OPEN CALL FOR TENDERS
NO EESC/DA-GREF/01/2017

DIGITISATION OF HISTORICAL ARCHIVES
AND THEIR TRANSFER ONTO MICROFICHES

TENDER SPECIFICATIONS

Directorate A – Legislative Planning, Relations with Institutions and Civil Society
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1 INFORMATION ON TENDERING

1.1 Participation

Participation in this procurement procedure is open on equal terms to all natural and legal persons coming within the scope of the Treaties, as well as to international organisations.

It is also open to all natural and legal persons established in a third country which has a special agreement with the Union in the field of public procurement under the conditions laid down in that agreement.

1.2 Contractual conditions

The tenderer should bear in mind the provisions of the draft contract which specifies the rights and obligations of the contractor, particularly those on payments, performance of the contract, confidentiality, and checks and audits.

1.3 Compliance with applicable law

The tender must comply with applicable environmental, social and labour law obligations established by Union law, national legislation, collective agreements or the international environmental, social and labour conventions listed in Annex X to Directive 2014/24/EU.

1.4 Joint tenders

A joint tender is a situation where a tender is submitted by a group of economic operators (natural or legal persons). Joint tenders may include subcontractors in addition to the members of the group.

In the case of joint tender, all members of the group assume joint and several liability towards the Contracting Authority for the performance of the contract as a whole, i.e. both financial and operational liability. Nevertheless, tenderers must designate one of the economic operators as a single point of contact (the leader) for the Contracting Authority for administrative and financial aspects as well as operational management of the contract.

After the award, the Contracting Authority will sign the contract either with all members of the group, or with the leader on behalf of all members of the group, authorised by the other members via powers of attorney.

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1.5 **Subcontracting**

Subcontracting is permitted but the contractor will retain full liability towards the Contracting Authority for performance of the contract as a whole.

Tenderers are required to identify all subcontractors whose capacity is necessary to fulfil the selection criteria. During contract performance, the change of any subcontractor identified in the tender or additional subcontracting will be subject to prior written approval of the Contracting Authority.

1.6 **Structure and content of the tender**

The tenders must be presented as follows:

**1.6.1 Part A: Identification of the tenderer**

The tender must include a cover letter signed by an authorised representative presenting the name of the tenderer (including all entities in the case of joint tender) and identified subcontractors if applicable, and the name of the single contact point (leader) in relation to this procedure (see section 3.2).

In the case of joint tender, the cover letter must be signed either by an authorised representative for each member, or by the leader authorised by the other members with powers of attorney. The signed powers of attorney must be included in the tender as well.

Subcontractors that are identified in the tender must provide a letter of intent signed by an authorised representative stating their willingness to provide the services presented in the tender and in line with the present tender specifications.

All tenderers (including all members of the group in the case of joint tender) must provide a signed Legal Entity Form together with the supporting documents listed in the form, available at:
http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

Tenderers that are already registered in the Contracting Authority’s accounting system (i.e. they have already been direct contractors) must provide the form but are not obliged to provide the supporting documents.

The tenderer (or the leader in the case of joint tender) must provide a Financial Identification Form with the requisite supporting documents listed in the form. Only one form per tender should be submitted. No form is needed for subcontractors and other members of the group in the case of joint tender. The form is available at:
http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

The tenderer (and each member of the group in the case of joint tender) must declare whether it is a small- or medium-sized enterprise in accordance with Commission Recommendation 2003/361/EC.
1.6.2 Part B and C: Non-exclusion and selection criteria

See sections 3.1 "Verification of non-exclusion" and 3.2 "Selection criteria" of the tender specifications.

1.6.3 Part D: Technical offer

See sections 2 "Technical specifications" and 3.4 "Award criteria" of the tender specifications and Annex 3 "Project reference forms"

The technical offer must cover all aspects and tasks required in the technical specifications and provide all the information needed to apply the award criteria.

Technical offers deviating from the requirements or not covering all requirements will not be evaluated and shall be rejected on the basis of non-compliance with the Tender Specifications.

1.6.4 Part E: Financial offer

See section 3.5 "Ranking of tenders" of the tender specifications and the price table template in Annex 1

The price for the tender must be quoted in euro. Tenderers from countries outside the euro zone must quote their prices in euro. The price quoted may not be revised in line with exchange rate movements. It is for the tenderer to bear the risks or the benefits deriving from any variation.

Prices must be quoted free of all duties, taxes and other charges, including VAT, as the European Union is exempt from such charges under Articles 3 and 4 of the Protocol on the privileges and immunities of the European Union. The amount of VAT may be shown separately.

2 TECHNICAL SPECIFICATIONS

2.1 Introduction

The European Economic and Social Committee (hereinafter referred to as "the Committee" or "the EESC") has decided to entrust an outside company with the digitisation and transfer onto microfiches of the Committee's paper-based historical archive collections.

