

**Italy-Rome: Archiving services**

**OJ S 127/2015 04/07/2015**

**Contract notice**

**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

---

**I.1. Name and addresses**

Official name: Azienda USL Roma B

Postal address: Via Filippo Meda 35

Town: Roma

Postal code: 00157

Country: Italy

Contact person: U.O.S. Gare ed Appalti

E-mail: [aleandro.munno@aslromab.it](mailto:aleandro.munno@aslromab.it)

Telephone: +39 0641433624

Fax: +39 0641433645

**Internet address(es):**

General address of the contracting authority: [www.aslromab.it](http://www.aslromab.it)

**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:** Official name: Azienda USL Roma B

Postal address: Via Filippo Meda 35

Town: Roma

Postal code: 00157

Country: Italy

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

Regional or local authority

**I.3. Main activity**

Health

**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 attributed to the contract by the contracting authority**

Gara a procedura aperta per l'affidamento del servizio di trasferimento, archiviazione, gestione e scarto dei documenti sanitari/amministrativi per l'Azienda USL Roma b per un periodo di 2 anni. CIG — 6305238EFC.

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

Services

Service category No 25: Health and social services

Main site or place of performance: Roma.

NUTS code ITE43 Roma

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

The notice involves a public contract

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

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

Affidamento del servizio di trasferimento, archiviazione, gestione e scarto dei documenti sanitari/amministrativi dell'Azienda USL Roma B.

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

79995100 Archiving services

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

The procurement is covered by the Government Procurement Agreement: no

**II.1.8. Lots**

This contract is divided into lots: no

**II.1.9. Information about variants**

Variants will be accepted: no

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

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

560 000 EUR IVA esclusa.

Estimated value excluding VAT: 560 000 EUR

**II.2.2. Information about options**

Options: no

**II.2.3. Information about renewals**

This contract is subject to renewal: no

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

Duration in months: 24 (from the award of the contract)

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

---

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

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

Cauzione provvisoria come indicato nel capitolato speciale d'Appalto.

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

Fondi propri di bilancio.

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

È ammessa la partecipazione dei soggetti di cui agli artt. 34 e 37 del D.Lgs. n. 163/2006 e s.i. m.

#### **III.1.4. Contract performance conditions**

The performance of the contract is subject to particular conditions: no

#### **III.2. Conditions for participation**

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

List and brief description of conditions: Come indicato nel capitolato speciale.

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

List and brief description of conditions: Come indicato nel capitolato speciale.

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

List and brief description of conditions:  
Come indicato nel capitolato speciale.

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

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

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

Execution of the service is reserved to a particular profession: yes  
Reference to the relevant law, regulation or administrative provision: Come indicato nel capitolato speciale.

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

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract: yes

### **Section IV: Procedure**

---

#### **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**

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

##### **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**

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

no

**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: 4.9.2015 - 12:00

Payable documents: no

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

14.9.2015 - 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**

Italian.

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

Duration in days: 240 (from the date stated for receipt of tender)

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

Persons authorised to be present at the opening of tenders: yes

Information about authorised persons and opening procedure: Possono partecipare con diritto di intervento soltanto i legali rappresentanti delle ditte concorrenti o delegati con specifica procura.

**Section VI: Complementary information**

---

**VI.1. Information about recurrence**

This is a recurrent procurement: no

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

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

**VI.3. Additional information**

Per la partecipazione alla gara è necessario procedere al pagamento del contributo previsto dall'Autorità per la vigilanza sui contratti pubblici di lavori, servizi e forniture con il codice CIG. ai sensi dell'art. 71 del D.Lgs. n. 163/2006 e s.i.m. le richieste di chiarimenti ed informazioni complementari potranno essere inoltrate, entro e non oltre il termine di cui al punto p IV.3.3). Ogni integrazione o chiarimento sulla gara verrà pubblicato sul sito aziendale [www.aslromab.it](http://www.aslromab.it), tutte le comunicazioni sul sito avranno valore di notifica. È onere della ditta verificare il sito fino al termine di presentazione delle offerte e durante l'espletamento della gara. Responsabile Unico del Procedimento: dott. Aleandro Munno.

**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**

1.7.2015

