

**Norway-Trondheim: Hotel meeting and conference services**

OJ S 238/2022 09/12/2022

**Contract notice****Services****Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Domstoladministrasjonen

National registration number: 984 195 796

Postal address: Dronningens gate 2

Town: TRONDHEIM

NUTS code: NO Norge

Postal code: 7011

Country: Norway

Contact person: Dag Thomas Nybø-Sørensen

E-mail: [DagThomas.Nybo-Sorensen@inventura.no](mailto:DagThomas.Nybo-Sorensen@inventura.no)

Telephone: +47 97517234

**Internet address(es):**Main address: <http://www.domstol.no>Address of the buyer profile: <https://eu.eu-supply.com/ctm/Company/CompanyInformation/Index/339555>**I.3. Communication**The procurement documents are available for unrestricted and full direct access, free of charge, at: [http://eu.eu-supply.com/app/rfq/rwlenrance\\_s.asp?PID=347833&B=DFO](http://eu.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=347833&B=DFO)

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: [http://eu.eu-supply.com/app/rfq/rwlenrance\\_s.asp?PID=347833&B=DFO](http://eu.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=347833&B=DFO)

Tenders or requests to participate must be submitted to the abovementioned address

**I.4. Type of the contracting authority**

National or federal agency/office

**I.5. Main activity**

General public services

**Section II: Object**

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**II.1. Scope of the procurement****II.1.1. Title**

Framework agreement for nationwide course and conference services

Reference number: 22/1691

**II.1.2. Main CPV code**

55120000 Hotel meeting and conference services

### **II.1.3. Type of contract**

Services

### **II.1.4. Short description**

About the contracting authority

The National Court Administration ('DA' or the 'contracting authority') is a government institution that is responsible for the central administration of the general law courts and land consolidation courts, including the fields economy, organisation development, competence measures, communication and ICT systems. DA has approx. 155 employees and is based in Trondheim.

DA is the law courts and land consolidation courts' support and coordinating service organ. In addition, DA has an administrative management function and supervision of the law courts and land consolidation courts' goal achievement. DA shall contribute to the development of the law courts and the land consolidation courts, so that they can meet the challenges they face in the best possible way.

The general law courts consists of three bodies: The Supreme Court of Norway, 6 High Courts, and 23 District Courts. The law courts pass sentences in both civil and criminal cases. When DA is mentioned in this tender documentation, it also includes the general law courts and the land consolidation courts.

### **II.1.5. Estimated total value**

Value excluding VAT: 24 000 000,00 NOK

### **II.1.6. Information about lots**

This contract is divided into lots: no

## **II.2. Description**

### **II.2.2. Additional CPV code(s)**

64224000 Teleconferencing services, 79951000 Seminar organisation services, 79952000 Event services

### **II.2.3. Place of performance**

NUTS code: NO Norge

### **II.2.4. Description of the procurement**

The contest will be held in accordance with the Public Procurement Act from 17 June 2016 no. 73 (PPA) and the Public Procurement Regulations of 12 August 2016 no. 974 on public procurements (PPR).

The procurement will be made as an open tender contest in accordance with the PPR parts I and III. This procedure provides all interested tenderers the opportunity to submit tender offers for the contest.

The purpose of the framework agreement is to cover the DA's need for nationwide course and conference services.

### **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**

Value excluding VAT: 24 000 000,00 NOK

### **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:

The framework agreement(s) will have a duration of 2 years, with an option for the contracting authority to extend for a further 1+1 year, to a total of up to 4 years.

### **II.2.10. Information about variants**

Variants will be accepted: no

### **II.2.11. Information about options**

Options: yes

Description of options:

The framework agreement(s) will have a duration of 2 years, with an option for the contracting authority to extend for a further 1+1 year, to a total of up to 4 years.

### **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 III: Legal, economic, financial and technical information**

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### **III.1. Conditions for participation**

#### **III.1.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions:

Requirement: Tenderers must have orderly conditions with regard to payment of tax, employer's national insurance contributions and VAT.

Documentation requirement: Tax certificate not older than six months calculated from the tender deadline. A tax certificate is defined as:

For Norwegian tenderers:

- Tax and VAT certificate issued by the tax office via Altinn.

For foreign tenderers:

- Foreign tenderers must submit equivalent certificates from their own country that show that they have an arrangement for the payment of taxes and duties. If the authorities in the relevant country do not issue such certificates, the tenderer should submit a declaration stating that all taxes and duties have been paid. The statement must be approved and signed by the tenderer's Financial Director/person responsible for finance.

Requirement: Tenderers must be a legally established company.

Documentation requirement: Norwegian tenderers:

- Company Registration Certificate

Foreign tenderers:

- Confirmation that the tenderer is registered in a trade register or company register in accordance with the law in the country where the tenderer is established.

#### **III.1.2. Economic and financial standing**

List and brief description of selection criteria:

Requirement: Tenderers must have sufficient financial strength to be able to fulfil the contract.

Documentation requirement: The tenderer's annual accounts including notes with the board's and auditor's reports for 2021. Additionally, tenderers are asked to present a credit rating from a reputable credit rating agency, not older than 6 months from the tender deadline.

The contracting authority reserves the right to obtain a credit assessment from a recognised credit rating company. Financial strength is evaluated in relation to turnover, operating profit margin, solidity and liquidity.

### **III.1.3. Technical and professional ability**

List and brief description of selection criteria:

Requirement: Tenderers must have good implementation ability to fulfil the contract.

Documentation requirement: A short, overall description of the organisation is to be given, including:

- An account of the company's core competence related to the scope of the delivery.
- A description of how the tenderer is organised for the implementation of this contract, as well as the tenderer's available capacity. An organisation plan shall be presented.
- A description of the proportion of the contract that the tenderer is considering to sub-contract out.

Requirement: Tenderers must have good experience from relevant and comparable deliveries. Relevant and comparable deliveries mean assignments of the same scope and size.

Documentation requirement: Completed version of Annex 5 - Reference Descriptions with a description of 3 the tenderer's most relevant and comparable assignments from the last 3 years.

Tenderers must substantiate compliance by completing the attached template for reference descriptions, see Annex 5 - Reference Descriptions.

Tenderers are asked to attach any available signed attestations from previous assignments.

Requirement: Tenderers must have a documented and implemented satisfactory quality assurance/management system.

Documentation requirement: A concise description of the tenderer's quality assurance /management system.

The description must however be so detailed that the contracting authority can undertake an independent evaluation of whether or not the tenderer's quality assurance system can be considered well-functioning for this contract.

If a tenderer is certified in accordance with ISO 9001 or equivalent quality assurance certificate, it is sufficient to attach a copy of the valid certificate.

Requirement: Tenderers must have and operate a good and functioning environment management system.

Documentation requirement: A concise description of the environment management system the tenderer will use for the execution of the contract. The description must however be so detailed that the contracting authority can undertake an independent evaluation of whether the tenderer's environment management system can be considered well-functioning for this contract.

If a tenderer is certified by a public certification body (EMAS, Eco-Lighthouse, ISO 14001, or other recognised environment management systems or standards), it is sufficient to attach a copy of an issued certificate.

## **Section IV: Procedure**

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### **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: 09/01/2023 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: 28/02/2023

**IV.2.7. Conditions for opening of tenders**

Date: 09/01/2023 Local time: 12:00

**Section VI: Complementary information**

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**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: Trønderlag tingrett

Postal address: Postboks 5678 Torgarden

Town: Trondheim

Postal code: 7004

Country: Norway

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

05/12/2022