

323111-2026 - Competition

Switzerland – Scanning services – Digitization of Environmental Law Enforcement, Scanning of Records from Active Filing Systems

OJ S 91/2026 12/05/2026

Contract or concession notice – standard regime

Services

1. Buyer

1.1. Buyer

Official name: Amt für Abfall, Wasser, Energie & Luft, Baudirektion Kanton Zürich

Email: koordination.awel@bd.zh.ch

Legal type of the buyer: Body governed by public law, controlled by a regional authority

Activity of the contracting authority: General public services

2. Procedure

2.1. Procedure

Title: Digitization of Environmental Law Enforcement, Scanning of Records from Active Filing Systems

Description: The AWEL is responsible for the enforcement of various aspects of environmental law in the Canton of Zurich (www.awel.zh.ch [<http://www.awel.zh.ch>](http://www.awel.zh.ch)). As part of this activity, AWEL maintains case files that may remain in active filing systems for decades. Due to the transition to digital file management, these dossiers are now available in hybrid form. As preparation for the present project, AWEL has created a comprehensive inventory of all physical records. This inventory includes over 800 file positions with a total volume of 2,900 linear meters, distributed across 18 rooms at 3 locations (all in Zurich). The records have been categorized, and those no longer required have been transferred to the State Archives of Zurich or destroyed. The remaining holdings (approximately 1,500 linear meters) are largely in an organized state (see below) and belong to AWEL's active filing system. As some of these records will still be needed for decades, they are to be scanned where appropriate. Records: The records consist of physical dossiers stored in hanging files, archive boxes, and paper folders. They include individual documents, stapled documents, bound documents, glued documents, plans of various formats (including large ones), notes, drafts and visa copies, copies, and carbon copies. They originate from a period between approximately 1900 and 2020, with a focus on the years 1990 to 2010. Older documents in particular (plans, carbon copies, etc.) may be sensitive (very thin or brittle paper); old documents may be yellowed, and older copies may be smudged and no longer easily legible. In general, however, the records are in good, structured condition. Some individual dossiers must be tidied up / organized to accurately reflect individual procedures. There is no known water or fire damage or pest infestation. Most documents are in A4 format (or slightly smaller); the ratio of text documents to image/plan documents is approximately 80% to 20% (+/-10%, depending on the file position). Filing within the dossiers was generally carried out in chronological order. AWEL will provide subject-matter specialists who will familiarize the contractor with the logic of the file positions to be processed and will be available for questions. Logistics: The records to be scanned will be selected by AWEL and prepared in moving boxes. AWEL will handle delivery of the records to the contractor within a radius of up to 50 km from the Walcheplatz site in Zurich. Transport beyond this radius must be specified by the contractor and offered as part of

the proposal. Multiple transport batches are to be expected, as it is not possible to provide all records in a single step. It can be assumed that one delivery will be made per 150 linear meters of records. Transport costs must be listed separately in the proposal. Work steps: * Removal of irrelevant notes (at the contractor's discretion) and copies (usually marked with a stamp) * Opening of all staples, adhesives, bindings, etc. * Scanning (requirements see below) * Filing in a structured manner (see below) * Delivery in electronic form as a transfer or via data carrier Scanning requirements: Documents as PDF/A-2 or PDF/A-3 (including photos and images that are part of the documents), minimum 200 dpi, color, 24-bit color depth, OCR as agreed. Documents with poor legibility must be scanned at higher resolution. Plans and pure image scans in TIFF, optionally PNG format, minimum 300 dpi, color, 24-bit color depth. Filing / File management: Records are generally grouped in paper or cardboard folders (file sets); a distinction is made between subject files and transaction files (several transaction files form a subject file). In some cases, only transaction files are available. The scanned documents are to be stored in one folder per transaction file; a corresponding folder must also be created for each subject file. Three types of record holdings can be distinguished: * Holdings with high filing requirements: one file must be created per document. These holdings comprise a maximum of 100 linear meters. * Holdings with medium filing requirements: decisions (identifiable by certain elements; training will be provided by AWEL) and plans are scanned as individual files, while the rest of the respective dossier is scanned as a single file labeled "Annexes." These holdings comprise a maximum of 400 linear meters. * Holdings with low filing requirements: all documents of a transaction file can be combined into a single file. Removal of copies is not necessary. These holdings comprise a maximum of 400 linear meters. Disposal: After delivery of the digitized records and the corresponding approval by AWEL, all records must be destroyed. Destruction must comply with the requirements for confidential records (no interim storage, no recycling). Disposal must be offered as a separate item, and proof of disposal must be submitted to AWEL prior to final invoicing. Call-off of services by AWEL: AWEL will determine the timing and scope of specific work packages in consultation with the contractor. The offer must be submitted for the maximum volume of holdings according to the list above. However, there is no entitlement to this maximum quantity, as the demand and the actual volume of records to be digitized per holding have not been definitively determined.

