



Annex I - Tender Specifications

HISTORICAL ARCHIVES OF THE EUROPEAN UNION

OP/EUI/HAEU/2018/001

Open Call for Tender for Digitization of Archival Materials to be carried out at the Historical Archives of the European Union headquarters

YEAR 2018

Table of Contents

| | |
|--|----|
| CHAPTER I – GENERAL INFORMATION | 4 |
| 1. Presentation of the European University Institute | 4 |
| 2. Presentation of the of the Historical Archives of the European Union..... | 4 |
| 3. Definitions | 4 |
| 4. Object | 4 |
| 5. Duration..... | 4 |
| 6. Estimated cost of the provision of the service | 5 |
| 7. Payment arrangements and Regular price revision | 5 |
| CHAPTER II – SERVICES DESCRIPTION AND TECHNICAL SPECIFICATIONS..... | 6 |
| 8. Objective..... | 6 |
| 8.1. Work location | 6 |
| 8.2. Paper material description | 6 |
| 8.3. Digital material production requirements..... | 6 |
| 8.4. Digital material project..... | 7 |
| 8.5. Delivery rules | 7 |
| 8.6. Metadata | 7 |
| 8.7. Archival storage requirements | 7 |
| 8.8. Ownership, intellectual property rights, data protection and confidentiality | 7 |
| 9. Penalties | 8 |
| CHAPTER III – EXCLUSION, SELECTION AND AWARD CRITERIA..... | 8 |
| 10. Grounds for exclusion..... | 8 |
| 11. Selection criteria..... | 9 |
| 11.1. General requirements | 9 |
| 11.2. Technical, economic and financial capacity requirements | 10 |

| | | |
|-----|--|----|
| 12. | Award criteria | 10 |
| 13. | Site inspection | 12 |
| 14. | Award requirements | 12 |
| | CHAPTER IV – FINAL PROVISIONS..... | 13 |
| 15. | Administrative information | 13 |
| 16. | Person responsible for the contract..... | 13 |
| 17. | Reference persons for the contract | 13 |
| 18. | Final provisions and annexes..... | 14 |

CHAPTER I – GENERAL INFORMATION

1. Presentation of the European University Institute

The European University Institute (EUI) is a postgraduate and post-doctoral research institute in the field of social sciences, established by a [Convention](#) dated 19 April 1972, ratified by the Member States of the European Community, with the aim of providing advanced academic training for doctoral researchers and of promoting research at the highest levels. The Convention setting up the EUI includes the “Protocol on the Privileges and Immunities of the EUI”.

The EUI Community numbers about 1.300 members. Researchers, academic and administrative staff are for the most part – though not exclusively – citizens of the Member States.

The EUI's headquarters are at the Badia Fiesolana, Via dei Roccettini 9, in San Domenico di Fiesole (near Florence, Italy).

For more information, please see the EUI's official website at www.eui.eu.

2. Presentation of the Historical Archives of the European Union

The EUI hosts the Historical Archives of the European Union institutions (HAEU), which is the official archives for the historical documents of the Institutions of the European Union and a research center dedicated to the archival preservation and study of European integration history.

The HAEU is an integral part of the EUI and shares the same administrative, technical and logistic infrastructure.

3. Definitions

“Company” and “Contractor” mean any economic operators to which the tender has been awarded and to which the provision of the services object of these Tender Specifications (T.S.) is entrusted. “Tenderer” refers to any company that presents a bid.

“Contracting authority”, “EUI” and “Institute” mean the European University Institute, which entrusts the services object of these Tender Specifications to the Company.

4. Object

The Institute launches this open call for tender with the aim of signing a Framework Contract with a company for a service of Digitization of Archival Materials to be carried out at the Historical Archives of the European Union headquarters.

5. Duration

The duration of the Framework Contract is established as 3 (three) years renewable up to 2 (two) times for a period of 1 (one) year each, from the date of signature by the parties.

If, when the contract has automatically lapsed, the Contracting authority has not yet awarded a contract for the following period of time, the Company will be obliged to continue the provision of services for a period of 6 (six) months at most, under the same contractual conditions in force when the Framework Contract expired.

The initial 6 (six) months of the Framework Contract will be intended as a trial period in order to allow the Contracting authority to reach a broad and overall assessment of the partnership. At the end of this period, if any Company, in spite of repeated warnings, does not prove trustworthy and professional, the Contracting authority is entitled to recede from the contract with a 30 (thirty) days notice that will be sent to each Company via registered letter with acknowledgement of receipt.

