

Ireland-Dublin: Scanning services
OJ S 167/2022 31/08/2022
Contract notice
Services

Legal Basis:
Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: National Museum of Ireland
National registration number: N/A
Postal address: Collins Barracks
Town: Dublin 7
NUTS code: IE061 Dublin
Postal code: Benburb Street
Country: Ireland
Contact person: Jeanne Copeland
E-mail: tenders@greenville.ie
Telephone: +353 014020114

Internet address(es):

Main address: <https://www.museum.ie>
Address of the buyer profile: <https://irl.eu-supply.com/ctm/Company/CompanyInformation/Index/290>

I.3. Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: http://irl.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=222055&B=ETENDERS_SIMPLE

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: http://irl.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=222055&B=ETENDERS_SIMPLE

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

Recreation, culture and religion

Section II: Object

II.1. Scope of the procurement

II.1.1. Title

Digitisation services for access and storage of archival and paper-based historical documents in the National Museum of Ireland.

II.1.2.

Main CPV code

79999100 Scanning services

II.1.3. Type of contract

Services

II.1.4. Short description

The NMI requires specialist services to enable onsite (in NMI) scanning of historic archival paper-based collections. Some are bound volumes, some are loose-leaf. Some are very old, brittle and delicate. Some are handwritten and some are typed.

The Framework Member will be expected to carry out these activities for the first and any subsequent contracts:

- Curriculum Vitae will be required for all personnel assigned to the framework.
- Completion of risk assessments for the working environment and situation, to ensure the Framework Members personnel, NMI staff, collections and non-collection objects are safe at all times
- Archival collections are to be scanned using a Bookeye 4 V2 Semiautomatic scanner provided by the NMI.
- Each image produced will be saved as part of the NMI digital assets and managed in Portfolio (digital asset management system used by the NMI).

II.1.5. Estimated total value

Value excluding VAT: 1 000 000,00 EUR

II.1.6. Information about lots

This contract is divided into lots: no

II.2. Description**II.2.2. Additional CPV code(s)**

79995100 Archiving services, 92521000 Museum services

II.2.3. Place of performance

NUTS code: IE061 Dublin

II.2.4. Description of the procurement

The NMI requires specialist services to enable onsite (in NMI) scanning of historic archival paper-based collections. Some are bound volumes, some are loose-leaf. Some are very old, brittle and delicate. Some are handwritten and some are typed.

Photography of three-dimensional object collections is outside of the scope of this Framework as that work is carried out by the NMI Photographic Department.

Very specific standards are to be reached, without dropping below that level and also avoiding scope creep.

The ultimate aims of the digitisation work packages are to:

- Reduce handling of specific archival collections
- Provide a digital backup of specific archival collections
- Increase accessibility of the information contained within the collections
- Comply with our statutory obligations

The Framework Member will be expected to carry out these activities for the first and any subsequent contracts:

- Curriculum Vitae will be required for all personnel assigned to the framework.

- Completion of risk assessments for the working environment and situation, to ensure the Framework Members personnel, NMI staff, collections and non-collection objects are safe at all times
- Archival collections are to be scanned using a Bookeye 4 V2 Semiautomatic scanner provided by the NMI.
- Each image produced will be saved as part of the NMI digital assets and managed in Portfolio (digital asset management system used by the NMI)

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: 1 000 000,00 EUR

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

Duration in months: 48

This contract is subject to renewal: yes

Description of renewals:

To be decided by the Contracting Authority at the end of the four (4) years.

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

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

IV.1. Description

IV.1.1. Type of procedure

Open procedure

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

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

The procurement is covered by the Government Procurement Agreement: yes

IV.2. Administrative information

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

Date: 27/09/2022 Local time: 12:00

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

English

IV.2.7. Conditions for opening of tenders

Date: 27/09/2022 Local time: 12:00

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.3. Additional information

1) Interested parties must register their interest on the eTenders web site (www.etenders.gov.ie) in order to be included on the mailing list for clarifications. All information relating to attachments, including clarifications and changes, will be published on the Irish Government Procurement Opportunities Portal (www.etenders.gov.ie) only. Registration is free of charge. The contracting authority will not accept responsibility for information relayed (or not relayed) via third parties.

2) Suppliers must register their interest on the eTenders web site (www.etenders.gov.ie) in order to be included on the mailing list for clarifications and to respond electronically to the competition.

3) Suppliers should note the following when making their submission:

- There is a maximum upload limit of 2GB per file. Documents larger than this should be divided into smaller files prior to upload.
- In order to submit a document to the electronic postbox, please note that you must click "Submit Response". After submitting a response, the response may be modified and re-submitted as many times as may be necessary until the RFT deadline has expired. Suppliers should be aware that the "Submit Response" button will be disabled automatically upon expiration of the response deadline.
- Suppliers must ensure that they give themselves sufficient time to upload & submit all required documentation before the submission deadline. Suppliers should consider the fact that upload speeds vary.
- If you experience difficulty when uploading documents, please contact eTenders Support Desk for technical assistance. Email etenders@eusupply.com or Telephone: 353(0)21 2439277 (09:00am – 17:30pm GMT). All queries must be submitted through the messaging facility on www.etenders.gov.ie.

4) All queries regarding this tender requirement or process must be submitted through the Irish Government Procurement Opportunities Portal www.etenders.gov.ie as a specific question. Responses will be circulated to those tenderers that have registered an interest in this notice on www.etenders.gov.ie The details of the person making a query will not be disclosed when circulating the response

- 5) This is the sole call for competition for this contract/framework.
- 6) The contracting authority will not be responsible for any costs, charges or expenses incurred by candidates or tenderers.
- 7) Contract award will be subject to the approval of the competent authorities.
- 8) It will be a condition of award that the successful tenderer is and remains tax compliant.
- 9) At its absolute discretion, the contracting authority may elect to terminate this procurement process, the framework agreement or any contract awarded under the framework agreement at any time.
- 10) Please note in relation to all documents, that where reference is made to a particular standard, make, source, process, trademark, type, or patent, that this is not to be regarded as a de facto requirement. In all such cases it should be understood that such indications are to be treated strictly and solely for reference purposes only, to which the words "or equivalent" will always be appended.
- 11) Without prejudice to the principle of equal treatment, the contracting authority is not obliged to engage in a clarification process in respect of the procurement documents with missing or incomplete information. Therefore, respondents are advised to ensure that they return completed documentation in order to avoid the risk of elimination from the competition.

VI.4. Procedures for review

VI.4.1. Review body

Official name: High Court

Postal address: Four Courts

Town: Dublin 7

Country: Ireland

E-mail: highcourtcentraloffice@courts.ie

Telephone: +353 18886000

Internet address: www.courts.ie

VI.5. Date of dispatch of this notice

26/08/2022