

**Denmark-Copenhagen: Business services: law, marketing, consulting, recruitment, printing and security**

**OJ S 142/2016 26/07/2016**

**Contract notice**

**Services**

**Legal Basis:**

Directive 2014/24/EU

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**Section I: Contracting authority**

**I.1. Name and addresses**

Official name: Nota

Postal address: Teglværksgade 37

Town: København Ø

NUTS code: DK0 Danmark

Postal code: 2100

Country: Denmark

Contact person: Carl Rosschou

E-mail: [procurement@nota.dk](mailto:procurement@nota.dk)

Telephone: +45 39134674

**Internet address(es):**

Main address: <http://www.nota.dk>

**I.3. Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://drop.nota.dk/share.cgi?ssid=05r4LYw>

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

Additional information can be obtained from another address:

Official name: Nota

Postal address: Teglværksgade 37

Town: København Ø

NUTS code: DK Danmark

Postal code: 2100

Country: Denmark

E-mail: [procurement@nota.dk](mailto:procurement@nota.dk)

**Internet address(es):**

Main address: <http://www.nota.dk>

**I.4. Type of the contracting authority**

Ministry or any other national or federal authority, including their regional or local subdivisions

**I.5. Main activity**

Recreation, culture and religion

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**Section II: Object**

**II.1. Scope of the procurement**

**II.1.1. Title**

Digitation of books and other texts.

**II.1.2. Main CPV code**

79000000 Business services: law, marketing, consulting, recruitment, printing and security

**II.1.3. Type of contract**

Services

**II.1.4. Short description**

Nota is a state institution that makes books and other written materials available to people with reading disabilities. 1 of Nota's tasks is to supply materials for visually impaired and dyslexic students at upper secondary school, colleges and universities. In this context, we are putting out to tender an annual production of books and other printed material amount to a total of approx. 500 000-800 000 pages, to be delivered in Word .docx format and in open PDF/A format (PDF/A-1b-ISO 19005-1 Level B), which is accessible to screen readers.

**II.1.5. Estimated total value**

Value excluding VAT: 1 250 000,00 EUR

**II.1.6. Information about lots**

This contract is divided into lots: no

**II.2. Description**

**II.2.3. Place of performance**

NUTS code: DK Danmark

**II.2.4. Description of the procurement**

We are putting out to tender an annual production of books and other printed material amount to a total of approx. 500 000-800 000 pages, to be delivered in Word .docx format and in open PDF/A format (PDF/A-1b-ISO 19005-1 Level B), which is accessible to screen readers. The tender shall be accompanied by an example of digitization of both simple and complex text samples in Word .docx format and in open PDF/A format (PDF/A-1b ISO 19005-1 Level B) respectively.

**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**

**II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 24

This contract is subject to renewal: yes

Description of renewals:

The contract is entered into for 24 months with the possibility for 2 12-month extensions.

**II.2.9. Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 5  
Objective criteria for choosing the limited number of candidates:

Objective criteria for selection of the limited number of applicants:

The limitation of applicants is based on who has documented the most relevant experiences in relation to the services covered by the contract.

— To produce accessible digital texts;

- Experience in working with OCR in several languages;
- Quality assurance of digital texts.

The limitation is based on the applicant's description in ESPD Part IV, section C,.

#### **II.2.10. Information about variants**

Variants will be accepted: no

#### **II.2.11. Information about options**

Options: yes

Description of options:

Nota has an option for the performance of further digitisations in addition to the total quantity, to be remunerated at the fixed unit prices offered.

#### **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**

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

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#### **III.1. Conditions for participation**

##### **III.1.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions:

Tenderers shall complete the European Single Procurement Document that acts as provisional documentation of eligibility. The Tenderer shall, upon request by the Contracting Authority, provide detailed documentation of eligibility. The successful Tenderer shall submit detailed documentation of eligibility within 8 calendar days after an award of contract. The following documentation for personal circumstances shall be submitted upon request by the Contracting Authority. Evidence that the grounds for exclusion in the Procurement Act's § 135 para. 1 or 3, § 136 Clause 1, 2 and 3 and § 137 Clause 2 or 7 do not apply to the Tenderer.

##### **III.1.2. Economic and financial standing**

List and brief description of selection criteria:

The following documentation of financial capacity shall be submitted upon request by the Contracting Authority:

1. The economic operator must specify the total revenue in the latest 3 available financial years available, depending on when the economic operator was established or started trading, if the figures for this revenue are available. The final documentation must be endorsed by a registered or certified public accountant. This shall be disclosed in ESPD Part IV, Section B.
2. The economic operator must provide their degree of solvency from the latest 3 available financial years, on when the economic operator was established or started trading, if the figures for this revenue are available. The final documentation must be endorsed by a registered or certified public accountant. This shall be disclosed in ESPD Part IV, Section B.

Minimum level(s) of standards possibly required:

Minimum requirements for the level that may be required:

1. Revenue is required of at least 500 000 EUR in the latest 3 available financial years. If the candidate relies on the capacity of other entities, revenue shall be calculated as the applicant's

and the other entities' combined revenue in the latest 3 available financial years. In the case of an association of undertakings (e.g. a consortium), the revenue shall be calculated as the companies' total revenue in the latest 3 available financial years.

