United Kingdom-London: Photograph restoration, copying and retouching services
OJ S 45/2020 04/03/2020
Contract notice
Services

Legal Basis:
Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: The Courtauld Institute of Art
Postal address: Somerset House, The Strand
Town: London
NUTS code: UKI31 Camden and City of London
Postal code: WC2R 0RN
Country: United Kingdom
Contact person: Tom Bilson
E-mail: tom.bilson@courtauld.ac.uk
Telephone: +44 20394775844
Internet address(es):
Main address: https://www.courtauld.ac.uk

I.3. Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: https://www.delta-esourcing.com/tenders/UK-UK-London:-Photograph-restoration%2C-copying-and-retouching-services./83YBSMJ454
Additional information can be obtained from the abovementioned address
Tenders or requests to participate must be submitted electronically via: https://www.delta-esourcing.com/respond/83YBSMJ454
Tenders or requests to participate must be submitted to the abovementioned address

I.4. Type of the contracting authority

Body governed by public law

I.5. Main activity

Education

Section II: Object

II.1. Scope of the procurement

II.1.1. Title

Digitisation of The Courtauld's Witt Library Photographic Collection
Reference number: 452786106

II.1.2. Main CPV code

79963000 Photograph restoration, copying and retouching services

II.1.3. Type of contract

Services

II.1.4. Short description

This procurement is for a digitisation supplier for The Courtauld Institute of Art (The Courtauld). The Courtauld wishes to complete the digitisation of the remaining 90 % of the Witt Library (10 % having previously been digitised in a previous pilot project). The appointed supplier will transfer and store then digitise the remaining approximately 1.9 million images contained in 16 966 boxes (an average of 112 images per box), over a 12-month period commencing in May 2020 (subject to procurement timetable), then upload for publication within 14 months of the commencement of the contract.

II.1.5. Estimated total value

Value excluding VAT: 625 000,00 GBP

II.1.6. Information about lots

This contract is divided into lots: no

II.2. Description

II.2.2. Additional CPV code(s)

79963000 Photograph restoration, copying and retouching services, 79961300 Specialised photography services, 79962000 Photograph processing services, 79999100 Scanning services, 79995100 Archiving services, 92500000 Library, archives, museums and other cultural services, 92510000 Library and archive services, 92520000 Museum services and preservation services of historical sites and buildings

II.2.3. Place of performance

NUTS code: UKI31 Camden and City of London
Main site or place of performance: Camden and City of London.

II.2.4. Description of the procurement

This procurement is for a digitisation supplier for The Courtauld Institute of Art (The Courtauld). The Courtauld wishes to complete the digitisation of the remaining 90 % of the Witt Library (10 % having previously been digitised in a previous pilot project). The appointed supplier will transfer and store then digitise the remaining approximately 1.9 million images contained in 16 966 boxes (an average of 112 images per box), over a 12-month period commencing in May 2020 (subject to procurement timetable) and return the physical images, then upload the digitised images for publication within 14 months of the commencement of the contract.
The collection consists of 16 966 boxes (each 36 x 31 x 7 cm and with an average weight each of 3 kg) in the following ‘sections’:
— the remaining British images (263 699 images/2500 boxes),
— French (450 970 images/4011 boxes),
— Netherlandish (396 440 images/3526 boxes),
— Italian (368 444 images/3277 boxes),
— German and American (246 454 images/2192 boxes),
— a final section comprising miscellaneous regions including Spanish, Swiss, Russian, Scandinavian, Hungarian, Australian and New Zealand, plus others (164 153 images/1460 boxes).
Specific transport and storage conditions are required (as set out in the specification) and a remote monitoring and quality checking system will be required to enable The Courtauld to check on progress. The service includes barcoding and transcription of information as well as digitisation of the images.
The estimated value of the contract is GBP 600 000-GBP 650 000.

The Courtauld has limited funding in respect of this project at this time. In the event that the highest scoring potential supplier's price exceeds the value of the funding, a reduced scope will be included in the contract, with the option to add the remainder should additional funding become available during the contract term.

II.2.5. Award criteria
Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6. Estimated value
Value excluding VAT: 625 000,00 GBP

II.2.7. Duration of the contract, framework agreement or dynamic purchasing system
Duration in months: 14
This contract is subject to renewal: no

II.2.10. Information about variants
Variants will be accepted: no

II.2.11. Information about options
Options: no

II.2.13. Information about European Union funds
The procurement is related to a project and/or programme financed by European Union funds: no

II.2.14. Additional information
To respond to this opportunity please click here: https://www.delta-esourcing.com/respond/83YBSMJ454

Section III: Legal, economic, financial and technical information

III.1. Conditions for participation

III.1.2. Economic and financial standing
Selection criteria as stated in the procurement documents

III.1.3. Technical and professional ability
Selection criteria as stated in the procurement documents

III.2. Conditions related to the contract

III.2.2. Contract performance conditions
See procurement documents.

Section IV: Procedure

IV.1. Description

IV.1.1. Type of procedure
Open procedure

IV.1.3. Information about a framework agreement or a dynamic purchasing system

IV.1.8.

Information about the Government Procurement Agreement (GPA)
The procurement is covered by the Government Procurement Agreement: yes

IV.2. Administrative information

IV.2.2. Time limit for receipt of tenders or requests to participate
Date: 02/04/2020 Local time: 14:00

IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates

IV.2.4. Languages in which tenders or requests to participate may be submitted
English

IV.2.6. Minimum time frame during which the tenderer must maintain the tender
Duration in months: 6 (from the date stated for receipt of tender)

IV.2.7. Conditions for opening of tenders
Date: 02/04/2020 Local time: 14:00

Section VI: Complementary information

VI.1. Information about recurrence
This is a recurrent procurement: no

VI.2. Information about electronic workflows
Electronic ordering will be used
Electronic invoicing will be accepted
Electronic payment will be used

VI.3. Additional information
The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.
For more information about this opportunity, please visit the Delta eSourcing portal at: https://www.delta-esourcing.com/tenders/UK-UK-London:-Photograph-restoration%2C-copying-and-retouching-services./83YBSMJ454
To respond to this opportunity, please click here: https://www.delta-esourcing.com/respond/83YBSMJ454
Go reference: GO-202033-PRO-16098853

VI.4. Procedures for review

VI.4.1. Review body
Official name: The Courtauld Institute of Art
Postal address: Somerset House, The Strand
Town: London
Postal code: WC2R 0RN
Country: United Kingdom

VI.5. Date of dispatch of this notice
03/03/2020