

**Belgium-Brussels: Audio-photo-video-multimedia laboratory work and related supplies and services — open procedure PO/2015-27/A4**

OJ S 252/2015 30/12/2015

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: European Commission, Directorate-General for Communication, Unit A4 — Audiovisual Services

Postal address: BERL 04/274, rue de la Loi 200

Town: Brussels

Postal code: 1049

Country: Belgium

For the attention of: Mr Bert Musial

Telephone: +32 22966675

**Internet address(es):**

Electronic access to information: <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=1222>

**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**

General public services

**I.4. Contract award on behalf of other contracting authorities**

The contracting authority is purchasing on behalf of other contracting authorities: yes

Official name: European Parliament

Postal address: rue Wiertz 60

Town: Brussels

Postal code: 1047

Country: Belgium

Official name: Executive Agency for Small and Medium-sized Enterprises (EASME)

Postal address: Covent Garden Building, place Charles Rogier 16

Town: Brussels

Postal code: 1210

Country: Belgium

Official name: The European Union's Judicial Cooperation Unit (Eurojust)

Postal address: Maanweg 174

Town: Den Haag  
Postal code: 2516 AB  
Country: Netherlands  
Official name: Research Executive Agency (REA)  
Postal address: Covent Garden Building, place Charles Rogier 16  
Town: Brussels  
Postal code: 1210  
Country: Belgium  
Official name: Single Resolution Board (SRB)  
Postal address: rue de la Science 27  
Town: Brussels  
Postal code: 1049  
Country: Belgium

## Section II: Object of the contract

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### II.1. Description

#### II.1.1. Title attributed to the contract by the contracting authority

Audio-photo-video-multimedia laboratory work and related supplies and services — open procedure PO/2015-27/A4.

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

Services

Service category No 26: Recreational, cultural and sporting services

Main site or place of performance: Brussels.

NUTS code BE100 Arr. de Bruxelles-Capitale/Arr. Brussel-Hoofdstad

#### 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

##### Estimated total value of purchases for the entire duration of the framework agreement

Estimated value excluding VAT: 5 193 500 EUR

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

The purpose of this interinstitutional framework contract is to provide to the participating EU institutions and agencies professional services and supplies for the preservation, digitisation and distribution of their audiovisual productions.

The contract covers technical services and supplies which are necessary for the long-term preservation of the audiovisual productions of the participating institutions and agencies according to professional standards, their digitisation, their inventory and their distribution to interested parties.

#### II.1.6. CPV code(s)

92000000 Recreational, cultural and sporting services, 92512000 Archive services, 79960000 Photographic and ancillary services, 79995100 Archiving 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: yes

Tenders may be submitted for one or more lots

#### **II.1.9. Information about variants**

Variants will be accepted: no

### **II.2. Scope of the procurement**

#### **II.2.1. Total quantity or scope**

The maximum budget is 5 193 500 EUR over 4 years (VAT excluded).

Lot I: 3 290 000 EUR over 4 years; lot II: 1 903 500 EUR over 4 years.

Estimated value excluding VAT: 5 193 500 EUR

#### **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**

Duration in months: 48 (from the award of the contract)

Information about lots

Lot No: 1

Lot title: Audio, video and multimedia

#### **1) Short description**

- Transfer/duplication onto all existing and future analogue and digital media.
- Remastering and digitising of existing programmes including restoration and simple editing.
- Supply of sundry consumables (labels, covers, boxes for all forms of media, envelopes in various formats and any other consumables and recording media used in day-to-day management of audio and video archives).
- Inventory of audiovisual documents.
- Related services: printing of covers and identification labels, packaging and distribution.

#### **2) CPV code(s)**

92000000 Recreational, cultural and sporting services, 92512000 Archive services

#### **3) Quantity or scope**

Lot I: 3 290 000 EUR over 4 years.

#### **4) Indication about different time frame or duration**

#### **5) Additional information about lots**

Lot No: 2

Lot title: Photo

#### **1) Short description**

- Printing in various formats using files supplied by the services of the Commission.
- Montage and retouching work.
- Enlarging/framing of pictures.
- Digitising work.
- Supply of sundry consumables (files for storage of photos, reinforced envelopes, cardboard

cylinders, ink cartridges, recording media and any other consumables used in day-to-day management of photo archives).

— Inventory of photographic documents.

— Related services: packaging and distribution.

**2) CPV code(s)**

79960000 Photographic and ancillary services, 79995100 Archiving services

**3) Quantity or scope**

Lot II: 1 903 500 EUR over 4 years.

**4) Indication about different time frame or duration**

**5) Additional information about lots**

**Section III: Legal, economic, financial and technical information**

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**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**

Provisions related to payment are laid down in the draft contract in Annex III to the invitation to tender.

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

Not applicable.

**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: Please refer to the tender specifications.

**III.2.2. Economic and financial ability**

List and brief description of conditions: Please refer to the tender specifications.

Minimum level(s) of standards possibly required: Please refer to the tender specifications.

**III.2.3. Technical and professional ability**

List and brief description of conditions:

Please refer to the tender specifications.

Minimum level(s) of standards possibly required:

Please refer to the tender specifications.

**III.2.4. Information about reserved contracts**

**III.3. Conditions specific to services contracts**

**III.3.1. Information about a particular profession**

Execution of the service is reserved to a particular profession: no

### **III.3.2. Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract: yes

## **Section IV: Procedure**

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### **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 Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **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**

PO/2015-27/A4.

#### **IV.3.2. Previous publication concerning this procedure**

no

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

Time limit for receipt of requests for documents or for accessing documents: 8.2.2016

Payable documents: no

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

8.2.2016 - 17:00

#### **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: 6 (from the date stated for receipt of tender)

#### **IV.3.8. Conditions for opening of tenders**

Date: 15.2.2016

Place:

European Commission, Directorate-General for Communication, Unit A4 — Audiovisual Services, meeting room Aquarium 7, Berlaymont –1, rue de la Loi 56, 1049 Brussels, BELGIUM.

Persons authorised to be present at the opening of tenders: yes

Information about authorised persons and opening procedure: Tenderers and the representatives of the institutions and agencies.

## Section VI: Complementary information

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### 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

All documentation of this call for tender (invitation to tender, tender specifications with all annexes as well as draft contract), including any additional information during the procedure can be obtained at the electronic access to information site at I.1).

Tenderers should consult this site regularly, as additional information may be published at any time during the procedure.

### VI.4. Procedures for review

#### VI.4.1. Review body

Official name: General Court

Postal address: rue du Fort Niedergrünwald

Town: Luxembourg

Postal code: 2925

Country: Luxembourg

E-mail: [generalcourt.registry@curia.europa.eu](mailto:generalcourt.registry@curia.europa.eu)

Telephone: +352 4303-1

Fax: +352 4303-2100

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

#### Body responsible for mediation procedures

Official name: European Ombudsman

Postal address: 1 avenue du Président Robert Schuman, CS 30403

Town: Strasbourg Cedex

Postal code: 67001

Country: France

E-mail: [eo@ombudsman.europa.eu](mailto:eo@ombudsman.europa.eu)

Telephone: +33 388172313

#### VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: Within 2 months of the petitioner being notified or, failing this, of the date on which it became known to them. Lodging a complaint with the European Ombudsman neither suspends this deadline nor creates a new deadline for appeals.

#### VI.4.3. Service from which information about the review procedure may be obtained

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

11.12.2015