In case of withdrawal the Company will be owed compensation only for the service and deliverables effectively provided, based on the specific orders that have been issued, excluding any other refund or compensation.

6. Estimated cost of the provision of the service

The overall value of the service to be provided over a total 5 (five) years period is estimated at € 250.000,00 VAT excluded.

The amount shown above has been determined on the basis of:

- the average annual volume of digitalized material requested by the Institute over the 2012-2016 period;
- the forecast of future needs for facility consultancy related to the HAEU activities' increase.

This estimate will be considered valid only in order to establish the overall value of the tender and does not obligate the Contracting authority to reach the above-mentioned total amount. For that reason, no Company will claim anything but the payment of the services provided to the Institute according to the established terms and conditions.

7. Payment arrangements and Regular price revision

The Contracting authority shall make payment within 60 (sixty) days of receipt of invoice, in accordance with the arrangements specified in article II.15 of the draft Framework Contract.

The amount due by contract for the services to be provided may be reassessed on the basis of Article I.3.2 of the draft Framework Contract.

CHAPTER II – SERVICES DESCRIPTION AND TECHNICAL SPECIFICATIONS

8. Objective

The Historical Archive System (HAS) is the set of programs and workflows that compose the present core activities of the HAEU, which is the archival preservation of historical documents.

The focus on digital conservation of a variety of primary historical sources, either digitally-born or digitized paper materials, aims to provide academics and researchers with online access to a unique selection of official documents, handwritten texts, emails, photographs and audio and video tracks. These so-called “digital holdings” will be stored on an IT infrastructure physically located in the EUI premises and designed to preserve these sources indefinitely.

For these reasons the HAEU needs high quality digitalization service based on transformation of paper materials on digitalized material.

8.1. Work location

The work location will be the Hypogeum area of Villa Salviati, where the digitization work will be physically performed and where the Contractor technical equipment will be installed.

Address:

*Historical Archives of the European Union
Villa Salviati
Via Bolognese, 156
Firenze - ITALY*

8.2. Paper material description

The archival materials may be of various format sizes and in different state of conservation, and might range from typewritten documents to manuscripts, from newspapers or magazines to banded volumes.

It might be necessary in some cases to remove metallic staples before proceeding with the digitization process.

Due to the fragile nature of our archival documents, particular care and attention must be taken during the digitization process by using appropriate equipment so no further damage is caused to the documents

8.3. Digital material production requirements

- **Master Files:** depending on the archival fonds, the master format will be decided. Master formats in use at the time of writing at HAEU are:
 - TIFF - revision 6.0 uncompressed - 300 dpi - sRGB 24 bit color
 - JPEG - 300 dpi - sRGB 24 bit color or greyscale
 - PDF/A-1b
- **Dissemination Files:** For each master file, it is required to have a dissemination version. The format used at the time of writing is PDF - 150 dpi OCR

8.4. Digital material project

The Company shall describe the project development environment in detail by explaining technical methodology, software and hardware equipment.

In particular the Company shall describe the typology and technical details about scanning system(s) that will be used to acquire images and the workflow from the acquisition to the files delivery¹.

8.5. Timescheduling and delivery rules

The Company shall estimate the scanning pages per day (by using a planetarium scanner). Each month a digitization schedule will be prepared.

8.6. Metadata

The following Metadata will be added to the **Dissemination Files** (PDF - 150 dpi OCR files):

- **Document Title:**
the title of the dossier
- **Author:**
EU institution fonds title
- **Subject:**
Dossier number.

8.7. Archival storage requirements

1. File size Limitations

- Master Files: No Limits TIFF: No limits
- Dissemination Files: (PDF - 150 dpi OCR): 100 Mb each 300 Pages

2. Naming Conventions

- Folders: FondsName-DossierNumber (es: *EUI-0001*)
- TIFF Files: FondsName-DossierNumber_PageNumber (es: *EUI-0001_001.tif*)
- Other Files: FondsName-DossierNumber (es: *EUI-0001.pdf* | *EUI-0001.jpeg*)

8.8. Ownership, intellectual property rights, data protection and confidentiality

As regards any product or delivery commissioned by the EUI and delivered by the Contractor in the context of the contract resulting from this call for tenders, the intellectual property rights will be owned by the Institute only, in its capacity as financial source of the contract.

The Contractor shall respect the duty of confidentiality and professional secrecy regarding personal data and confidential information received in the performance of the service requested in accordance with art. II.5 of the framework contract.

The Tenderer shall take account of the above specification on ownership and copyrights in his technical and economic offer.