Procedure identifier: 95c35552-0386-4f59-9213-faabfa9a0e56

Type of procedure: Open

The procedure is accelerated: no

2.1.1. Purpose

Main nature of the contract: Services

Main classification (cpv): 79999100 Scanning services

2.1.4. General information

Legal basis:

Directive 2014/24/EU

2.1.6. Grounds for exclusion

Sources of grounds for exclusion: Notice

Analogous situation like bankruptcy, insolvency or arrangement with creditors under national law: Further details in the official publication on simap.ch

5. Lot

5.1. Lot: LOT-0000

Title: Digitization of Environmental Law Enforcement, Scanning of Records from Active Filing Systems

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5.1.1. Purpose

Main nature of the contract: Services

Main classification (cpv): 79999100 Scanning services

5.1.2. Place of performance

Town: Zürich

Postcode: 8090

Country subdivision (NUTS): Zürich (CH040)

Country: Switzerland

Additional information: Address means the location of the records; scanning may take place at a different location.

5.1.3. Estimated duration

Other duration: Unknown

5.1.4. Renewal

Maximum renewals: 0

5.1.6. General information

Reserved participation:

Participation is not reserved.

The names and professional qualifications of the staff assigned to perform the contract must be given: Not yet known

Procurement Project not financed with EU Funds.

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

5.1.9. Selection criteria

Sources of selection criteria: Notice

Criterion: Other economic or financial requirements

Description of selection criterion: The criteria are defined in the official publication on simap.ch.

Criterion: Enrolment in a trade register

Description of selection criterion: The criteria are defined in the official publication on simap.ch.

Criterion: Relevant educational and professional qualifications

Description of selection criterion: The criteria are defined in the official publication on simap.ch.

5.1.10. Award criteria

Criterion:

Type: Price

Name: ZK 1 price

Description: Price per linear meter for scanning Total price Award criterion #1 evaluates the price and cost information. The total price for the maximum volume of records, including any transport costs that form part of the offer, will be assessed. All price indications must be given in Swiss francs and must include all taxes and duties to which the tenderers are subject, including value-added tax (VAT). The lowest valid offer will receive the maximum score.

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

Award criterion number: 40

Criterion:

Type: Quality

Name: ZK 2 Professional qualifications

Description: Experience in handling historical records Understanding of record-keeping in public administration Ability to sort out non-relevant working documents Experience with comparable projects The contractor shall present its nominated personnel. The presentation must include at least the following information: * First and last name * Current role of the employee * Brief description of project assignments over the last 3 years * Competence of the project management, deputy, and project team * Declaration of the nominated person's German language skills in both spoken and written form The assessment of the proposed key personnel (maximum of 3) is carried out qualitatively based on the criteria listed above, with 1, 2, or 3 points awarded respectively. Reference projects of the company are also awarded 1, 2, or 3 points. The average of the points achieved is included in the evaluation.

