elected supplier shall provide Finpro with certificates that evidence the registrations and payments confirmed in the affirmation. The certificates may not be older than two months.

The tenderer must have adequate economic and financial standing in order to be able to accomplish the duties of the contract.

Finpro may utilize available credit information sources in Finland and/or abroad in order to evaluate the tenderer's economic and financial standing.

At the request of Finpro the tenderer shall provide Finpro with the financial statements of the two latest accounting periods, or if for the valid reason the tenderer is unable to provide the statements requested herein, it shall provide other reliable documents concerning the economic and financial standing of the tendering company. In addition, at the request of Finpro the tenderer shall provide Finpro with the statement from bank or credit institution.

III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them

All prices should be indicated and payments will be made in Euros. The prices are fixed for the entire contract period.

Compensations of all costs should be included into the prices of the services. Finpro will not separately compensate travel costs, daily allowances, delivery fees or other costs if not separately agreed. Finpro does not accept invoicing or other administrative fees.

Finpro's terms of payment is 21 days from the receipt of invoice. Interest for late payment may be charged only in accordance with the Finnish Interest Act (633/1982 as amended).

Finpro primarily assumes that the supplier is capable of sending e-invoices. Finpro's invoicing details for e-invoicing are:

Finpro ry, Business ID:0202317-7

EDI address: 0037 0202 3177

Operator:Basware Oyj

Operator ID:BAWCFI22

Otherwise the invoice are sent to mailroom@finpro.fi by e-mail with the information required by Finpro guidelines.

All payments are to be made after the accepted delivery of the services, or if separately agreed between the parties, after the accepted partial delivery. The supplier shall specify the services in the invoice as requested by Finpro.

VAT information:

Finpro is registered for VAT. Indicate in the tender whether EU regulation and reverse VAT will be applied. Reverse VAT means that the supplier will not charge VAT when invoicing Finpro, but Finpro will pay Finnish VAT (24 %) directly to the Finnish authorities. If the reverse VAT charge is not applied, please provide clearly the foreign VAT percentage that will be charged on top of the price without VAT. If foreign VAT is charged, it will be included into prices that are taken into account in price comparison.

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

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 must be an organisation duly registered in authorities as required by the applicable laws. The tenderer must have fulfilled its legal duties concerning taxes, payments of social security and other similar official fees and duties in the country of the tenderer's location. The tenderer shall sign and attach to the tender the affirmation as specified in appendix 1 to this invitation to tender.

Finpro reserves the right at any time to separately request the tenderer to provide evidence of entry in a trade register or equivalent, or evidence related to other items confirmed in the affirmation. Prior to signing the contract the elected supplier shall provide Finpro with certificates that evidence the registrations and payments confirmed in the affirmation. The certificates may not be older than two months.

III.2.2. Economic and financial ability

List and brief description of conditions: The tenderer must have adequate economic and financial standing in order to be able to accomplish the duties of the contract.

Finpro may utilize available credit information sources in Finland and/or abroad in order to evaluate the tenderer's economic and financial standing.

At the request of Finpro the tenderer shall provide Finpro with the financial statements of the

two latest accounting periods, or if for the valid reason the tenderer is unable to provide the statements requested herein, it shall provide other reliable documents concerning the economic and financial standing of the tendering company. In addition, at the request of Finpro the tenderer shall provide Finpro with the statement from bank or credit institution.

III.2.3. Technical and professional ability

List and brief description of conditions:

The tenderer shall have experience and professional skills that are adequate to provide the services in compliance with Finpro's quality and quantity requirements.

The minimum requirements for the named person are:

— There must be one (1) named person in the tender to accomplish Finpro's assignments and dedicated for Finpro.

— The dedicated person should agree to be interviewed.

— The dedicated person should agree that his/her customers are contacted for an interview.

— Required minimum language skills are:

— 1. Australia and New Zealand; excellent English.

— 2. Singapore; excellent English.

— 3. Malaysia and Cambodia; excellent English.

— 4. Thailand, Myanmar and Laos; excellent English, fairly good Thai.

— 5. Maharashtra, Gujarat and Madhya Pradesh; excellent English.

— 6. Tamil Nadu, Andhra Pradesh, Telangana, Karnataka, Kerala and Sri Lanka; excellent English.

— 7. Ukraine and Caucasus; excellent English, good Ukraine.

— 8. Serbia, Bosnia and Herzegovina, Montenegro and Macedonia; excellent English, good Serbian or Serbo-Croatian.

— 9. Hungary and Croatia; excellent English, good Hungarian.

— 10. Czech Republic; excellent English.

— 11. Lithuania and Belarus; excellent English, good Lithuanian and Russian.

— 12. Latvia; excellent English, good Latvian and Russian.

— 13. Italy and Malta; excellent English, good Italian.

— 14. France; excellent English, good French.

— 15. Belgium and Luxemburg; excellent English, good Flemish and French.

— 16. Holland; excellent English, good Dutch.

— 17. Texas, Oklahoma, Arkansas, Louisiana; excellent English.

— 18. Bulgaria; excellent English, good Bulgarian.

— 19. Norway; excellent English, good Norwegian.

— University or bachelor level education required.

— Permanent residence in the country or state that is mentioned first in the above list, (e.g. in case of the territory consisting of Australia and New Zealand, permanent residence in Australia) of the named person required, minimum for the last three (3) years.

— Experience in establishing international operations, as a consultant or as business manager (of the named person) in the country in question, minimum for the last three (3) years.

The minimum requirements for the Tenderer are:

— Maximum daily price for services must be maximum the one indicated in invitation to tender.

— Maximum turnover of the Tenderer is 1 million EUR (The revenue from Finpro should represent a significant part of the tenderer's turnover for Finpro to be an important partner to the tenderer).

— The Tenderer should have a registered company in Myanmar if tendering for offering services in the territory consisting of Thailand, Myanmar and Laos.

For the proof of technical capacity and professional ability the tenderer should enclose to the

tender the following attachments. The tenderer shall sign and attach to the tender the information as specified in appendix 2 of this invitation to tender and the two-page Curriculum Vitae of the named person.

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

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

IV.3. Administrative information

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

IV.3.2. Previous publication concerning this procedure

no

IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document

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

8.2.2016 - 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

English.

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

until: 30.4.2016

IV.3.8. Conditions for opening of tenders

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

Tenderers' information requests, if any, shall be delivered by 15.1.2016, 12:00 (Finnish local time) by e-mail to the following e-mail address: tendering@finpro.fi The information requests should be in English.

Information requests should include proper contact information and the subject field of the e-mail message should include the following reference: Questions — Country Representative bidding.

Finpro will provide answers at the same time to all tenderers who delivered proper contact details to the above mentioned e-mail address. In order to ensure equal treatment of tenderers in the procedure Finpro will not reply to any information requests by phone.

VI.4. Procedures for review

VI.4.1. Review body

Official name: Markkinaoikeus

Postal address: Radanrakentajantie 5

Town: Helsinki

Postal code: FI-00520

Country: Finland

E-mail: markkinaoikeus@oikeus.fi

Telephone: +358 295643300

Fax: +358 295643314

Internet address: <http://www.oikeus.fi/markkinaoikeus>

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

23.12.2015