



HISTORICAL ARCHIVES OF THE EUROPEAN UNION

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

Ref: OP/EUI/HAEU/2023/001

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CHAPTER I – SCOPE AND DESCRIPTION OF THE PROCUREMENT PROCEDURE

Article 1. Definitions

- ‘candidate’ means an economic operator that has sought an invitation;
- ‘contract’ means a public contract awarded by the EUI for the procurement of services/supply;
- “EUI” means the European University Institute, which is the contracting authority entrusting the services that are the subject of these tender specifications to the contractor;
- ‘contractor’ means to the successful tenderer awarded with the contract;
- ‘economic operator’ can refer to a ‘work contractor’, ‘supplier’, or ‘service provider’ and means any natural or legal person or public entity or group of such persons and/or entities which offers the execution of works, the supply of products or the provision of services on the market;
- ‘joint tenders’ means a situation where a *tender* is submitted by a group (with or without legal form) of economic operators regardless of the link they have between them. The group as a whole is considered a *tenderer*¹;
- ‘subcontracting’ means the situation where the *contractor* enters into legal commitments with other *economic operators* which will perform part of the *contract* on its behalf. The *contractor* retains full liability towards the *EUI* for performance of the *contract* as a whole;
- ‘tender’ / ‘offer’ defines the terms upon which the supplier is willing to be bound, which normally include price, date of delivery, payment terms and a description of the services/supplies/works;
- ‘tenderer’ means an economic operator that has submitted a tender;
- ‘tender specifications (TS)’ means any documents describing the needs and requirements of the EUI for the purposes of the relevant tender.

Article 2. Contracting authority

This procurement procedure is launched and managed by the *EUI*, that is the contracting authority for the purposes of this procurement procedure, through the Historical Archives of the European Union (HAEU).

The EUI hosts the HAEU, which is the official archives for the historical documents of the Institutions of the European Union and a research center dedicated to the archival preservation and study of European integration history.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

Article 3. Subject

Subject of the contract	The subject of this procurement procedure is the digitization of archival materials to be carried out at the Historical Archives of the European Union’s headquarters.
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¹ References to tenderer or tenderers in this document shall be understood as covering both sole tenderers and groups of economic operators submitting a joint tender.

Lots	This procurement procedure is not divided into lots.
Type of contract	The procedure will result in the conclusion of a multiple framework contract in cascade with at least 3 economic operators (if applicable). <i>Tenderers</i> need to take full account of the provisions of the draft <i>contract</i> as the latter will define and govern the contractual relationship(s) to be established between the <i>EUI</i> and the <i>contractor(s)</i> .
Duration of the contract	The framework <i>contract</i> to be awarded shall have a maximum duration of 5 years (3 years renewable 2 times for 12 months each. The details of the initial <i>contract</i> duration and possible renewals are set out in Article I.2 of the draft <i>contract</i> .
Estimated value of the contract	The estimated value of the framework <i>contract</i> to be awarded for the whole maximum duration of 5 years is € 250.000,00 (twohundredfiftythousand/00). These volumes are estimates only determined on the basis of the average annual volume of digitalized material requested by the <i>EUI</i> over the 2012-2022 period and the forecast of future needs for facility consultancy related to the HAEU activities' increase, therefore there is no commitment as to the exact quantities to be ordered. The actual volumes will depend on the quantities which the <i>EUI</i> will order through order forms. In any case the framework contract ceiling, i.e. the maximum amount to be spent under the framework <i>contract</i> , shall not be exceeded. The <i>EUI</i> may procure additional services from the <i>contractor</i> up to a maximum of 50% of the initial contract value.
Place of performance	The services will be undertaken at the <i>EUI's</i> premises and/or at the contractor's premises.

Article 4. Conditions for participation to tender

If you are interested in this *contract*, you should submit a *tender* in one of the official languages of the European Union (with preference for the use of English) provided you comply with the conditions for participation to tenders as set out in Article 3.4 of [President's Decision n. 19/2018](#) of 16 May 2018 implementing title V concerning procurement of the *EUI's* Financial Rules (Public Procurement Regulation), available for consultation at: <https://www.eui.eu/About/Tenders>.

Article 5. Joint Tenders

In case of *joint tender*, all members of the group assume joint and several liability towards the *EUI* for the performance of the *contract* as a whole.

