

Italy-Rome: Document management services

OJ S 105/2023 02/06/2023

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: Forma.Temp

Postal address: Piazza Barberini, n. 52

Town: Roma

NUTS code: ITI43 Roma

Postal code: 00187

Country: Italy

E-mail: rup@formatemp.it

Telephone: +39 064804000

Fax: +39 0648916793

Internet address(es):

Main address: www.formatemp.it

Address of the buyer profile: www.formatemp.it

I.3. Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://e-procurement.formatemp.it/PortaleAppalti>

Additional information can be obtained from the abovementioned address

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

I.4. Type of the contracting authority

Body governed by public law

I.5. Main activity

Other activity: politiche attive e passive del lavoro

Section II: Object

II.1. Scope of the procurement

II.1.1. Title

Servizi di protocollazione, digitalizzazione, conservazione e gestione di documentazione amministrativa

II.1.2. Main CPV code

72512000 Document management services

II.1.3. Type of contract

Services

II.1.4. Short description

Servizi di protocollazione, digitalizzazione, conservazione e gestione di documentazione amministrativa

II.1.5. Estimated total value

Value excluding VAT: 980 000,00 EUR

II.1.6. Information about lots

This contract is divided into lots: no

II.2. Description

II.2.2. Additional CPV code(s)

72252000 Computer archiving services

II.2.3. Place of performance

NUTS code: ITI43 Roma

II.2.4. Description of the procurement

La presente procedura ha per oggetto l'affidamento dei Servizi di protocollazione, digitalizzazione, conservazione e gestione di documentazione amministrativa e consiste nella prestazione delle seguenti macrocategorie di servizi :

1. Servizio di archiviazione, custodia e gestione dell'archivio documentale cartaceo e digitale;
2. Servizio di gestione, sviluppo e manutenzione delle componenti applicative;
3. Servizio di gestione della piattaforma informatica;
4. Servizio di consulenza e formazione.

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

Value excluding VAT: 980 000,00 EUR

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

Duration in months: 36

This contract is subject to renewal: no

II.2.10. Information about variants

Variants will be accepted: yes

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 IV: Procedure

IV.1. Description

IV.1.1. Type of procedure

Open 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: no

IV.2. Administrative information

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

Date: 17/07/2023 Local time: 13:00

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

Italian

IV.2.6. Minimum time frame during which the tenderer must maintain the tender

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

IV.2.7. Conditions for opening of tenders

Date: 19/07/2023 Local time: 11:00

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.3. Additional information

VI.4. Procedures for review

VI.4.1. Review body

Official name: Tribunale Amministrativo Regionale Lazio

Postal address: Via Flaminia n. 189

Town: Roma

Postal code: 00196

Country: Italy

Telephone: +39 06328721

Fax: +39 0632872315

Internet address: www.giustizia-amministrativa.it

VI.4.3. Review procedure

Precise information on deadline(s) for review procedures:

Entro 30 giorni.

VI.5. Date of dispatch of this notice

30/05/2023