2.1.1 Presentation of the European Economic and Social Committee

The European Economic and Social Committee (hereinafter referred to as "the Committee" or "the EESC") is a consultative body set up by the Treaty of Rome in 1957\(^2\). It has 350 members from the 28 EU Member States. It contributes to strengthening the democratic legitimacy and

effectiveness of the European Union by enabling civil society organisations from the Member States to express their views at European level. It fulfils three key missions:

- helping ensure that European policies and legislation tie in better with economic, social and civic circumstances on the ground, by assisting the European Parliament, the Council and the European Commission, making use of its members' experience and representativeness, dialogue and efforts to secure consensus serving the general interest;
- promoting the development of a more participatory European Union which is closer to its citizens, by acting as organised civil society's institutional forum for representation, information, communication and dialogue (organisation of conferences, seminars, public hearings, stakeholders' forums etc.);
- promoting the values on which European integration is founded and advancing, in Europe and across the world, the cause of democracy and participatory democracy, as well as the role of civil society organisations.

The EESC attaches particular importance to the environmental footprint of its buildings and activities. It has been awarded EMAS\(^3\) and ISO 14001 certification since 2011. In this connection, the EESC has undertaken at the highest level to inform all those working for it, including contractors, about the environmental policy it has drawn up.\(^4\)

2.1.2 The EESC Mail/Archives Department, currently part of Directorate A - Legislative Planning and Relations with Institutions and Civil Society

The EESC Mail/Archives Department, currently part of Directorate A - Legislative Planning and Relations with Institutions and Civil Society, is the lead department for the current call for tenders and the proper implementation of the contract.

The EESC Mail/Archives Department is responsible for the management, preservation and opening to the public of the historical archives of the EESC. The legal basis for its activities is laid down in Council Regulation (EU) 2015/496 of 17 March 2015 amending Regulation (EEC, Euratom) No 354/83 as regards the deposit of the historical archives of the institutions at the European University Institute in Florence.

The EESC historical archives contain all of the EESC's paper files, documents and images that are relevant for historical purposes and that are at least 30 years old.

2.2 Description of the subject

The subject of this call for tenders is a service framework contract for the digitisation of the EESC's historical archives and their transfer onto microfiches.

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2.3 **Technical description of the tasks/supplies/works**

The tasks and services carried out by the contractor shall involve:

2.3.1 **Collecting, transporting and preparing paper files**

This work involves collecting on site from the Committee the paper files prepared by the Mail/Archives Department, transporting them to the contractor’s facility and preparing the paper files for scanning, and includes the following tasks:

- removing folders from boxes;
- removing documents, images and dividers from folders;
- removing staples and paper clips from the documents;
- straightening paper documents;
- if necessary, photocopying poor quality or non-standard-sized documents;
- sorting pages into batches for digitisation.

An archive file may consist of one or several folders. A folder is defined as a physical unit of documents on paper.

The contractor will receive from the Committee several (approximately four) batches of paper folders a year.

The contractor shall come to the Committee to collect the batch prepared for processing within ten working days from the date the order form has been signed by the last party and shall deliver the work within three months from the day the order form was issued.

For each batch, one form shall be filled in and signed when the contractor will collect the batch and another form when the contractor returns the batch to the Committee. Responsibility for the paper archive is transferred at the moment of signature of the form below. This is also the moment of handover of the paper archive.

<table>
<thead>
<tr>
<th>Batch number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sending of batch to contractor / Return of batch to the EESC</td>
</tr>
<tr>
<td>Paper archive – content (reserved for the EESC):</td>
</tr>
<tr>
<td>Remarks (reserved for the contractor):</td>
</tr>
<tr>
<td>Date &amp; time (of collection/return):</td>
</tr>
<tr>
<td>Signature Contractor</td>
</tr>
</tbody>
</table>
2.3.2 Digitising into .PDF/A format and saving on electronic media

The contractor shall digitise approximately 250,000 pages a year. The number of pages in a file may vary from several pages to approximately 2,500 pages. Files may be monolingual or may comprise documents in several or all official EU languages of the time. One document may be reproduced in several language versions and all these language versions shall be digitised.

The documents and images to be digitised are printed on one side or both sides of the page. They may be in different formats and colours. Although most of the pages are in (approximately) A4 format, other formats, such as A5 or A3 pages or smaller/larger pages may be found. It needs to be ensured that non-standard-format images are still sufficiently clear.

For most of the pages in the documents the orientation of the text is ‘portrait’. Exceptionally there are also dividers as well as other pages in ‘landscape’. Those pages shall be reproduced in the ‘portrait’ orientation.