2. A solvency ratio of at least 5 % is required in the latest annual report. The solvency ratio is calculated as the applicant's total equity capital value in relation to the company's total assets. The solvency ratio is calculated as  $(\text{total equity capital value} / \text{total assets}) \times 100 = \text{solvency ratio}$ . If the applicant depends on the capacity of other entities (e.g. a subcontractor or units within the same group, including a parent, sister or subsidiary company), the solvency ratio is calculated as the applicant's and the other entities total equity capital value relative to their total assets.

### **III.1.3. Technical and professional ability**

List and brief description of selection criteria:

Economic operator shall prepare a reference list of the 3 most important comparable deliveries carried out over the last 3 years, This shall be disclosed in ESPD Part IV, Section C.

Minimum level(s) of standards possibly required:

Minimum requirements for the level that may be required:

At least 5 references and max. 10 references from the latest 3 years. The reference shall relate to the subject of the tender and shall be verifiable by the Contracting Authority. In this context, the reference shall convince the Contracting Authority that the Tenderer possesses the necessary experience to perform the task.

For each reference the economic operator must give a description of:

- The deliveries;
- The revenue for the delivery;
- Time of delivery; and,
- The recipient of the delivery.

## **III.2. Conditions related to the contract**

### **III.2.2. Contract performance conditions**

CSR — as specified in the tender documents.

## **Section IV: Procedure**

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### **IV.1. Description**

#### **IV.1.1. Type of procedure**

Restricted 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.2.1. Previous publication concerning this procedure**

Notice number in the OJ S: [2016/S 059-098860](#)

#### **IV.2.2. Time limit for receipt of tenders or requests to participate**

Date: 26/08/2016 Local time: 12:00

#### **IV.2.3.**

## **Estimated date of dispatch of invitations to tender or to participate to selected candidates**

Date: 02/09/2016

### **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: 3 (from the date stated for receipt of tender)

## **Section VI: Complementary information**

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### **VI.1. Information about recurrence**

This is a recurrent procurement: no

### **VI.3. Additional information**

It is noted that if the economic operator does not comply with the formal requirements in this notice and the tender documents the contracting entity may be required to reject the offer as not in compliance with the tender specifications. The contracting entity shall exclude a tenderer from participation in the tender procedure, where the tenderer is covered by the mandatory exclusion grounds mentioned in §135 and §136 of the Public Procurement Act. The tenderer shall indicate this information in the European Single Procurement Document (ESPD). It should be particularly noted that some of these grounds for voluntary exclusion in the Public Procurement are made mandatory by §136 of the Public Procurement Act (Exclusion due to conflict of interest, exclusion due to distortions of competition as a result of prior inclusion and exclusion due to the provision of grossly inaccurate information, withholding of information or not being able to submit the final documentation).

The contracting entity shall also exclude a tenderer from participation in the tender procedure, where the tenderer is covered by the conditions specified in §137,2 of the Public Procurement Act, that the tenderer has been declared bankrupt or is under insolvency or liquidation proceedings.

An economic operator, who participates alone and does not rely on the capacity of other entities, shall only complete 1 ESPD in order to conform to the documentation for exclusion and the selection criteria. An economic operator participating alone, but who relies on the capacity of q or more other entities, shall ensure that the contracting entity receives the operator's own ESPD with a separate ESPD with the relevant information for each of the entities upon which it relies.

Refer to the Competition and Consumer Authority's Guide to the European Single Procurement Document(ESPD) for the correct way to complete the form.

### **VI.4. Procedures for review**

#### **VI.4.1. Review body**

Official name: Klagenævnet for Udbud

Postal address: Dahlerups Pakhus, Langelinie Allé 17

Town: København Ø

Postal code: 2100

Country: Denmark

E-mail: [klfu@erst.dk](mailto:klfu@erst.dk)

Telephone: +45 35291000

Internet address: <http://erhvervsstyrelsen.dk/klagenaevnet-for-udbud://>

#### **VI.4.3. Review procedure**

Precise information on deadline(s) for review procedures:

According to the Act on Enforcement of Tender Regulations, etc. (the Act can be downloaded from: [www.retsinformation.dk](http://www.retsinformation.dk)), the following deadlines apply for filing a complaint. For appeal of a decision not to pre-qualify, the appeal must be filed with the Complaints Board for Public Procurement within 20 calendar days from the day following the day on which the contracting entity has notified the applicants concerned about who has been pre-qualified, if the notification contains a short summary of the relevant reasons for the decision. Appeals concerning failure to be awarded the contract must be submitted within 45 days after the contracting entity has published a notice in the Official Journal of the European Union that the contracting entity has entered into a contract. The appellant shall, no later than simultaneously with submitting an appeal to the Complaints Board for Public Procurement, notify the contracting entity that an appeal has been lodged with the Complaints Board for Public Procurement. This is most easily done by the complainant sending or e-mailing a copy of the complaint with annexes to the contracting entity. The Complaints Board needs to know whether the complainant has notified the contracting entity, and the complainant must therefore submit a copy of the notification of the contracting entity to the Appeals Board.

#### **VI.4.4. Service from which information about the review procedure may be obtained**

Official name: Konkurrence- og Forbrugerstyrelsen

Postal address: Carl Jacobsens vej 35

Town: Valby

Postal code: 2500

Country: Denmark

E-mail: [kfst@kfst.dk](mailto:kfst@kfst.dk)

Telephone: +45 41715000

Internet address: <http://www.kfst.dk>

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

22/07/2016