

INVITATION TO TENDER

**17 RUE ARCHIMÈDE – NORWAY HOUSE
24 AVENUE JULES CESAR – EU RESIDENCE OF NORWAY
2 CLOS HENRI VAES – NATO RESIDENCE OF NORWAY
(COMPLEXES NO 13832, 202 AND 203)**

**LOCAL FACILITY AND PROPERTY MANAGER
CONTRACT**

1. General Information

1.1 Introduction

Statsbygg (The Directorate of Public Construction and Property in Norway) hereby invites suppliers to submit a tender regarding Facility and Property management services (hereafter mostly referred to as “property manager” or “PM”) in Norway House, 17 Rue Archimède, Brussels, EU residence of Norway in 24 Avenue Jules Cesar and NATO residence of Norway in 2 Clos Henri Vaes. Tenders must be sent electronically to www.mercell.no, an online tendering system currently used by Statsbygg for all advertised procurements.

The following tender documents describe the scope and terms of the assignment as property manager:

1. Invitation to Tender
2. Form of tender – Annex 1
3. Terms of contract – Annex 2
4. Service supplier task list – Annex 3
5. Code of responsible business conduct – Annex 4

Note that the tender documents often refer to the bids as “tenders”, using a similar terminology for both the documents provided by Statsbygg and the bids responding to these documents. This terminology, which seems well established in the English language, should not be confusing to the bidders (hereafter mostly referred to as “the tenderers”) as the context should provide sufficient guidance as to which meaning is intended.

1.2 Queries and supplementary information

Statsbygg welcomes queries regarding the tender documents, including requests for additional information. Queries must be addressed to Statsbygg in English via mercell.com.

Statsbygg will publish all relevant queries and replies between tenderers and Statsbygg at mercell.com without disclosing the identity of the tenderers posing the query.

1.3 Pre-bid property visit

Statsbygg will invite all interested tenderers to visit and inspect 17 Rue Archimède well before the bid submission deadline. Suppliers should apply to visit via mercell.com no later than 20.05.22. There will be no pre-contract visits to 24 Avenue Jules Cesar and 2 Clos Henri Vaes.

2. The properties

17 Rue Archimède, Brussels, was built in 1968. It was bought by the Kingdom of Norway in 2003. A total renovation of the building was carried out during the years 2007-2008. As of January 1st, 2009, it has been operational as a modern office building known as *Norway House*.

The building consists of 13 floors, two of which are underground parking floors. There are currently 18 tenants in all. The Norwegian Mission to the EU occupies approximately 70% of the floor space. The rest of the office surface is rented by Norwegian companies. The ground floor hosts local shops. The building has a total floor space of about 8.900m².

Some key facts about 24 Avenue Jules Cesar (EU residence):

- The villa was built in year: 1950
- Total gross surface area: 1000 m²
- Total site area: 1600 m²
- Last renovated in year: 2017

Some key facts about 2 Clos Henri Vaes (NATO residence)

- The villa was built in year: 1955
- Total gross surface area: 780 m²
- Total site area: 2600 m²
- Last renovated in year: 2000

3. The assignment

3.1 Duration

The assignment is currently expected to commence in September of 2022.

The relatively complex nature of the assignment will necessitate a transition period of three months in which the new PM works alongside the current PM before assuming full responsibility as PM. These three months are included in the four-year maximum duration of the contract. The PM can charge the full monthly rate (cf. Section 3.3 below and Annex 1) during the transition period. There will be an equivalent transition period of similar length at the end of the assignment. The contract will be in effect for four years from the commencement of the assignment, although Statsbygg will have a unilateral (one-sided) right of termination during this period, cf. Annex 2.

3.2 Designated employees

As the assignment requires competence in various fields, Statsbygg expects most tenderers to offer at least two designated (earmarked) employees to adequately preform the tasks contained in the assignment. Tenderers can, however, choose to offer only one employee for the whole assignment provided this person is competent in all the relevant fields. On the other hand, no tenderer should offer more than three employees for the assignment. The competence, including experience, of the employees earmarked for the assignment is an important award criterion in this tender process, cf. section 6 below for further details.

3.3 Tasks included in the monthly rate

Please note that the items in this section do NOT contain an exhaustive description of the scope of the assignment covered by the monthly rate (cf. Annex 1) in so far as tasks of a similar nature (normal aspects of facility and property management) are to be considered included in said rate.

An adequate execution of the tasks will require visiting the property on average two to three times per week.

The three properties are to be kept as separate accounting and budgeting entities.

