

Belgium-Brussels: Invitation to tender No CDR/GREFFE/12/2015 — Purchase, installation and adaptation of business software for archive management

OJ S 14/2016 21/01/2016

Contract award notice

Supplies

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Committee of the Regions of the European Union

Postal address: rue Belliard 101

Town: Bruxelles

Postal code: 1040

Country: Belgium

For the attention of: Ms Lourdes Martínez de Antoñana, «Archives/courrier officiel /transparence»

E-mail: archives@cor.europa.eu**Internet address(es):**General address of the contracting authority: <http://cor.europa.eu>**I.2. Type of the contracting authority**

European institution/agency or international organisation

I.3. Main activity

General public services

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

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

Section II: Object of the contract

II.1. Description**II.1.1. Title**

Invitation to tender No CDR/GREFFE/12/2015 — Purchase, installation and adaptation of business software for archive management.

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

Supplies

Purchase

NUTS code BE10 Région de Bruxelles-Capitale/ Brussels Hoofdstedelijk Gewest

II.1.3. Information about a framework agreement or a dynamic purchasing system (DPS)**II.1.4. Short description of the contract or purchase(s)**

The Committee of the Regions of the European Union (hereinafter referred to as 'the Committee') is intending to sign a direct supplies contract with the aim of purchasing, installing and adapting business software for archive management. This purchase involves comprehensive services for configuration, data and digital-object migration, user training, as well as related annual 'all-purpose' maintenance services.

This software is to replace the Archives Department's current software, with the addition of certain features that have become essential.

The number of required licences is: 2 administrators, 20 workstations and 50 simultaneous web consultations.

All the services required in the contract must be provided in English and French.

2.1 Software installation and adaptation:

the aim of the invitation to tender is to select a supplier able to offer software that can be integrated into the Committee's technical environment and, if the basic software version does not have all the required features, adapt it in accordance with these tender specifications. Nonetheless, the basic software version must include a maximum number of services, and developments to be carried out in relation to the standard configuration must be kept to a minimum.

Delivery and installation of the software is subject to a compliance report following installation, adaptation, configuration, any developments carried out, migration of data and digital objects from the current system and the integration thereof into the new one, user training.

Compliance involves the quantitative and qualitative verification of the equipment and services provided.

Delivery and installation of the software, as well as the related services, must be carried out within 1 year following the date of contract signature.

2.2 Annual 'all-purpose' maintenance:

the invitation to tender also includes related annual 'all-purpose' maintenance services, whereby the contractor shall manage, throughout the full contract duration (not exceeding 10 years), various service aspects which he will need to provide such as:

preventive and corrective maintenance, updates;

help and assistance to users;

development;

consultancy;

training.

The annual 'all-purpose' maintenance services shall enter into force on the date of signature of the compliance report approved by the Committee.

II.1.5. CPV code(s)

48311000 Document management software package, 72226000 System software acceptance testing consultancy services

II.1.6. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: no

II.2. Total value of the contract/lot

II.2.1. Total value of the contract/lot

Section IV: Procedure

IV.1. Type of procedure

IV.1.1. Type of procedure

Restricted

IV.2. Award criteria

IV.2.1. Award criteria

The most economically advantageous tender in terms of

1. Functional quality of the proposed solution (maximum of 55 points and minimum of 39 points). Weighting 55
2. Service quality (maximum of 20 points). Weighting 20
3. Technical quality (maximum of 20 points and minimum of 16 points). Weighting 20
4. Ergonomics (maximum of 5 points). Weighting 5

IV.2.2. Information about electronic auction

An electronic auction has been used: no

IV.3. Administrative information

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

CDR/GREFFE/12/2015.

IV.3.2. Previous publication concerning this procedure

Contract notice

Notice number in the OJ S: [2015/S 136-250048](#) of 17.7.2015

Other previous publications

Notice number in the OJ S: [2015/S 017-025721](#) of 24.1.2015

Section V: Award of contract

V.1. Date of conclusion of the contract

23.12.2015

V.2. Information about tenders

Number of tenders received: 3

V.3. Name and address of the contractor

Official name: Odei S.A.

Postal address: Plaza del Renacimiento, 9, planta 4, oficina 20

Town: Vitoria-Gasteiz (Alava)

Postal code: 01004

Country: Spain

V.4. Information on value of the contract/lot

Total value of the procurement:

Value: 555 000 EUR

excluding VAT

V.5. Information about subcontracting

The contract is likely to be subcontracted: no

Section VI: Complementary information

VI.1. Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds:
no

VI.2. Additional information

1. The attention of interested parties is drawn to the aim of this notice, i.e. to select candidates who will receive the specifications and be invited to tender.