¹ delivery storage will be provided by the HAEU that granted access via EUI policy account to a shared folder located on our local network.

9. Penalties

Without prejudice to the sanctions provided for by regulatory provisions and in compliance with the rules described in this document, the Contracting authority may apply the following penalties:

- ✓ € 200 for any day of delay in respecting the digitization schedule provided by the Contracting Authority for any single digitization service requested to the Contractor.
- ✓ Penalties shall be applied following a regular complaint procedure for breach of the Framework Contract, against which the Company is entitled to present its own counter-arguments within 5 (five) working days following receipt of the notification of complaint sent by the Contracting authority.

Should these deductions not be considered sufficient to justify a default in the opinion of the Contracting authority, in other words, if they are not delivered in the agreed time, the penalties listed above shall apply.

The total amount of the penalties shall be deducted from the price to be paid for the relevant provided service.

CHAPTER III – EXCLUSION, SELECTION AND AWARD CRITERIA

10. Grounds for exclusion

Shall be excluded from participating in the present call for tenders, any Tenderer that:

- a) is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) has been convicted of an offence concerning grave professional conduct by a final judgment of a competent judicial authority or administrative decision or decisions of international organisations;
- c) is not in compliance with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or with those of Italy being the country of establishment of the Institute or those of the country where the contract is to be performed. This breach needs to have been established by a judgement or administrative decision having final and binding effect in accordance with the legal provisions of the country in which the economic operator is established or of Italy being the country of establishment of the Institute;
- d) has been the subject of a final judgment for fraud, corruption, involvement in a criminal organisation, money laundering, terrorist-related offences, child labour or other forms of trafficking in human beings or any other illegal activity, where such illegal activity is detrimental to the Institute's financial interests;
- e) has been in serious breach of a contract financed by the Institute or has been the subject of an offense of serious irregularity established by a final judgment of a competent judicial authority or administrative decision;

- f) is subject to an administrative penalty for being guilty for grave professional misconduct, or for having made substantial errors or committed irregularities or fraud, or have been declared to be in breach of their obligations under contracts covered by the Institute's budget (Article 41 of the EUI's Public Procurement Regulation (President's Decision No. 36/2016 of 4 August 2016));
- g) has a conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinity, family, emotional life or any other shared interest, including conflicting professional interests; at present or occurred over the past 5 years;

The bidders must prove that none of the cases above applies.

Documents proving admissibility on the basis of the criteria for exclusion detailed above:

As sufficient proof that the Tenderer does not fall under the cases described previously, the Contracting authority will accept a signed declaration of honour, as indicated in the form attached as Annex II D.

The Institute reserves the right to check this information and request additional supporting documents prior to signing the contract.

11. Selection criteria

To be eligible for the tender procedure, Tenderers must meet the following requirements.

The lack of even one of these will result in exclusion from the tender.

11.1. General requirements

- a) Being a member of the CCIAA (Chamber of Commerce) or an equivalent board in the country in which the Company is established; carrying out corporate object activities including or in any case relevant to the tender;
- b) Providing self-certification in which the Company declares that no impediments to the participation in public procurements exist, using the form in Annex II C;
- c) Anti-mafia self-certification; Whether the successful tenderer has its registered office in Italy, the Institute reserves the right to request the competent Prefecture to issue the related Anti-mafia certificate;
- d) Complying with rules in force regarding shifting from undeclared to declared economy (Individual Schemes);
- e) Complying with the rules regulating the right for disabled people to work;
- f) The commitment, in case of award, to provide any element that will help prove compliance with tax obligations (e.g. DURC), within the meaning of the regulations in force;
- g) Declaring acknowledgement of all the general conditions, specific and local, none excluded, and of any other element that directly or indirectly may influence the service and bid that is therefore declared profitable, with the obligation of ensuring its validity and binding nature for 180 days from the deadline for submission;

11.2. Technical, professional economic and financial capacity requirements

- h) Having two references from leading banks or intermediaries registered on official rolls at a date subsequent to that of the dispatch and publication of these Tender specifications, proving that the Company has always met its obligations in a regular and punctual fashion and that it has the commercial and financial capacity to carry out the services described in the tender. Whether the Company can provide only one (1) bank reference, it is necessary for its Legal Representative to submit an appropriate explanation on this matter;
- i) Declaration that the Company has generated in the last 3 (three) financial years (2015-2016-2017) an annual turnover of at least 200,000.00 € (two hundred thousand/00) VAT excluded.
- j) Declaration that the company has executed similar or identical services to those that are the object of this tender procedure over the previous three-year period (2015-2016-2017), indicating, for each of these services, client (public or private), duration, contract amount, and type of service. On request, the Company shall produce also the certificate of final completion issued, stamped and signed by its public or private client.
- k) Provide a description of the company, CV of the personnel proposed for undertaking the service and possible back up (B2 English language knowledge is an asset), clients portfolio, digitalization field experience and client references.

