

305774-2026 - Competition

Italy – Document management services – Procedura Aperta per l'affidamento dei servizi di classificazione, digitalizzazione e metadattazione dell'archivio di Ama S.p.A., per un periodo di 12 (dodici) mesi.

OJ S 86/2026 05/05/2026

Contract or concession notice – standard regime - Change notice
Services

1. Buyer

1.1. Buyer

Official name: AMA S.p.A.

Email: acquisti@pec.amaroma.it

Legal type of the buyer: Body governed by public law

Activity of the contracting authority: Environmental protection

2. Procedure

2.1. Procedure

Title: Procedura Aperta per l'affidamento dei servizi di classificazione, digitalizzazione e metadattazione dell'archivio di Ama S.p.A., per un periodo di 12 (dodici) mesi.

Description: Procedura Aperta per l'affidamento dei servizi di classificazione, digitalizzazione e metadattazione dell'archivio di Ama S.p.A., per un periodo di 12 (dodici) mesi.

Procedure identifier: 715a0360-b4c2-4081-895e-2bd90c0417d7

Type of procedure: Open

The procedure is accelerated: no

2.1.1. Purpose

Main nature of the contract: Services

Main classification (cpv): 72512000 Document management services

2.1.2. Place of performance

Town: ROMA (RM)

Country subdivision (NUTS): Roma (IT143)

Country: Italy

2.1.3. Value

Estimated value excluding VAT: 284 580,00 EUR

2.1.4. General information

Legal basis:

Directive 2014/24/EU

2.1.6. Grounds for exclusion

Sources of grounds for exclusion: European Single Procurement Document (ESPD)

5. Lot

5.1. Lot: LOT-0001

Title: Procedura Aperta per l'affidamento dei servizi di classificazione, digitalizzazione e metadatazione dell'archivio di Ama S.p.A., per un periodo di 12 (dodici) mesi.

Description: Procedura Aperta per l'affidamento dei servizi di classificazione, digitalizzazione e metadatazione dell'archivio di Ama S.p.A., per un periodo di 12 (dodici) mesi.

5.1.1. Purpose

Main nature of the contract: Services

Main classification (cpv): 72512000 Document management services

Options:

Description of the options: Si rimanda all'art. 4.1 del Disciplinare di Gara.

5.1.2. Place of performance

Town: ROMA (RM)

Country subdivision (NUTS): Roma (IT143)

Country: Italy

5.1.3. Estimated duration

Duration: 12 Months

5.1.5. Value

Estimated value excluding VAT: 284 580,00 EUR

5.1.6. General information

Reserved participation:

Participation is not reserved.

Procurement Project not financed with EU Funds.

The procurement is covered by the Government Procurement Agreement (GPA): no

5.1.9. Selection criteria

Sources of selection criteria: European Single Procurement Document (ESPD)

5.1.10. Award criteria

Criterion:

Type: Quality

Description: Tempistiche di espletamento dei servizi

Category of award weight criterion: Weight (percentage, exact)

Award criterion number: 15

Criterion:

Type: Quality

Description: Soluzioni migliorative per l'organizzazione delle attività appaltate

Category of award weight criterion: Weight (percentage, exact)

Award criterion number: 12

Criterion:

Type: Quality

Description: Esperienza documentata nelle attività di gestione, digitalizzazione e metadatazione di archivi cartacei e digitali

Category of award weight criterion: Weight (percentage, exact)

Award criterion number: 12

Criterion:

Type: Quality

Description: Qualità delle apparecchiature hardware e delle soluzioni software

Category of award weight criterion: Weight (percentage, exact)

Award criterion number: 9

Criterion:

Type: Quality

Description: Portale internet temporaneo offerto

Category of award weight criterion: Weight (percentage, exact)

Award criterion number: 6

Criterion:

Type: Quality

Description: Distanza del deposito rispetto alla sede indicata da AMA

Category of award weight criterion: Weight (percentage, exact)

Award criterion number: 6

Criterion:

Type: Price

Description: Offerta Economica

Category of award weight criterion: Weight (percentage, exact)

Award criterion number: 40

5.1.11. Procurement documents

Address of the procurement documents: <https://albofornitori.amaroma.it/PortaleAppalti/it/procedure/codice/26/000104>

5.1.12. Terms of procurement

Terms of submission:

Electronic submission: Allowed

Address for submission: <https://albofornitori.amaroma.it/PortaleAppalti/it/procedure/codice/26/000104>

Languages in which tenders or requests to participate may be submitted: Italian

Electronic catalogue: Allowed

Variants: Not allowed

Deadline for receipt of tenders: 18/05/2026 13:00:00 (UTC+02:00) Eastern European Time, Central European Summer Time

Duration during which the tender must remain valid: 240 Days

Information about public opening:

Opening date: 20/05/2026 10:00:00 (UTC+02:00) Eastern European Time, Central European Summer Time

Terms of contract:

The execution of the contract must be performed within the framework of sheltered employment programmes: No

Electronic invoicing: Required

Electronic ordering will be used: no

Electronic payment will be used: yes

Financial arrangement: Vedi documentazione di gara

5.1.15. Techniques

Framework agreement:

No framework agreement

Information about the dynamic purchasing system:

No dynamic purchase system

5.1.16. Further information, mediation and review

Review organisation: Tribunale Amministrativo Regionale del Lazio, Sezione Roma

Information about review deadlines: Si rimanda all'art. 28 del Disciplinare di Gara.
Organisation providing additional information about the procurement procedure: AMA S.p.A.
Organisation providing more information on the review procedures: AMA S.p.A.
Organisation receiving requests to participate: AMA S.p.A.

8. Organisations

8.1. ORG-0001

Official name: AMA S.p.A.
Registration number: 05445891004
Postal address: Via Calderon de la Barca n. 87
Town: ROMA (RM)
Postcode: 00142
Country subdivision (NUTS): Roma (IT143)
Country: Italy
Email: acquisti@pec.amaroma.it
Telephone: 0651691
Internet address: <https://albofornitori.amaroma.it/PortaleAppalti/it/home>
Buyer profile: <https://www.amaroma.it/>

Roles of this organisation:

Buyer
Organisation providing additional information about the procurement procedure
Organisation receiving requests to participate
Organisation providing more information on the review procedures

8.1. ORG-0002

Official name: Tribunale Amministrativo Regionale del Lazio, Sezione Roma
Registration number: 80195990587
Postal address: Via Flaminia n. 189
Town: ROMA (RM)
Postcode: 00100
Country subdivision (NUTS): Roma (IT143)
Country: Italy
Email: tarrm-segrprotocolloamm@ga-cert.it
Telephone: 06328721
Internet address: <https://www.giustiziaamministrativa.it>

Roles of this organisation:

Review organisation

10. Change

Version of the previous notice to be changed
:
3eddbb07-2c1f-4de4-a9dd-4cd316376424-01

Notice information

Notice identifier/version: 9d80fa26-d9de-4c77-b1d8-54339c8bd7d1 - 01
Form type: Competition
Notice type: Contract or concession notice – standard regime

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