Group members must appoint a Group leader and a single point of contact authorised to act on their behalf in connection with the submission of the *tender* and all relevant questions, clarification requests, notifications, etc., that may be received during the evaluation, award and until the *contract* signature.

The *joint tender* must clearly indicate the role and tasks of each member and of the Group leader who will act as the *EUI's* contact point for the *contract's* administrative or financial aspects and operational management. The Group leader will have full authority to bind the group and each of its members during *contract* execution. If the *joint tender* is successful, the *EUI* shall sign the

contract with the Group leader, authorized by the other members to sign the *contract* on their behalf via power of attorney.

Changes in the composition of the group during the procurement procedure (after the submission deadline and before *contract* signature) shall lead to rejection of the *tender* except in case of a merger or takeover of a member of the group (universal succession), provided that the new entity has access to procurement (see Article 4) and is not in an exclusion situation, (see Article 9).

In any case the selection criteria must be still fulfilled by the group and the terms of the originally submitted *tender* may not be altered substantially, i.e. all the tasks assigned to the former entity must be taken over by the new entity member of the group, the change must not make the *tender* non-compliant with the *tender specifications*, and the evaluation of award criteria of the originally submitted *tender* may not be modified.

Article 6. Subcontracting

Subcontracting is not allowed for this procurement procedure.

CHAPTER II – TECHNICAL SPECIFICATIONS

Article 7. Description of the technical specifications

The services that are the subject of this procurement procedure, including any minimum requirements, are described in detail below:

7.1 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.

7.2 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**

7.3 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.

7.4 Digital production material 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*.

7.5 Digital material project

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

In particular the contractor 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 delivery².

7.6 Timescheduling and delivery rules

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

7.7 Metadata

a) 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.

b) Process digital master files and extract metadata about those files as XML (Extensible Mark-up Language) file based on a DTD (Document Type Definition) that reflects all information available from the digital master.

The results of the processing will be output to the master files folder

7.8 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: FondName-DossierNumber (es: EUI-0001)

-TIFF File: FondName-DossierNumber_PageNumber (es: EUI-0001_001.tif)

-Other Files: FondName-DossierNumber (es: EUI-0001.pdf | EUI-0001.jpeg)

Article 8. Site inspection

² delivery storage will be provided by the HAEU that granted access via EUI policy account to a shared folder located on our local network.

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 **03/03/2023** during a meeting scheduled at **12.00 – noon** - (Italian time) at **Historical Archives of the European Union, Villa Salviati, 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 <https://www.eui.eu/en/public/about/procurement/tenders-portal>, which you are invited to check regularly.

To this end, tenderers are invited to send the “Request for inspection form” (Annex II D), 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 (Italian time) of 24/02/2023**. The original paper copy of the document “Request for inspection form” (Annex II D) must be handed to the EUI's operator who will accompany them on the day of the inspection.

CHAPTER III – EXCLUSION, SELECTION AND AWARD CRITERIA

The evaluation of the *tenders* that comply with the submission conditions will consist of the following elements:

- Check if the *tenderer* has access to procurement (see Article 4);
- Verification of administrative compliance (if the *tender* is drawn up in one of the official EU languages and signed by duly authorised legal representative(-s) of the *tenderer*);
- Verification of non-exclusion of *tenderers* on the basis of the exclusion criteria;
- Selection of *tenderers* on the basis of selection criteria;
- Verification of compliance with the minimum requirements defined in the tender specifications;
- Evaluation of *tenders* on the basis of the award criteria.

The *EUI* will evaluate the abovementioned elements in the order that it considers to be the most appropriate. If the evaluation of one or more elements demonstrates that there are grounds for rejection, the *tender* will be rejected and will not be subjected to further full evaluation. The unsuccessful *tenderers* will be informed of the ground for rejection without being given feedback on the non-assessed content of their *tenders*. Only *tenderer(s)* for whom the verification of all elements did not reveal grounds for rejection can be awarded the *contract*.

The evaluation will be based on the information and evidence contained in the *tenders* and, if applicable, on additional information and evidence provided at the request of the *EUI* during the procedure. If any of the declarations or information provided proves to be false, the *EUI* may impose administrative sanctions (exclusion or financial penalties) on the entity providing the false declarations/information.

For the purposes of the evaluation related to exclusion and selection criteria the *EUI* may also refer to publicly available information, in particular evidence that it can access on a national database free of charge.