Declaring acknowledgement of ISO/TR 13028:2010 Implementation guidelines for digitization of records.

In the case of a TGC and/or consortium, the requirements listed under points (a) to (h) must be possessed by each one of the companies making up the grouping and/or consortium. On the contrary, the verification of requirements listed under point (i) to (l) will be performed considering the TGC and/or consortium as a single entity. Therefore, these requirements may be possessed either by a single company or by the individual companies that make up a consortium or are members of a temporary grouping of companies.

The Institute reserves the right to perform sample checks in order to verify the accuracy of the statements submitted by Tenderers.

12. Award criteria

Only the tenders submitted by tenderers that respect the criteria indicated at Article 10 and meet all the requirements listed in Article 11 above shall be eligible for the next stage of the procedure, the technical and qualitative evaluation. The Offers that are awarded at least the minimum technical score (the minimum threshold of technical suitability is 35/60) will be eligible for the economic evaluation.

The contract will be awarded according to the principle of the the most economically advantageous tender (**“best value for money”**), based on the evaluation that will be carried out by the Institute's internal committee entrusted with this task (Evaluation Committee), which will attribute a score to each bid, out of a maximum score of 100, according to the following parameters:

| MAXIMUM SCORE | |
|----------------------------------|--------|
| Technical and quality evaluation | 40/100 |
| Economic evaluation | 60/100 |

The total score (Points) assigned to the offer is made up of the sum of its economic evaluation points plus its technical evaluation points:

| |
|--|
| P offer = P economic evaluation + P technical evaluation |
|--|

The Tenderer whose offer obtains the highest final score is the Tenderer who will be awarded with the contract.

A – Assigning of points in relation to the technical and quality aspects of the tender

The assignment of the technical score shall be made through a comparative analysis of all the submitted tenders. The maximum score (40 points) shall be given to the best tender, while an inversely proportional score shall be given to the other tenders.

| SERVICES DESCRIPTION AND TECHNICAL SPECIFICATIONS | | Maximum score |
|---|--|---------------|
| A1 | Digital material production requirements | 10 |
| | Provide description as requested in CHAPTER II – SERVICES DESCRIPTION AND TECHNICAL SPECIFICATIONS, point 8.3 | |
| A2 | Digital material project and timescheduling and delivery rules as requested in CHAPTER II – SERVICES DESCRIPTION AND TECHNICAL SPECIFICATIONS, points 8.4 and 8.5 | 20 |
| | Digital material project | 15 |
| | Time scheduling and delivery rules | 5 |
| A3 | Previous Experience in digitalization field, clients portfolio, CV of the personnel proposed to undertake the service as requested in CHAPTER III – EXCLUSION, SELECTION AND AWARD CRITERIA, point 11.2 k) | 10 |
| | Previous experience in digitalization field: | |
| | > 6 years: excellent | 5 |
| | 4-6 years: good | 4 |
| | 2-4 years: adequate | 3 |
| | 1-2 years: poor | 2 |
| | ≤ 1 year: inadequate | 0 |
| | Clients portfolio | 2,5 |
| | CV of the personnel proposed to undertake the service | 2,5 |

The minimum threshold for technical admissibility is 25/40. Tenderers who do not reach that threshold will not be put through to the next stage: in other words, their economic offer will not be evaluated.

Once the tender is awarded, the technical Offer of the winning bid becomes an integral part of the Contract together with these Tender Specifications.

Quality coefficients will be assigned in accordance with the definitions contained in Table II.

| TABLE II | | |
|------------|---|-------------|
| EVALUATION | JUDGMENT | COEFFICIENT |
| Excellent | Well-structured project that develops the requested project in a clear, precise and in-depth manner, adding additional value in respect to the expectations of the Institute. | 1,00 |

| | | |
|------------|--|------|
| Good | Suitable project that develops the topic with no particular insights. | 0,75 |
| Adequate | Acceptable design but poorly structured with limited application to the provisions of the Tender specifications. | 0,50 |
| Poor | Mediocre project that is under-developed. | 0,25 |
| Inadequate | Insufficient project that is generic and inadequate. | 0,00 |

B – Assigning of points on the economic evaluation

The highest score available for the price offered (60 points) will be awarded to the Tenderer who offers the best price.