2. NB: requests to participate are to be sent in letter form, in duplicate (1 original and 1 copy; the original should be clearly marked as such) before the date given in point IV.3.4 of this notice. Requests to participate must be sent in a double envelope. Both envelopes must be sealed and the inner and outer envelopes must be marked with both the name of the department which they are addressed to (see above) and the following: 'CDR/GREFFE/12/2015 — Demande de participation de (company name) — À ne pas ouvrir par le service du courrier'.

Self-seal envelopes must be sealed with adhesive tape, with the sender's signature written across the tape.

Candidates may elect to send their requests to participate:

(a) either by post or by private courier (evidenced by the postmark or the date on the delivery receipt) to the official address in point I.1 of this notice;

(b) or deliver them to the following address: rue Belliard 99-101, 1040 Bruxelles, BELGIUM, Reception, 9:30–12:00 and 14:30–16:30 from Monday to Thursday and 9:30–12:00 on Fridays. This department is closed at weekends and on official CoR holidays. In this latter case, the full address given in point I.1 of this notice must be written on the outer envelope. Delivery of the request to participate will be confirmed by a dated receipt signed by the official from the aforementioned department who takes delivery of the documents.

3. The candidate (individual or 'grouping') shall:

(a) quote reference 'CDR/GREFFE/12/2015' in his request to participate;

(b) enclose identity details (groupings shall provide these separately for each member, if applicable, and state which is the lead company) as follows: name, legal status, nationality, address, telephone and fax numbers, contact name and e-mail address, VAT number, legal registration number (where applicable) and bank details;

(c) enclose the documents and information required in points III.2.1, III.2.2 and III.2.3 of this notice. Incomplete applications may be automatically rejected. Groupings must furnish separate documents and information for each member.

4. Interested parties should be made aware that, to ensure protection of the European Union's financial interests, their personal data may be passed on to internal audit services, the European Court of Auditors, the specialised financial irregularities panel and/or the European Anti-Fraud Office (OLAF).

This personal data (surname and first name in the case of a natural person and, in the case of a legal entity, address, legal form and surname and first name of persons with powers of representation, decision making or control) regarding economic operators in 1 of the situations referred to in Articles 106, 107, 108 and 109(1) and (2) of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council may be registered in a centralised database managed by the Commission (central exclusion database) and passed on to designated persons at the Commission, as well as other institutions, agencies, authorities and bodies mentioned in Article 108 of the regulation. Any person registered in the database is entitled to be informed of the registered data concerning them, by submitting a request to the Committee of the Regions' accounting officer or directly to the Commission's accounting officer. Before being registered in the central exclusion database, the candidate or tenderer shall have 14 calendar days in which he may express his opinion in writing. However, while a decision regarding the exclusion duration is pending and in order to protect the Union's financial interests, it may be necessary to issue an exclusion warning provisionally before the third party concerned has had the possibility to express an opinion. The central exclusion database is managed by the Commission. A specific privacy policy statement may be consulted on the Commission's website at the following address: http://ec.europa.eu/budget/explained/management/protecting/protect_fr.cfm#BDCE

5. The monitoring of your response to the contract notice involves the registration and processing of personal data (e.g. name, address, CV). This data will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18.12.2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless otherwise specified, the answers to questions and the personal data requested are necessary for the evaluation of your request to participate, in accordance with the specifications in the contract notice, and will be processed for this purpose only by the Committee's Unit A1 — 'Service archives/courrier officiel/transparence' (e-mail address: archives@cor.europa.eu). On request, you may receive a copy of your personal data and you may amend any personal data which is inaccurate or incomplete by contacting the person responsible for processing (e-mail address: archives@cor.europa.eu). If you have any questions on the processing of your personal data, you may contact data.protection@cor.europa.eu

You have the right to contact the European Data Protection Supervisor at any time regarding the processing of your personal data (www.edps.europa.eu).

6. The contract will run for an initial 2 years and may then be renewed 8 times for 1 year each time. The total contract term cannot exceed 10 years.

7. Candidates may submit their request to participate using the double-sided printing format and/or on recycled paper.

8. Interested parties are requested to follow the procedures given in this notice and to refrain from seeking further information at this stage.

VI.3. Procedures for review

VI.3.1. Review body

Official name: General Court

Postal address: rue du Fort Niedergrünwald

Town: Luxembourg

Country: Luxembourg

E-mail: GeneralCourt.Registry@curia.europa.eu

Telephone: +352 4303-1

Fax: +352 4303-2100

Internet address: <http://curia.europa.eu>

VI.3.2. Review procedure

Precise information on deadline(s) for review procedures: within 2 months of the plaintiff being notified or, failing this, of the date on which it became known to them. A complaint made to the European Ombudsman neither suspends this period nor opens a new period for lodging appeals.

VI.3.3. Service from which information about the review procedure may be obtained

VI.4. Date of dispatch of this notice

11.1.2016