

Belgium-Brussels: CDR/ARCH/41/2014 — Purchase, installation and adaptation of archiving and document management software

OJ S 153/2014 12/08/2014

Contract 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: Brussels

Postal code: 1040

Country: Belgium

For the attention of: Ms Lourdes Martínez de Antoñana 'Archives/official mail/transparency'

E-mail: archives@cor.europa.eu**Internet address(es):**General address of the contracting authority: <http://cor.europa.eu>Electronic access to information: <http://cor.europa.eu>**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**

European institution/agency or international organisation

I.3. Main activity**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**

CDR/ARCH/41/2014 — Purchase, installation and adaptation of archiving and document management software.

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

Supplies

Main site or place of performance: Brussels.

NUTS code BE1 Région de Bruxelles-Capitale/Brussels Hoofdstedelijk Gewest, BE10 Région de Bruxelles-Capitale/ Brussels Hoofdstedelijk Gewest

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

Duration of the framework agreement

Duration in months: 48

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

This invitation to tender is for the purchase, installation and adaptation of archiving and document management software to replace the archives department's current database software, with the addition of certain features that have become essential.

This contract is described in detail in the 'Technical specifications' appended to the specifications (Annex A).

The aim of the invitation to tender is to select a supplier able to offer software that can be integrated into the technical environment of the Committee of the Regions and, if the basic software version does not have all the required features, adapt it in accordance with these tender specifications.

The invitation to tender also includes related services whereby the contractor shall manage, throughout the full contract term, various service aspects which he will need to provide such as:

- installation of the software with all necessary adaptations,
- recovery of data and documents from the current system and their integration into the new software,
- preventative and corrective maintenance,
- help and assistance to users,
- on-site consultancy,
- training.

Training should take into account the modifications, adaptations and developments in relation to the software's 'standard' or basic version specifically made for the archives department. The Committee wishes to obtain a structured and comprehensive training plan in terms of the modules to be acquired and the length of time necessary for a beginner to use the proposed software correctly.

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

II.1.6. CPV code(s)

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

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

The procurement is covered by the Government Procurement Agreement: yes

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

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

Section III: Legal, economic, financial and technical information

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

Payment shall be made within 30 days of the contracting authority receiving the invoice, in accordance with the provisions of the draft contract appended to the specifications.

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

All the members of a grouping must comply with the non-exclusion and selection criteria (see points III.2.1, III.2.2 and III.2.3) and be jointly and severally liable for performance of the contract.

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: the tenderer shall provide a declaration on his honour, duly signed and dated, stating that the candidate is not in 1 of the situations excluding him from participating in a contract referred to in Articles 106 and 107 of the Financial Regulation. For groupings, this declaration on honour must be provided separately for each member of the grouping. The template for the required declaration on honour is attached to the specifications (Annex C).

If awarded the contract, all supporting documents and information must be provided by the successful tenderer and, if applicable, by each member of the group awarded the contract.

III.2.2. Economic and financial ability

List and brief description of conditions: the tenderer's economic and financial capacity must be sufficient for him to carry out the contract in accordance with the contract provisions. If, in the light of the information given, the Committee of the Regions has serious doubts as to the tenderer's financial capacity or if the latter proves to be clearly insufficient to carry out the contract, the tender may be rejected without the tenderer being entitled to any financial compensation.

The annual turnover (for each of the past 3 financial years) specific to the part involving sale of archiving and document management software and related services will be taken into account in assessing the economic and financial capacity.

Therefore, the economic and financial capacity will be assessed on the information contained in the following documents, to be supplied by tenderers:

— balance sheets or summaries thereof for at least the past 3 financial years for which accounts have been closed, where publication of balance sheets is prescribed under company law in the country in which the economic operator is resident.

If the tenderer is unable to furnish the means of proof required, he may prove his economic and financial capacity by any other means which the Committee of the Regions deems

appropriate.

The tenderer may also make use of the capacities of other bodies irrespective of the legal relationship between himself and said bodies. In such an event, he must provide the Committee of the Regions with proof that he will have the resources needed to carry out the contract, for example, by a commitment from said bodies to make such resources available. In this case, the Committee of the Regions is entitled to refuse the application or tender submitted if it has any doubts about the third party's commitment.

III.2.3. Technical and professional ability

List and brief description of conditions:

the tenderer's technical and professional capacity must be sufficient for him to carry out the contract in accordance with the contract provisions. If, in the light of the information given, the Committee of the Regions has serious doubts as to the tenderer's technical and professional capacities or if the latter prove to be clearly insufficient to carry out the contract, the tender may be rejected without the tenderer being entitled to any financial compensation.