The assignment includes:

- Recordkeeping, including managing and recording all financial transactions pertaining to the properties, including invoicing rent and reimbursable expenses (such as taxes and utilities). The rents are to be regulated according to an agreed index. The reimbursable expenses must be allocated between the tenants for invoicing purposes. Managing all

aspects of the rental contracts in 17 Rue Archimède, including tending to the needs of the tenants. Being present at tenant meetings whenever required.

- Ensuring the property is run and kept in accordance with Belgian legislation and other public requirements.
- Managing all necessary contact with Belgian authorities.
- Adequately archiving documents and data of importance, including such archiving required by Belgian law.
- Filing a quarterly status report to Statsbygg in accordance with guidelines provided by Statsbygg.
- Continually monitoring the Johnson BMS system to ensure the most optimal indoor climate at the lowest possible energy consumption
- Linking up to the building management system (BMS/BAS) to ensure email system error notification.
- Establishing problem-solving routines for both unforeseen and recurring circumstances.
- Procuring* and administering service and maintenance assignments/contracts

* Maximum permitted contract duration is four years. Contracts valued between NOK 100 000 and NOK 1 300 000 can only be awarded after three suitable suppliers have been requested to tender on equal conditions. The property manager must keep a procurement log attesting the adherence to this requirement and archive the tenders to secure easy access for Statsbygg. There is no tendering requirement for contracts valued below NOK 100 000. Statsbygg will take main responsibility for the procurement process regarding contracts exceeding NOK 1 300 000.

Service contracts to be procured and managed include:

- Guard and reception services (Statsbygg is currently in the process of procuring these services)
- Janitor and HVAC services
- Maintenance and service of Building Management system (BMS /BAS)
- Elevator maintenance
- Fire alarm system maintenance
- Cleaning services for all common and office areas
- Cleaning all window inside + glass walls
- Outside cleaning of all windows and the terraces on 10th floor
- Caretaking of the outside areas of the yard at the ground floor
- Keeping all ducts for conveying rainwater open and clean
- Keeping all roofs free from foreign items, including weeds and fungi
- Lavatory service
- Pest control
- Electrical system
- Utilities (water, gas, electricity etc.)
- Waste management

Please refer to the non-exhaustive service supplier task list in Annex 3 for further tasks to be performed by service and maintenance suppliers. The list in Annex 3 is not complete and will to some extent be supplemented with other tasks of a similar nature.

All service contracts are to be performed by authorized companies. Statsbygg will provide the PM with a task checklist to be completed by the PM at regular intervals.

Service and maintenance contracts currently in force will not be replaced before they expire (maximum duration is four years).

Suppliers of services and maintenance procured during to the assignment, are to be considered sub-suppliers of the PM, meaning the PM is fully responsible for the obligations, services and functions performed by these suppliers, including their breaches of contract. The PM will also manage existing services and maintenance suppliers (i.e. suppliers procured prior to the PM assignment) as well as contracts exceeding NOK 1 400 000, but these suppliers will not be considered sub-suppliers of the PM, but the PM will adhere to a professional standard of reasonable care in managing these suppliers.

3.4 Tasks not included in the monthly rate

Assisting Statsbygg in finding new tenants, including viewing and vetting, for vacated premises in 17 Rue Archimède and drafting and negotiating rental contracts with new tenants will be compensated with a commission (cf. Annex 1).

The following tasks will be compensated at an hourly rate, (cf. Annex 1):

- Assisting Statsbygg in drafting maintenance plans, including budgeting.
- Administering maintenance contracts exceeding NOK 1 300 000 (VAT not included.)

4. The procurement procedure

While the tender is advertised in TED, it is subject to Norwegian public procurement legislation, which is largely based on EU public procurement directives, including the core principles of transparency, equal treatment, open competition, and sound procedural management.

The procurement process will be carried out as an open procedure in which Statsbygg can choose to conduct negotiations with the tenderers. Statsbygg will endeavor to ensure a fair and equal treatment of all bidders and observe recognized EU standards regarding public procurements. Similarly, the bidders shall not by way of common arrangement, co-ordination, or similar steps, try to influence the outcome of the tender procedure.

5. Qualification requirements and ESPD

5.1 Qualification requirements

Tenderers are asked to note the distinction between the qualification requirements in this section and the award criteria in section 6. The qualification requirements and the ESPD pertains to the tenderer (the employer), whereas the information regarding the award criteria Competence of designated personnel pertains to the designated (operative) persons offered by the bidder in each discipline.

