

Norway-Oslo: Accounting and auditing services

OJ S 167/2022 31/08/2022

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: Simula Research Laboratory as

National registration number: 984648855

Postal address: Kristian Augusts gate 23

Town: Oslo

NUTS code: NO Norge

Postal code: 0164

Country: Norway

Contact person: Monica Eriksen

E-mail: monica@simula.no

Telephone: +47 98688707

Fax: +47 67828201

Internet address(es):

Main address: <https://permalink.mercell.com/181538322.aspx>

I.3. Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://permalink.mercell.com/181538322.aspx>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://permalink.mercell.com/181538322.aspx>

I.4. Type of the contracting authority

Other type: Limited company owned by the government

I.5. Main activity

Other activity: Research and teaching.

Section II: Object

II.1. Scope of the procurement

II.1.1. Title

Payroll and accounting services with Unit 4 ERP.

II.1.2. Main CPV code

79210000 Accounting and auditing services

II.1.3. Type of contract

Services

II.1.4. Short description

Simula Research Laboratory would like payroll and accounting services using Unit 4 ERP.

II.1.5. Estimated total value

II.1.6. Information about lots

This contract is divided into lots: no

II.2. Description

II.2.2. Additional CPV code(s)

79211000 Accounting services, 79211110 Payroll management services, 79211200 Compilation of financial statements services, 79631000 Personnel and payroll services

II.2.3. Place of performance

NUTS code: NO081 Oslo

Main site or place of performance: The tenderer must be present in the premises of Simula Research Laboratory in Oslo during the annual audits and for some accounting reviews as agreed.

II.2.4. Description of the procurement

Simula Research Laboratory (hereafter called Simula, SRL or contracting authority), is a non-profit company for public benefit, which is organised as a limited company owned by the Ministry of Education and Research. SRL operates basic research at a high international level, educates researchers in cooperation with different universities and contributes to new creation and innovation based on research done in the company. The company was founded in 2001. SRL has five subsidiary companies, which in the context of this tender, are to be seen as a part of SRL, see <http://www.simula.no> for further information on SRL.

SRL invites tenderers to a competition for payroll and accounting services. The assignment will be for two years, with an option for an extension of one year twice. SRL uses Unit 4 ERP and competence and experience with this system will be a prerequisite for being awarded the assignment.

Scope of the services

Accounts

Accounting from A-Z, including:

- Bookkeeping, invoicing, and reminders
- Remittance
- Saving accounting materials
- Preparation of monthly accounts and a review of this in monthly meetings with CFO Simula.
- Preparation of a draft for the monthly accounting report per company and for the group.
- Preparation of documentation connected to the annual accounts (interim audit/annual financial settlement audit).
- Correct VAT handling within different companies and disciplines.
- VAT settlements each term

Wages

Handling payroll from A-Z, including:

- Payments of wages
- Inspection of travel invoices and outlay refunds
- A-messages
- Reports to the pension provider
- Handling NAV refunds

- Balancing pension and all pay related accounts between the payroll system and the accounts, as well as with the invoice basis for pensions.

Deadlines

The deadline for completion of month accounts is the 15th of each month. Payment date for wages is the 10th of each month. All balance accounts must be balanced monthly.

Number of vouchers

The following numbers are estimated for vouchers for 2023:

- Incoming invoices 5000
- Bank vouchers 2300
- Outgoing invoices 670
- Wages 220 (employees)
- Site resources 80
- Other vouchers 1700

Contract period

The contract period will be 2 years with option for an extension for 1+1 year.

II.2.5. Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6. Estimated value

II.2.7. Duration of the contract, framework agreement or dynamic purchasing system

Duration in months: 24

This contract is subject to renewal: yes

Description of renewals:

Can be renewed for 1+1 year.

II.2.10. Information about variants

Variants will be accepted: no

II.2.11. Information about options

Options: no

II.2.13. Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds:
no

II.2.14. Additional information

Section IV: Procedure

IV.1. Description

IV.1.1. Type of procedure

Open procedure

IV.1.3. Information about a framework agreement or a dynamic purchasing system

IV.1.8. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: yes

IV.2. Administrative information

IV.2.2. Time limit for receipt of tenders or requests to participate

Date: 10/10/2022 Local time: 12:00

IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates

IV.2.4. Languages in which tenders or requests to participate may be submitted

Norwegian

IV.2.6. Minimum time frame during which the tenderer must maintain the tender

Tender must be valid until: 19/12/2022

IV.2.7. Conditions for opening of tenders

Date: 10/10/2022 Local time: 12:00

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.3. Additional information

VI.4. Procedures for review

VI.4.1. Review body

Official name: Oslo tingrett

Postal address: Postboks 2106 Vika

Town: Oslo

Postal code: 0125

Country: Norway

E-mail: oslo.tingrett@domstol.no

VI.5. Date of dispatch of this notice

26/08/2022