Article 9. Exclusion criteria

The *tenderer* must not be in one of the exclusion situations listed below:

- a. is bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the

subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

- b. has been convicted of an offence concerning their 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 the 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 they are established or with those of Italy being the country of establishment of the *EUI* or those of the country where the contract is to be performed. This breach needs to have been established by a judgment 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 those of Italy being the country of establishment of the *EUI*;
- 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 *EUI*'s financial interests;
- e. has been in serious breach of a contract financed by the *EUI* or have 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 of grave professional misconduct, or of 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 *EUI*'s budget (Article 41 of the *EUI*'s Public Procurement Regulation (President's Decision No. 19/2018 of 16th May 2018).

In addition to the above, *contracts* cannot be awarded to a *tenderer* [*candidate*] who, during the procurement procedure, is proven to be:

- g. subject to a conflict of interest in connection with the *contract* which cannot be effectively remedied by other less intrusive measures;
- h. guilty of misrepresentation in supplying the information required by the *EUI* as a condition of participation in the *contract* procedure or fail to supply this information.

Evidence requested:

The *tenderer* must certify that it is not in one of the exclusion situations by providing in the *tender* a signed and dated Declaration on Honour available in Annex II A. In case of a consortium/*joint tender* or in case of subcontracting, such declaration on honour should be included in the offer for each member of the *joint tender*/consortium and for each identified *subcontractor*.

In addition, the successful *tenderer* shall provide, within 15 days following notification of award and preceding the signature of the *contract*, the following documentary proofs to confirm the declaration referred to above:

- for points (a), (b), (d) and (e): a recent extract from the judicial record of the legal representative of the *economic operator* that submitted the *tender* or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied;
- for the situation described in point (c) above, recent certificates or letters issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the *tenderer* is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

For any of the situations (a), (b), (d) or (e), where any document described in the paragraph above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

The *EUI* reserves the right to verify the information and to request further supporting evidence prior to the signature of the *contract*.

In the event that the successful *tenderer* does not promptly execute the fulfilment of the above, fails to present all documentation requested or does not provide proof of possession of all requirements declared in the *tender*, as well as if any checks reveal failure of compliance with the declarations submitted during the tendering period, the *EUI* reserves the right to declare a compliance failure and to award the procedure to the following *tenderer* in the list or to launch a new procurement procedure.

Article 10. Selection criteria

General requirements:

The *tenderer* must have the following minimum requirements to perform the *contract*:

- a) being compliant with obligations relating to the payment of social security contributions for workers, according to the current legislation, and application of employment conditions envisaged in the sector's national collective labour agreement;
- b) being compliant with the current labour laws and regulations;
- c) being compliant with the current health and safety laws and regulations;
- d) being compliant with the current environmental laws and regulations;

Economic and financial capacity:

- e) being in a stable financial position (financial viability) → possession of 2 (two) bank references issued by major banks or authorised dated after the invitation to the present invitation letter, in which it is shown that the *economic operator* has always met its commitments with regularity and punctuality and to be in possession of the economic and financial capacity to perform the services forming the subject of the *tender*. The *EUI* can accept only one bank reference if it is duly justified by the *tenderer*;
- f) having generated a minimum annual turnover in the last 3 (three) financial years for which accounts have been closed of at least EUR 100.000,00 (onehundredthousand/00);
- g) providing the financial statements the last three years for which accounts have been closed;
- h) having a professional risk indemnity insurance of at least EUR 1.500.000,00 (onemillionfivehundredthousand/00).

Technical and professional requirements:

- i) being authorised to perform the *contract* under national law, as evidenced indicatively by inclusion in a trade or professional register, or a sworn declaration or certificate, membership of a specific organisation, or entry in the value added tax (hereinafter 'VAT') register;
- j) providing a list of the principal services provided and/or supplies delivered in the past 3 (three) years (2020-2021-2022) with the sums, duration and recipients, public or private;

❖ **Evidence to be submitted with the tender as part of Envelope n.1 – Administrative Documents (please, for more details, see point 3 of the letter of invitation to tender):**

- 2 (two) bank references;
- a document attesting that the *tenderer* had a minimum annual turnover in the last 3 (three) financial years for which accounts have been closed of at least EUR EUR 100.000,00 (onehundredthousand/00);
- the financial statements of the last three years for which accounts have been closed;
- a copy of the professional risk indemnity insurance of at least EUR 1.500.000,00 (onemillionfivehundredthousand/00);
- evidence that the *tenderer* is included in a trade or professional register and entry in the value added tax register;
- a list of the principal services provided and/or supplies delivered by the *tenderer* in the past 3 (three) years (2020-2021-2022) with the sums, duration and recipients, public or private;

The *EUI* reserves the right to perform sample checks in order to verify the accuracy of the statements submitted by *tenderers*.

