

**Belgium-Antwerp: Archiving services**  
**OJ S 226/2018 23/11/2018**  
**Contract notice**  
**Services**

**Legal Basis:**

Directive 2014/24/EU

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**Section I: Contracting authority**

**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: Peggy Hens

E-mail: [peggy.hens@stad.antwerpen.be](mailto:peggy.hens@stad.antwerpen.be)

Telephone: +32 33388546

**Internet address(es):**

Main address: <http://enot.publicprocurement.be/>

Address of the buyer profile: <https://enot.publicprocurement.be/enot-war/preViewNotice.do?noticeId=326357>

**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=326357>

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-PZA%2F2018%2F333-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=22436>

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

Ministry or any other national or federal authority, including their regional or local subdivisions

**I.5. Main activity**

Public order and safety

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**Section II: Object**

**II.1. Scope of the procurement**

**II.1.1. Title**

Archiveren, digitaliseren en opslaan papieren archief van de Politiezone Antwerpen.

Reference number: Lokale Politie Antwerpen-PZA/2018/333-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 het archiveren, digitaliseren en opslaan van papieren archief van 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
- Ophalen nieuwe archiefstukken
- Scannen en digitaliseren van archiefstukken

Infosessie:

Er wordt een verplichte infosessie georganiseerd op maandag 10.12.2018 om 09:30 uur in de lokalen van Politiezone Antwerpen. Gelieve u hiervoor in te schrijven door een mail te sturen naar [peggy.hens@politie.antwerpen.be](mailto:peggy.hens@politie.antwerpen.be).

**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**

Infosessie:

Er wordt een verplichte infosessie georganiseerd op maandag 10.12.2018 om 09:30 uur in de lokalen van Politiezone Antwerpen. Gelieve u hiervoor in te schrijven door een mail te sturen naar [peggy.hens@politie.antwerpen.be](mailto:peggy.hens@politie.antwerpen.be).

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**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

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**Section IV: Procedure**

**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: 08/01/2019 Local time: 11:15

#### **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: 6 (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 4.1.2019 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.4.2. Body responsible for mediation procedures**

Official name: Raad Van State

Postal address: Wetenschapstraat 33

Town: Brussel

Postal code: 1040

Country: Belgium

#### **VI.4.4. Service from which information about the review procedure may be obtained**

Official name: Raad Van State

Postal address: Wetenschapstraat 33

Town: Brussel

Postal code: 1040

Country: Belgium

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

21/11/2018