

**Norway-Oslo: Computer archiving services**

**OJ S 205/2023 24/10/2023**

**Contract notice**

**Services**

**Legal Basis:**

Directive 2014/24/EU

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**Section I: Contracting authority**

**I.1. Name and addresses**

Official name: Patentstyret

National registration number: 971526157

Postal address: Pb. 4863 Nydalen

Town: OSLO

NUTS code: NO081 Oslo

Postal code: 0422

Country: Norway

Contact person: Nikolai Munthe-Kaas

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Telephone: +47 22387300

Fax: +47 22387301

**Internet address(es):**

Main address: <https://permalink.mercell.com/214256504.aspx>

Address of the buyer profile: <http://www.patentstyret.no/>

**I.3. Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://permalink.mercell.com/214256504.aspx>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://permalink.mercell.com/214256504.aspx>

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

National or federal agency/office

**I.5. Main activity**

General public services

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**Section II: Object**

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

**II.1.1. Title**

Media conversion of paper archives.

**II.1.2. Main CPV code**

72252000 Computer archiving services

**II.1.3. Type of contract**

Services

#### **II.1.4. Short description**

The Norwegian Industrial Property Office (NIPO), henceforth referred to as the Contracting Authority, shall carry out a media conversion of approx. 1100 shelf metres (Norwegian: hm) of paper archives. A part of the paper archive dates from before 1950, and must be arranged, listed, and handed over on paper.

#### **II.1.5. Estimated total value**

Value excluding VAT: 10 000 000,00 NOK

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

This contract is divided into lots: no

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

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

72311100 Data conversion services, 79995100 Archiving services, 79996100 Records management, 92512000 Archive services, 92512100 Archive destruction services

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

NUTS code: NO081 Oslo

Main site or place of performance: Oslo

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

The Norwegian Industrial Property Office (NIPO), henceforth referred to as the Contracting Authority, shall carry out a media conversion of approx. 1100 shelf metres (Norwegian: hm) of paper archives. A part of the paper archive dates from before 1950, and must be arranged, listed, and handed over on paper.

The objective of the media conversion of the paper archive is to replace the paper originals with an adequate digital version, so that the paper originals can be destroyed after a quality assessment of the new digital original has been completed. It must be possible to deliver the archives in digital format to the National Archives in accordance with requirements given by the National Archives. Preparations shall also be made so that scanned material can be imported in the Norwegian Industrial Property Office's professional system SANT.

The scope includes packaging, transportation, storage, organisation, listing, media conversion to approved formats with correct metadata, as well as extraction, delivery and shredding.

#### **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: 10 000 000,00 NOK

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

Duration in months: 12

This contract is subject to renewal: no

#### **II.2.10. Information about variants**

Variants will be accepted: no

#### **II.2.11. Information about options**

Options: yes

Description of options:

- Media conversion of approx. 1000 shelf metres (hm) of patent infringements 1985 – 2004

- Media conversion of approx. 370 shelf metres (hm) patent documents 1898 - 2000
- Assistance with archival advice during the contract period

### **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**

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### **III.1. Conditions for participation**

#### **III.1.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions:

The tenderer must substantiate that the company is legally established.

Norwegian companies: Company registration certificate

Foreign companies: Proof that the company is registered in a professional register as determined by the law of the country where the tenderer is established.

The certificate must not be older than twelve months from the deadline for receipt of tenders.

#### **III.1.2. Economic and financial standing**

List and brief description of selection criteria:

The tenderer must have sufficient financial capacity to carry out the assignment/contract.

Sufficient financial capacity is in this context defined as credit worthiness.

Minimum level(s) of standards possibly required:

Credit assessment based on the most recent accounting figures. The rating must be carried out by a credit rating agency with a licence to provide such service.

The contracting authority reserves the right to obtain credit rating information independently to the documentation submitted by the tenderer.

#### **III.1.3. Technical and professional ability**

List and brief description of selection criteria:

The tenderer must have good experience from assignments with a comparable value to this contract.

Good experience means that the tenderer has completed several similar assignments with good customer satisfaction.

The tenderer must have adequate capacity to carry out the assignment.

Minimum level(s) of standards possibly required:

The tenderer shall complete Annex 2 - "Referanser" ("References"). Description of the tenderer's three most relevant assignments in the last five years. The description must include a statement of the assignment value, dates and recipients (name, telephone number and e-mail address). It is the tenderer's responsibility to document relevance through the description.

The tenderer shall present a description of the workforce and the tools, machinery, materials, or technical equipment available to the tenderer for the execution of the assignment.

### **III.2. Conditions related to the contract**

#### **III.2.2. Contract performance conditions**

The contracting authority is, in accordance with §§ 5 – 7 of the Public Procurement Act, obliged to ensure its social responsibility in procurements. In this contract, there will be

contract terms on the environment, human rights, payroll and working terms, and other social considerations.

## 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

#### 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: 22/11/2023 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

Norwegian

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

Duration in months: 3 (from the date stated for receipt of tender)

#### IV.2.7. Conditions for opening of tenders

Date: 22/11/2023 Local time: 12:00

## 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 invoicing will be accepted

### VI.3. Additional information

### VI.4. Procedures for review

#### VI.4.1. Review body

Official name: Oslo Tingrett

Town: Oslo

Country: Norway

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

19/10/2023