Tenderers that are not compliant with the applicable minimum requirements shall be rejected.

Article 11. Award criteria

Only the *tenders* submitted by *tenderers* meeting the requirements of the exclusion and selection criteria will be evaluated in terms of quality and price. The *contract* shall be awarded according to the “**most economically advantageous tender**” criterion following the assessment of the best quality/price ratio made by the competent evaluation committee which will assign a score to each *tender* to a maximum of 100 points, based on the following parameters:

MAXIMUM SCORE	
Technical and quality evaluation	40/100
Economic evaluation (price)	60/100

The total score of the *tender* shall be the sum of the technical and financial score obtained.

The *tenderer* obtaining the highest overall score shall be awarded with the *contract*.

$$P \text{ offer} = P \text{ economic evaluation} + P \text{ technical evaluation}$$

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

A - Allocation of points for technical and quality evaluation criteria

To each criterion will be assigned a certain weight, with the maximum amount being equal to 40 points, which, multiplied by the coefficient of quality assigned at the discretion of the evaluation committee (between 0 and 1, as shown in Table II), will determine the score assigned to each *tender*, as indicated in the following Table I.

The *tenderer* shall submit technical *offer* using the form Annex II B.

TABELLA I			
DESCRIPTION			PUNTEGGIO MASSIMO
A1	Digital material production requirements (Art. 7.4)		<u>10</u>
A2	Project and timing (Art. 7.5, 7.6 and 7.7)		<u>20</u>
	A2.1	Digital material project	15
	A2.2	Time scheduling and delivery rules - Metadata	5
A3	Previous Experience in digitalization field, clients portfolio, CV of the personnel proposed to undertake the service, having guidelines ISO/TR 13028:2010		<u>10</u>
A3.1	Previous experience in digitalization field:		
		> 6 years: excellent	4
		4-6 years: good	3
		2-4 years: adequate	2
		1-2 years: poor	1
		≤ 1 year: inadequate	0
A3.2	Clients portfolio	2	
A3.3	CV of the personnel proposed to undertake the service	2	
A3.4	Having ISO/TR 13028:2010 Implementation guidelines for digitization of records.	2	

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 to award criteria A1, A2, A3.2, A3.3 and A3.4 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.

CHAPTER IV - FINAL PROVISIONS

Article 12. Sanctions and penalties mechanism

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

- € 200 for any day of delay in respecting the digitization schedule provided by the EUI 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 contractor is entitled to present its own counter-arguments within 5 (five) working days following receipt of the notification of complaint sent by the EUI.

Should these deductions not be considered sufficient to justify a default in the opinion of the EUI, 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.

Article 13. Requirements for the signature of the contract

The successful tenderer, within the date to be communicated by the EUI, must submit the following documents before the signature of the contract:

- a copy of the full criminal record of the legal representative of the successful tenderer and of the person undertaking the service at the HAEU's premises;
- the non-disclosure agreement related to the protection of personal data as provided for by the applicable rules of the [EUI Data Protection Policy](#), that will be provided in due time by the EUI to the successful tenderer.

Please be aware that any employee of the successful tenderer who is involved in the implementation of the contract with the EUI must return to the contracting authority such agreement duly filled and signed.

Please note that should the successful tenderer fail to submit the documents outlined above in due time or, upon testing, is found not to be in compliance with the declarations submitted in the tender, the EUI reserves the right to award the contract to the following tenderer in the ranking or to launch a new call for tender.

Article 14. Contract management

For the EUI, the reference person(s) for the contract management is/are the following:
the Director of the Historical Archives of the European Union.

Article 15. Contract management

The tender documents of the present procurement procedure are composed of the draft contract, the invitation letter, these *tender specifications* - TS (Annex I) and the contractor's *tender* (Annex II), including the following annexes:

- Annex II A – Declaration on honour;
- Annex II B – Technical offer;
- Annex II C – Financial offer.
- Annex II D – Request for site inspection;
- Annex II E – 2023 EUI Holidays.