For the contract referred to in this invitation to tender, the Committee of the Regions requires tenderers to have the following technical and professional capacities:

- human resources: a team of experts in the field of development, support and maintenance of the software proposed, comprising 2 or more people, whereby, the project manager, as a minimum, must have 5 years' proven experience in the field of the invitation to tender,
- number of customers - experience in the field: at least 3 years' experience in services /deliveries similar to those required under the contract in question for each of the past 3 financial years.

The technical and professional capacity will be assessed on the information contained in the following documents, to be supplied by tenderers:

- document describing the composition of the team to be responsible for performing this contract. A detailed CV for the project manager assigned to this contract must be enclosed with said document,
 - list of the principal services performed and supplies delivered over the past 3 years, with details of their values, dates and the public or private recipients thereof. Where the recipient of said services and deliveries was an institution department, economic operators shall provide proof of this in the form of certificates issued or countersigned by the appropriate body.
- The tenderer may rely on the capacities of other bodies, regardless of the legal nature of the links which he has with them. In such an event, he must provide the Committee of the Regions with proof that he will have the resources needed to carry out the contract, for example, by a commitment from said bodies to make such resources available. In this case, the Committee of the Regions is entitled to refuse the application or tender submitted if it has any doubts about the third party's commitment.

The tenderer will need to complete the questionnaire on selection criteria appended to the specifications (Annex D).

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

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 Criteria below

1. Quality. Weighting 60

2. Price. Weighting 40

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

CDR/ARCH/41/2014 — Purchase, installation and adaptation of archiving and document management software.

IV.3.2. Previous publication concerning this procedure

no

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

Payable documents: no

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

31.10.2014

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

Any EU official language

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

Duration in months: 9 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

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

1. Point I.1 specifications and additional documents can be obtained from: Internet address: <http://cor.europa.eu>

2. The supplies part of the framework contract relating to the acquisition, installation and configuration of the software will run for an initial 2 years and be subsequently renewed annually by tacit agreement (2+1+1), i.e. up to a maximum of 4 years. Moreover, the related services part (maintenance, support, training, consultancy and development) will run for an initial 2 years and be subsequently renewed annually by tacit agreement up to a maximum of 10 years. Contract performance shall only begin once the framework contract has been signed. Any contract renewal will be made in accordance with the conditions laid down in the contract.

3. Tenders must be submitted by letter:

— sent either by post, or by courier, before the date given in point IV.3.4, as evidenced by the postmark or the date on the delivery receipt, to the following address:

Committee of the Regions, Archives — Official Mail — Transparency Department, attention: Ms Lourdes Martínez de Antoñana, Office JDE 1046, rue Belliard 101, 1040 Brussels, BELGIUM,

— or delivered before the date given in point IV.3.4, to the following address:

Committee of the Regions, Archives — Official Mail — Transparency Department, attention: Ms Lourdes Martínez de Antoñana, Office JDE 1046, rue Belliard 101, 1040 Brussels, BELGIUM.

Delivery of the tender will be confirmed in this case by a dated receipt signed by the official from the Central Mail Department who takes delivery of the documents. This department is open 8:30–17:00, Monday to Thursday, and 8:30–15:00 on Fridays. It is closed at weekends and on Committee holidays.

Submissions must be made using a double envelope. Both envelopes must be sealed and the inner one marked with the name and address of the department to which it is addressed, as indicated in the invitation to tender, and the words 'Appel d'offres — à ne pas ouvrir par le service du courrier'. If self-seal envelopes are used, they must be sealed with adhesive tape, with the sender's signature written across the tape.

The inner envelope shall contain 2 sealed envelopes, one with the technical part and the other with the financial offer. Each shall be clearly marked with their contents ('Technique' (Technical) and 'Financier' (Financial)).

Tenders must:

- be signed by the tenderer or his duly authorised representative,
- be perfectly legible to avoid the slightest doubt about terms and figures,
- be drawn up using the standard reply forms in the specifications.

4. Throughout the procedure, contact between the contracting authority and tenderers is permitted only in exceptional cases. Contact can be made only under the following conditions:

— on the tenderers' initiative, the contracting authority may provide additional information solely for the purpose of clarifying the nature of the contract.

Requests for additional information must be submitted in writing only, to the archives department: archives@cor.europa.eu

No replies will be given to requests for additional information received less than 5 working days before the closing date for delivery of tenders:

- on its own initiative, the Committee may inform interested parties of any error, lack of precision, omission or clerical error in the text of the invitation to tender documents,
 - where applicable, the additional information and the aforementioned information shall be published on: <http://cor.europa.eu>

Since this web page will be updated on a regular basis, tenderers are expected to check for any updates or amendments made throughout the duration of the invitation to tender procedure.

VI.4. Procedures for review

VI.4.1. Review body

Official name: The General Court

Town: Luxembourg

Postal code: 2925

Country: Luxembourg

E-mail: generalcourt.registry@curia.europa.eu

Telephone: +352 4303-1

Fax: +352 433766

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

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

31.7.2014