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

Award criterion number: 50

Criterion:

Type: Quality

Name: ZK 3 Training of apprentices

Description: Apprentices in the company

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

Award criterion number: 10

5.1.11. Procurement documents

Access to certain procurement documents is restricted

Information about restricted documents is available at: <https://www.simap.ch/de/redirect?context=eyJwYWdlIjoicHJvamVjdCIsInJvbGUlOm51bGwslm9yZ0lkIjpudWxsLCJwcm9qZWNoSWQ>

Ad hoc communication channel:

Name: Simap.ch

5.1.12. Terms of procurement

Terms of submission:

Electronic submission: Allowed

Address for submission: <https://www.simap.ch/de/redirect?context=eyJwYWdlIjoicHJvamVjdCIsInJvbGUlOm51bGwslm9yZ0lkIjpudWxsLCJwcm9qZWNoSWQ>

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

Electronic catalogue: Not allowed

Variants: Not allowed

Tenderers may submit more than one tender: Not allowed

Deadline for receipt of tenders: 14/08/2026 12:00:00 (UTC+02:00) Eastern European Time, Central European Summer Time

Duration during which the tender must remain valid: 180 Days

Terms of contract:

The execution of the contract must be performed within the framework of sheltered employment programmes: Not yet known
Conditions relating to the performance of the contract: Further details in the official publication on simap.ch
Electronic invoicing: Required
Electronic ordering will be used: no
Electronic payment will be used: yes
Financial arrangement: Further details in the official publication on simap.ch

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: Tribunal administratif fédéral

Information about review deadlines: Instructions on legal remedies An appeal against this tender may be filed in writing with the Administrative Court of the Canton of Zurich, Freischützgasse 1, P.O. Box, 8090 Zurich, within 20 days from the date of publication. The appeal must be submitted in duplicate. It must include a request and its justification. The contested tender must be enclosed. The evidence invoked must be precisely identified and, where possible, submitted.

Organisation providing additional information about the procurement procedure: Amt für Abfall, Wasser, Energie & Luft, Baudirektion Kanton Zürich

8. Organisations

8.1. ORG-0001

Official name: Amt für Abfall, Wasser, Energie & Luft, Baudirektion Kanton Zürich

Registration number: 85161873-734f-451b-bd93-5e5d1efadd78

Postal address: Walcheplatz 2

Town: Zürich

Postcode: 8090

Country subdivision (NUTS): Zürich (CH040)

Country: Switzerland

Email: koordination.awel@bd.zh.ch

Telephone: +41432593202

Internet address: <https://www.awel.zh.ch>

Roles of this organisation:

Buyer

Organisation providing additional information about the procurement procedure

8.1. ORG-0002

Official name: Tribunal administratif fédéral

Registration number: BVGER

Postal address: Postfach

Town: St. Gallen

Postcode: 9023

Country subdivision (NUTS): St. Gallen (CH055)

Country: Switzerland

Email: info@bvger.admin.ch
Telephone: +41584652626
Internet address: <https://www.bvger.ch>

Roles of this organisation:

Review organisation

8.1. ORG-0003

Official name: Simap.ch
Registration number: CH001
Postal address: Holzikofenweg 36
Town: Bern
Postcode: 3003
Country subdivision (NUTS): Bern / Berne (CH021)
Country: Switzerland
Email: support@simap.ch
Telephone: +41584646388
Internet address: <https://www.simap.ch>

Roles of this organisation:

TED eSender

Notice information

Notice identifier/version: 4edf7189-d509-44c2-a792-465af1974c99 - 01
Form type: Competition
Notice type: Contract or concession notice – standard regime
Notice subtype: 16
Notice dispatch date: 11/05/2026 02:25:54 (UTC+02:00) Eastern European Time, Central European Summer Time
Languages in which this notice is officially available: German, English
Notice publication number: 323111-2026
OJ S issue number: 91/2026
Publication date: 12/05/2026