Qualification criteria	Qualification requirements	Means of proof (not to be submitted with the bid)
Economic and financial standing	The financial standing of the bidder must be adequate.	A professional credit rating dated no earlier than the bid submission deadline date. A credit rating statement from an authorized agency.
Technical and professional ability	Prior experience as property manager.	A list of similar buildings of comparable size the company has served in the capacity of property manager. The list should specify the buildings' address, their functions (office etc.), their floor area and the duration of the FM assignment.

If a bidder relies on sub-consultants to meet the qualification criteria *Technical and professional ability* (for example when the bidder is an architecture firm engaging other firms to provide the services of the six technical disciplines), the bid must include documentation that these sub-consultants will take part in the assignment, for example by a signed declaration to this effect from each sub-consultant firm.

5.2 European Single Procurement Document (ESPD)

The European Single Procurement Document (ESPD), in French *le document unique de marché européen (DUME)* in Dutch *Uniform Europees Aanbestedingsdocument (UEA)*, is a self-declaration form regarding the tenderer's financial status, abilities and suitability for a public procurement procedure required in public procurement across the EU. It also serves as preliminary evidence of fulfilment of the qualification requirements in an open tendering procedure.

All tenderers must complete and submit the English ESPD provided at mercell.com along with the tender. The French and Dutch versions of the ESPD are supposed to be of practically identical content and can be used for guidance when filling in the form at mercell.com.

Please note that joint tenderers (consortium bidders) each must submit their own separate ESPD with the bid.

Please also note that if a tenderer relies on sub-consultants to meet the qualification requirements in paragraph 5.1 (*Qualification requirements*) above, the sub-consultants to submit its own separate ESPD with the bid. If the bidder does not need to rely on a sub-supplier to meet the qualification requirements, the sub-consultants will not need to submit the ESPD.

6. Award criteria

Award criteria	Required documentation
Price 60 %	Prices furnished by the tenderer in Annex 1 (Form of tender)
<p>Personal qualifications in property management/facility management 40 %</p> <p>NOTE: Statsbygg expects most tenderers to offer more than one designated employee to cover the tasks included in the assignment. Statsbygg further assumes this will normally mean that one or two employees will manage administrative tasks while another employee will be in charge of tasks of a more technical nature, such as summoning and supervising service suppliers and maintenance suppliers. It is important that the documentation provided in the tender (bid) shows how the designated employees supplement each other in terms of relevant qualifications.</p> <p>Statsbygg will, however, not dismiss tenders offering only one employee, provided the tender clearly demonstrates how this</p>	<p>Name of designated employee(s)* (maximum three)</p> <p>CV for each designated employee, including details of a few selected previous assignments as property or facility manager. The list should specify address of building, name of client, contract period and to what extent the tasks performed are relevant to the current assignment.</p> <p>Statsbygg might carry out an interview of the designated employees for a further assessment of relevant competence, including proficiency in English.</p>

employee can handle the whole spectrum of tasks in the assignment.	
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*The named employees are supposed to be assigned to Statsbygg's properties for the duration of the contract, unless they cease being employed by the tenderer. The named employees are supposed to perform the bulk of the assignment, but Statsbygg might accept that employees not named in the tender perform some limited tasks under the assignment.

7 Tax and VAT certificate (applies only to Norwegian bidders)

Norwegian suppliers must submit a joint certificate for paid (tax, attachment of earnings, national insurance contributions) and VAT (tax certificate).

A tax certificate can be ordered in Altinn. The certificate must not have been issued more than 6 months before the submission deadline given in this invitation.

8 Submission of tender

Tenderers must submit their tenders, including all attachments, at www.mercell.no via the link provided in the TED database.

The Mercell website is supposed to be user-friendly, but we urge tenderers to get acquainted with the website and start the online tendering process well before the bid submission deadline. Tender drafts can be saved on the website.

Tenders are submitted once they have been completed and submitted at www.mercell.com.

The tender submission deadline is 13.06.2022, 12:00 pm.

Bidders should allow a buffer time of at least two hours as a precaution against system malfunction.

The language of the entire bid must be in English.

The tenderer must contain the following documents:

1. A completed and signed form of tender (scanned).
2. Completed ESPD (at mercell.com).
3. A signed and stamped Code of Conduct (scanned)

4. The requested information about the assigned employees, cf. the award criterion regarding personal qualifications in paragraph 6 (*Award criteria*)

The tender should also include a letter of tender.

Sted: <Fyll inn> Dato: 29.04.2022

For Statsbygg: Johanne Melø
sektordirektør

Dette dokumentet er elektronisk godkjent.