

Ireland-Newbridge: Scanning services

OJ S 206/2023 25/10/2023

Contract notice**Services****Legal Basis:**

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: Department of Defence

Town: Newbridge

NUTS code: IE Éire / Ireland

Country: Ireland

E-mail: executive@defence.ie**Internet address(es):**Main address: <https://www.etenders.gov.ie>Address of the buyer profile: <https://www.etenders.gov.ie>**I.3. Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://www.etenders.gov.ie>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://www.etenders.gov.ie>

Tenders or requests to participate must be submitted to the abovementioned address

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

Defence

Section II: Object

II.1. Scope of the procurement**II.1.1. Title**

Department of Defence Request for In-House Digitisation Service

II.1.2. Main CPV code

79999100 Scanning services

II.1.3. Type of contract

Services

II.1.4. Short description

This Call for Tender is for the Department of Defence who has a Military Service Pensions Project (MSPP), which is tasked with the processing the material and files in the Military Service (1916-1923) Pensions Collection (MSPC) for release to the public through the Military

Archives. A database and digital images from the files of veterans who applied for pensions, allowances or medals relating to their military service during the period are being released online in tranches. The Project is located at Cathal Brugha Barracks, Rathmines, Dublin 6 D06RX00. A Scan Once for All Purposes (SOAP) methodology has been implemented since 2010 in order to ensure the preservation of material of enduring archival value, whether physical or digital. MSPC material presents a wide range of 20th century paper, including writing paper, copy typing paper, tracing paper, coloured paper, printed forms, photographs and some limited newspaper cuttings. Material size can vary from the very small note to double foolscap (A3). A wide range of coloured inks, typing inks, handwritten letters in ink and pencil and some ink and paper stamps are used. The MSP Project's main objective, as regards to digitisation, is to preserve digitised assets as Preservation Masters (PM), while also creating surrogates fit for online access. It is thus a mandatory requirement that each original scanned item must be reproduced as a set of two (2) digital images, as follows: a. Files are digitised at 300dpi, in TIF format to create an uncompressed Preservation Master (PM). The Project endeavours to minimise any intervention to the Preservation Masters to ensure archival integrity. b. A watermarked multipage PDF file (derived from the TIF file) for each physical file to serve as surrogate for online access. Please note that: • tenderers must associate themselves with this Competition in order to access the tender documents, ask and receive clarifications and submit a tender response. This can only be done via login. • all responses must be submitted in a zipped file format. • the Contracting Authority are not in a position to answer queries marked confidential.

II.1.5. Estimated total value

Value excluding VAT: 75 000,00 EUR

II.1.6. Information about lots

This contract is divided into lots: no

II.2. Description

II.2.2. Additional CPV code(s)

92512000 Archive services

II.2.3. Place of performance

NUTS code: IE0 Ireland

II.2.4. Description of the procurement

This Call for Tender is for the Department of Defence who has a Military Service Pensions Project (MSPP), which is tasked with the processing the material and files in the Military Service (1916-1923) Pensions Collection (MSPC) for release to the public through the Military Archives. A database and digital images from the files of veterans who applied for pensions, allowances or medals relating to their military service during the period are being released online in tranches. The Project is located at Cathal Brugha Barracks, Rathmines, Dublin 6 D06RX00. A Scan Once for All Purposes (SOAP) methodology has been implemented since 2010 in order to ensure the preservation of material of enduring archival value, whether physical or digital. MSPC material presents a wide range of 20th century paper, including writing paper, copy typing paper, tracing paper, coloured paper, printed forms, photographs and some limited newspaper cuttings. Material size can vary from the very small note to double foolscap (A3). A wide range of coloured inks, typing inks, handwritten letters in ink and pencil and some ink and paper stamps are used. The MSP Project's main objective, as regards to digitisation, is to preserve digitised assets as Preservation Masters (PM), while also creating surrogates fit for online access. It is thus a mandatory requirement that each original

scanned item must be reproduced as a set of two (2) digital images, as follows: a. Files are digitised at 300dpi, in TIF format to create an uncompressed Preservation Master (PM). The Project endeavours to minimise any intervention to the Preservation Masters to ensure archival integrity. b. A watermarked multipage PDF file (derived from the TIF file) for each physical file to serve as surrogate for online access. Please note that: • tenderers must associate themselves with this Competition in order to access the tender documents, ask and receive clarifications and submit a tender response. This can only be done via login. • all responses must be submitted in a zipped file format. • the Contracting Authority are not in a position to answer queries marked confidential.

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: 75 000,00 EUR

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

Start: 02/01/2024 End: 02/07/2024

This contract is subject to renewal: yes

Description of renewals:

Three extensions of up to 12 months possible.

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 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

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: 20/11/2023 Local time: 17:00

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: 20/11/2023 Local time: 17:30

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.3. Additional information

VI.4. Procedures for review

VI.4.1. Review body

Official name: High Court

Town: Dublin

Country: Ireland

Internet address: <https://www.courts.ie>

VI.4.2. Body responsible for mediation procedures

Official name: High Court

Town: Dublin

Country: Ireland

Internet address: <https://www.courts.ie>

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

Official name: High Court

Town: Dublin

Country: Ireland

Internet address: <https://www.courts.ie>

VI.5. Date of dispatch of this notice

20/10/2023