

**United Kingdom-London: Offsite Document Storage and Ancillary Services**  
**OJ S 245/2018 20/12/2018**  
**Contract award notice**  
**Services**

**Legal Basis:**

Directive 2014/24/EU

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**Section I: Contracting authority**

**I.1. Name and addresses**

Official name: European Medicines Agency

Postal address: 30 Churchill Place, Canary Wharf

Town: London

NUTS code: UK14 Inner London - East

Postal code: E14 5EU

Country: United Kingdom

E-mail: [ArchivesServicesTender@ema.europa.eu](mailto:ArchivesServicesTender@ema.europa.eu)

**Internet address(es):**

Main address: [http://www.ema.europa.eu/ema/index.jsp?curl=pages/about\\_us/general/general\\_content\\_000259.jsp&mid=WC0b01ac0580029487](http://www.ema.europa.eu/ema/index.jsp?curl=pages/about_us/general/general_content_000259.jsp&mid=WC0b01ac0580029487)

Address of the buyer profile: [http://www.ema.europa.eu/ema/index.jsp?curl=pages/about\\_us/general/general\\_content\\_000259.jsp&mid=WC0b01ac0580029487](http://www.ema.europa.eu/ema/index.jsp?curl=pages/about_us/general/general_content_000259.jsp&mid=WC0b01ac0580029487)

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

European institution/agency or international organisation

**I.5. Main activity**

General public services

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**Section II: Object**

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

**II.1.1. Title**

Offsite Document Storage and Ancillary Services

Reference number: EMA/2017/23/ST

**II.1.2. Main CPV code**

92512000 Archive services

**II.1.3. Type of contract**

Services

**II.1.4. Short description**

The Agency requires the provision of secure offsite storage of its current and historical records in the form of paper documents, CD-ROMs and media tapes; retrieval services; a document destruction service to match the Agency's retention schedule; the scanning of archived documents — digitisation and ancillary services related to document management as and when required e.g. preservation measures to guarantee integrity of documents, reorganisation and sorting of files, and any other service as may be identified over time to meet the Agency's

document management policy. The Agency also requires the removal of its offsite archives from the current location in the UK to the new provider's premises.

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

This contract is divided into lots: no

#### **II.1.7. Total value of the procurement**

Value excluding VAT: 3 100 000,00 EUR

### **II.2. Description**

#### **II.2.2. Additional CPV code(s)**

92512100 Archive destruction services, 79995100 Archiving services, 79999100 Scanning services

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

NUTS code: NL329 Groot-Amsterdam

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

For full description please see Section 3 of the technical specifications (procurement documents).

#### **II.2.5. Award criteria**

Quality criterion - Name: Storage and retrieval / Weighting: 15 %

Quality criterion - Name: Digitisation project / Weighting: 15 %

Quality criterion - Name: Removal of boxes / Weighting: 10 %

Quality criterion - Name: Contract management / Weighting: 15 %

Quality criterion - Name: Environmental management / Weighting: 5 %

Price - Weighting: 40 %

#### **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**

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#### **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

##### **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.2.1.**

## Previous publication concerning this procedure

Notice number in the OJ S: [2018/S 055-120751](#)

### IV.2.8. Information about termination of dynamic purchasing system

### IV.2.9. Information about termination of call for competition in the form of a prior information notice

## Section V: Award of contract

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**Contract No:** EMA/2017/23/ST

**Title:**

Offsite Document Storage and Ancillary Services

A contract/lot is awarded: yes

### V.2. Award of contract

#### V.2.1. Date of conclusion of the contract

26/11/2018

#### V.2.2. Information about tenders

Number of tenders received: 2

The contract has been awarded to a group of economic operators: no

#### V.2.3. Name and address of the contractor

Official name: Oasis Data and Document Management Netherlands BV

Postal address: Koningsbeltweg 21

Town: Almere

NUTS code: NL230 Flevoland

Postal code: 1329 AB

Country: Netherlands

The contractor is an SME: no

#### V.2.4. Information on value of the contract/lot

Initial estimated total value of the contract/lot: 3 000 000,00 EUR

Total value of the contract/lot: 3 100 000,00 EUR

#### V.2.5. Information about subcontracting

The contract is likely to be subcontracted Value or proportion likely to be subcontracted to third parties Proportion: 2 %

## Section VI: Complementary information

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### VI.3. Additional information

### VI.4. Procedures for review

#### VI.4.1. Review body

Official name: General Court

Postal address: rue du Fort Niedergrünewald

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>

#### **VI.4.3. Review procedure**

Precise information on deadline(s) for review procedures:

You may submit any observations concerning the award procedure to the Contracting Authority indicated under heading I.1.

If you believe that there was maladministration, you may lodge a complaint to the European Ombudsman within 2 years of the date when you became aware of the facts on which the complaint is based (see <http://www.ombudsman.europa.eu>). Such complaint does not have as an effect either to suspend the time limit to launch an appeal or to open a new period for lodging an appeal.

Within 2 months of the notification of the award decision you may lodge an appeal to the body referred to in VI.4.1.

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

Official name: European Medicines Agency  
Postal address: 30 Churchill Place, Canary Wharf  
Town: London  
Postal code: E14 5EU  
Country: United Kingdom  
E-mail: [info@ema.europa.eu](mailto:info@ema.europa.eu)  
Telephone: +44 2036606000  
Fax: +44 2036605555  
Internet address: <http://www.ema.europa.eu/ema/>

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

13/12/2018