

**Belgium-Ghent: Library and archive services**  
**OJ S 7/2016 12/01/2016**  
**Contract notice**  
**Services**

**Directive 2004/18/EC**

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**Section I: Contracting authority**

**I.1. Name and addresses**

Official name: Vlaams Instituut voor Archivering VZW

Postal address: Sassevaartstraat 46, b209

Town: Gent

Postal code: 9000

Country: Belgium

For the attention of: Declercq Brecht

E-mail: [brecht.declercq@viaa.be](mailto:brecht.declercq@viaa.be)

Telephone: +32 474250467

**Internet address(es):**

General address of the contracting authority: [www.viaa.be](http://www.viaa.be)

Address of the buyer profile: <https://enot.publicprocurement.be/enot-war/preViewNotice.do?noticeId=223848>

Electronic submission of tenders and requests to participate: <https://eten.publicprocurement.be/etendering/viewWorkspacesBasedOnExtUrl.do?wsName=VIAA+VZW-Digitaliseringsgolf+4-F02>

**Additional information can be obtained from:**

the abovementioned address

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

the abovementioned address

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

**I.2. Type of the contracting authority**

**I.3. Main activity**

Recreation, culture and religion

**I.4. Contract award on behalf of other contracting authorities**

The contracting authority is purchasing on behalf of other contracting authorities: no

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**Section II: Object of the contract**

**II.1. Description**

**II.1.1. Title attributed to the contract by the contracting authority**

VIAA VZW — digitaliseringsgolf 4.

**II.1.2. Type of contract and place of performance or delivery**

Services

Service category No 26: Recreational, cultural and sporting services

NUTS code BE Belgique / België

**II.1.3. Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

**II.1.4. Information about framework agreement**

Framework agreement with a single operator

**II.1.5. Short description of the contract or purchase(s)**

Digitaliseringsgolf 4: VHS.

**II.1.6. CPV code(s)**

92510000 Library and archive services, 92100000 Motion picture and video services

**II.1.7. Information about the Government Procurement Agreement (GPA)**

**II.1.8. Lots**

This contract is divided into lots: yes

Tenders may be submitted for one lot only

**II.1.9. Information about variants**

**II.2. Scope of the procurement**

**II.2.1. Total quantity or scope**

**II.2.2. Information about options**

**II.2.3. Information about renewals**

**II.3. Duration of the contract or time limit for completion**

Information about lots

Lot No: 1

**1) Short description**

**2) CPV code(s)**

92000000 Recreational, cultural and sporting services

**3) Quantity or scope**

**4) Indication about different time frame or duration**

**5) Additional information about lots**

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

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**III.1. Conditions related to the contract**

**III.1.1. Deposits and guarantees required**

**III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them**

**III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded**

**III.1.4. Contract performance conditions**

**III.2. Conditions for participation**

**III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

**III.2.2. Economic and financial ability**

**III.2.3. Technical and professional ability**

Minimum level(s) of standards possibly required:

Klasse: N/A, categorie: N/A.

**III.2.4. Information about reserved contracts**

**III.3. Conditions specific to services contracts**

**III.3.1. Information about a particular profession**

**III.3.2. Information about staff responsible for the performance of the contract**

## **Section IV: Procedure**

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**IV.1. Type of procedure**

**IV.1.1. Type of procedure**

Open

**IV.1.2. Information about the limits on the number of candidates to be invited**

**IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue**

**IV.2. Award criteria**

**IV.2.1. Award criteria**

**IV.2.2. Information about electronic auction**

An electronic auction will be used: no

**IV.3. Administrative information**

**IV.3.1. File reference number attributed by the contracting authority**

VIAA VZW-Digitaliseringsgolf 4-F02\_0

**IV.3.2. Previous publication concerning this procedure**

**IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document**

Time limit for receipt of requests for documents or for accessing documents: 7.2.2016 - 12:00

**IV.3.4. Time limit for receipt of tenders or requests to participate**

8.2.2016 - 12:00

**IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

**IV.3.6. Languages in which tenders or requests to participate may be submitted**

English. Dutch.

**IV.3.7. Minimum time frame during which the tenderer must maintain the tender**

#### **IV.3.8. Conditions for opening of tenders**

Date: 8.2.2016 - 12:00

### **Section VI: Complementary information**

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**VI.1. Information about recurrence**

**VI.2. Information about European Union funds**

**VI.3. Additional information**

**VI.4. Procedures for review**

**VI.4.1. Review body**

**VI.4.2. Review procedure**

**VI.4.3. Service from which information about the review procedure may be obtained**

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

7.1.2016