

## Belgium-Antwerp: Archiving services

OJ S 142/2018 26/07/2018

Contract notice

Services

### Legal Basis:

Directive 2014/24/EU

## Section I: Contracting authority

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### I.1. Name and addresses

Official name: Lokale Politie Antwerpen

National registration number: 0207.500.123\_23877

Postal address: Oudaan 5

Town: Antwerpen

NUTS code: BE211 Arr. Antwerpen

Postal code: 2000

Country: Belgium

Contact person: Carole Chevalier

E-mail: [carole.chevalier@stad.antwerpen.be](mailto:carole.chevalier@stad.antwerpen.be)

Telephone: +32 33388551

#### Internet address(es):

Main address: <https://www.politieantwerpen.be>

Address of the buyer profile: <https://enot.publicprocurement.be/enot-war/preViewNotice.do?noticeId=315758>

### I.3. Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://enot.publicprocurement.be/enot-war/preViewNotice.do?noticeId=315758>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://eten.publicprocurement.be/etendering/viewWorkspacesBasedOnExtUrl.do?wsName=Lokale+Politie+Antwerpen-LPA%2F2018%2F326-F02>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at: <https://enot.publicprocurement.be/enot-war/displayForum.do?forumId=21402>

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

Regional or local authority

### I.5. Main activity

Public order and safety

## Section II: Object

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### II.1. Scope of the procurement

#### II.1.1. Title

Opslaan papieren archief van de Lokale Politie Antwerpen

Reference number: Lokale Politie Antwerpen-LPA/2018/326-F02\_0

### **II.1.2. Main CPV code**

79995100 Archiving services

### **II.1.3. Type of contract**

Services

### **II.1.4. Short description**

Raamovereenkomst met 1 dienstverlener voor archivering vanop verschillende locaties en op afroep.

Er zal een vast en voorwaardelijk gedeelte verder gespecificeerd worden in het Bijzonder Bestek.

De opdracht omvat:

- Opslag en beheer van fysieke archiefstukken
- Registratie en indexering van archiefdozen
- Digitaliseren van archiefstukken
- Vernietiging van archiefstukken na einde bewaartermijn
- Ophaling nieuwe archiefstukken
- Scanning en digitaliseren van archiefstukken

De duur van de overeenkomst bedraagt 8 jaar, mogelijks 4x met 1 jaar. Elke verlenging is het voorwerp van een afzonderlijke uitdrukkelijke beslissing en een nieuwe kennisgeving sluiting.

Motivatie: gezien de hoge investeringskost gedragen door de aanbesteder voor iedere verhuisbeweging van de archiefstukken is het nodig deze raamovereenkomst te begroten op minstens 8 jaar.

### **II.1.5. Estimated total value**

### **II.1.6. Information about lots**

This contract is divided into lots: no

## **II.2. Description**

### **II.2.3. Place of performance**

NUTS code: BE211 Arr. Antwerpen

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

De opdracht omvat:

- Opslag en beheer van fysieke archiefstukken
- Registratie en indexering van archiefdozen
- Digitaliseren van archiefstukken
- Vernietiging van archiefstukken na einde bewaartermijn
- Ophaling nieuwe archiefstukken
- Scanning en digitaliseren van archiefstukken

### **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: 96

This contract is subject to renewal: yes

Description of renewals:

4x met 1 jaar. Elke verlenging is het voorwerp van een afzonderlijke uitdrukkelijke beslissing en een nieuwe kennisgeving sluiting.

**II.2.10. Information about variants**

Variants will be accepted: no

**II.2.11. Information about options**

Options: no

**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.1.2. Economic and financial standing**

Selection criteria as stated in the procurement documents

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

Selection criteria as stated in the procurement documents

**Section IV: Procedure**

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**IV.1. Description**

**IV.1.1. Type of procedure**

Competitive procedure with negotiation

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

The procurement involves the establishment of a framework agreement

Framework agreement with a single operator

In the case of framework agreements, provide justification for any duration exceeding 4 years:

gezien de hoge investeringskost gedragen door de aanbesteder voor iedere verhuisbeweging van de archiefstukken is het nodig deze raamovereenkomst te begroten op minstens 8 jaar.

**IV.1.4. Information about reduction of the number of solutions or tenders during negotiation or dialogue**

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated

**IV.1.5. Information about negotiation**

The contracting authority reserves the right to award the contract on the basis of the initial tenders without conducting negotiations

**IV.1.8. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: no

**IV.2. Administrative information**

**IV.2.2.**

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

Date: 27/08/2018 Local time: 09:30

### **IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

### **IV.2.4. Languages in which tenders or requests to participate may be submitted**

Dutch

### **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.2. Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

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

Aan de Kandidaten wordt de gelegenheid geboden om schriftelijk vragen te stellen over deze UEA. Deze vragen dienen voor 16.08.2018 via het Vraag & Antwoord forum van e- Notification zijn ingediend.

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

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

Official name: Raad Van State

Postal address: Wetenschapstraat 33

Town: Brussel

Postal code: 1040

Country: Belgium

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

24/07/2018