The other companies will be awarded different scores (rounded off to the second decimal figure, if necessary) calculated in proportion to the ratio between the best price and the price offered by each Tenderer.

The following formula will be applied:

$$P = 60 \times \frac{\text{Minimum price}}{\text{Price offered}}$$

P = the economic score to be assigned is the following:

The final score for each tenderer will be determined by the sum of the single points awarded as described in this article.

13. Site inspection

Under penalty of exclusion from the call for tenders, the interested companies must appoint a Legal Representative or a proxy appointed by said Operator, who will conduct an inspection to visit the premises involved in the digitalization services to be provided by the Contractor.

In accordance with the principle of fair and equal treatment and information, the inspection will be carried out on **31/01/2018** during a meeting scheduled at **11.00 (CET)** at the Historical Archives of the European Union, Via Bolognese 156, 50139 – Firenze, Italy. For the reasons mentioned above no other visit will be allowed after this date and time. Any possible changes to the date will promptly be posted on the Institute's website <http://www.eui.eu/About/Tenders/Index.aspx>, which you are invited to check regularly.

To this end, Tenderers are invited to send the inspection request form “Request for inspection” (Annex IIE), a copy of a valid identification document and a copy of any proxy documents via mail at HAEU.Tender@eui.eu no later than **17.00 (CET) of 25/01/2018**. The original paper copy of the document must be handed to the Institute's Operator who will accompany them on the day of the inspection.

14. Award requirements

The successful Tenderers, on the date established by the Contracting authority, for the purposes of the final award, must:

1. provide certified true copies of all certificates presented as documentation for the tender procedure;
2. submit copies of the requested insurance policies, as indicated at art. II.3.5 draft Framework Contract;

3. in the case of a TGC and/or consortium, provide the TGC/consortium act and the special collective mandate with representation conferred to one party of the TGC/consortium who acts as proxy;
4. a copy of the court records of the legal representative of the Tenderer.

If the successful Companies do not promptly comply with the obligations above, do not submit all the requested documents or do not provide proof that they meet the requirements for the tender, namely that the proof is not considered conforming with the declarations made at the time of the tender, the Administration reserves the right to declare the bids lapsed and to launch a new call for tender, without prejudice to further costs incurred by the Contracting authority to be charged to the Tenderers at fault.

Should the assessment of the items above result in a positive outcome, the selected Tenderers will be awarded the Framework Contract and formally invited to sign the contract.

CHAPTER IV – FINAL PROVISIONS

15. Administrative information

The tender will be carried out in accordance with the Institute's regulations and in particular with Decision No 6/2015 of the High Council establishing the statutory and financial regulations of the Institute and Decision No 36/2016 of the President of the Institute regulating public procurements, available on the website of the Institute <http://www.eui.eu/About/Tenders/Index.aspx>

Participation in this tender procedure implies full acceptance of these regulations.

The rules establishing the future relationship between the Contracting authority and the Companies that are awarded the Framework Contract, such as the rules for payment, personal data processing, dispute resolution both in the tender procedure and during implementation of the contract rules, are shown in the draft Framework Contract .

16. Person responsible for the contract

The Contracting Authority appoints the Director of Historical Archives of the European Union as Person responsible for this tender procedure and the Framework Contract.

The Person responsible shall be in charge of all exchanges and communications with the Companies that are awarded the Framework Contract, on all issues relating to the performance of the services in question, and shall be responsible for ensuring that contractual obligations are observed, enacting coercive provisions and applying penalties whenever necessary.

17. Reference persons for the contract

In order to ensure that the Framework Contract is performed satisfactorily and to guarantee a correct contractual relationship with the Companies that are awarded the Framework Contract, the Director of Real Estate and Facilities Service shall appoint two members of his staff as Reference persons for the contract. Among other tasks, the Reference persons shall:

- take care of operational relations with the Companies;
- request interventions for any changes and/or new provisions that may become necessary throughout the duration of the Framework Contract;
- ensure the correct implementation of the services and monitoring results;
- request dismissal and subsequent replacement of unwelcome personnel with justified reason;
- suggest the application of penalties to the Contract Representative or termination of the Framework Contract where applicable;

18. Final provisions and annexes

The tender documents are composed of the Draft Service Contract provided by the Institute, this Tender Specification – Annex I and the Contractor's tender – Annex II including the following annexes:

- II A – Technical offer
- II B – Economical offer
- II C – Self-certification form
- II D – Declaration on honour
- II E – Request for site inspection

Signature of the Legal Representative

Company stamp

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