The contractor shall perform the following digitisation tasks:

- carry out all digitisation-related tasks on the contractor's site;
- digitise the cover page of the first folder of the file;
- digitise paper documents, photographs and other images;
- digitise documents and dividers in keeping with the order they are archived in the folder;
- scan documents page by page;
- digitise the dividers separating documents in a folder so that they are part of the digitised file or microfiche and the text on the dividers serve as the index of the file;
- as a general rule, digitise documents at 300 dpi, greyscale, however higher resolution of up to 600 dpi may be required for certain images and photographs;
- produce files in .PDF/A format;
- execute Optical Character Recognition (OCR) on the text, to allow subsequent full text searches in all official EU languages. The output resulting from OCR and the original scanned image shall be stored together in a .PDF/A file;
- ensure that each .PDF/A file is multi-page and contains all the images belonging to the given document. One .PDF/A file shall be created per document;
- following digitisation, straighten all the pages in a document which are not straight (more than 0.2° from vertical alignment);
- save documents and images on an external hard drive containing the files in PDF/A.

2.3.3 Naming digitised files

Digitised file folders shall be named according to their series reference number, year, their unique number, name of the series and the Universal Decimal Classification (UDC) number.

The Committee's archives include but are not limited to these main series: Members, Rules of Procedure, Sessions, Bureau, Sections, Budget, Calendar, Outgoing Mail, Annual Report and Opinions.
Digitised documents and folders shall be named in French. Examples are given below.

**Opinions series**

Each document in the opinion file shall be saved and named separately. A document may be drafted in several language versions. All these language versions shall form part of the same document. All documents belonging to one opinion shall be saved in a separate folder.

The name of the **opinion folder** shall take the following form:


where:

"CES" is the European Economic and Social Committee's historical archive collection;

"20" is the series reference (e.g. 20 for opinions, "AVIS" in French);

"001" is the paper folder number;

"5831" is the unique number of the file which will be given to the contractor by the Committee;

"1978" is the year of the document in the archived folder;

"AVIS" is the series of the archive collection;

"CDU-340-145-621-642-79" is the unique UDC number.

All special characters used in the UDC number, such as:

- `<` (less than)
- `>` (greater than)
- `:` (colon)
- `"` (double quote)
- `/` (forward slash)
- `\` (backslash)
- `|` (vertical bar or pipe)
- `?` (question mark)
- `*` (asterisk), etc.

shall be replaced by a hyphen and shall end with a number in the .PDF/A file name.

For example:


The above-mentioned folder name is only an example. Series references, years and UDC numbers will vary from folder to folder.
Documents in the opinion folder shall be named in French according to their type and name and depending on the information provided on the divider and shall be saved in their original order by adding numbers at the beginning of the document name, for example:

- 01-DEMANDE_D_AVIS
- 02-NOTE_D_INFORMATION
- 03-SAISINE
- 04-EXPERTS
- 05-TRAITEMENT_DE_L_AVIS_LORS_DE_LA_1_REUNION_9-9-90
- 06-TRAITEMENT_DE_L_AVIS_LORS_DE_LA_2_REUNION_29-9-90
- 07-PROJET_D_AVIS_DE_LA_SECTION_DE_L_AGRICULTURE
- 08-TRAITEMENT_DE_L_AVIS_LORS_DE_LA_217_REUNION_9-10-80
- 09-PROJET_DE_RAPPORT_DE_LA_SECTION_DE_L_AGRICULTURE
- 10-AVIS_DE_LA_SECTION_DE_L_AGRICULTURE
- 11-ADDENDUM_A_L_AVIS_DE_LA_SECTION_DE_L_AGRICULTURE

Mail series

The name of the mail folder shall take the following form:

CES-17-010-1596-1979-Courrier Sortie-21-05-1979-14-06-79-CDU 07.353.221

Bureau series

The name of the Bureau folder shall take the following form:

CES-06-285-3376-1975_219 Bureau_CDU 07.53

Documents in all folders shall be saved in their original order by adding numbers at the beginning as shown in the opinion file example above.

The same pattern should be followed *mutatis mutandis* in all naming conventions.

### 2.3.4 Production of microfiches

For each archive folder two original microfiches shall be created.

Microfiches shall be compatible with the microfiche reader AGFA, type: ScanDesk II, 95-260 V~, T 6,3 A; SN: FN 1008, 47-63 Hz c/s, 65 W.

One microfiche shall contain 98 or fewer pages. If the scanned archive folder contains 98 or fewer pages, these can be put on one single microfiche; if the scanned archive folder contains more than 98 pages, two or more (depending on the number of pages) microfiches are to be created.
Microfiches shall be presented in the following order:

<table>
<thead>
<tr>
<th>CES 20/1982</th>
<th>AVIS</th>
<th>Politique sociale</th>
<th>F 1/5</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDU 637.2-931&quot;82&quot;</td>
<td>DOSSIER 02</td>
<td>CES-5831</td>
<td></td>
</tr>
<tr>
<td>A1</td>
<td>A2</td>
<td>A3</td>
<td>A4</td>
</tr>
<tr>
<td>B1</td>
<td>B2</td>
<td>B3</td>
<td>B4</td>
</tr>
<tr>
<td>C1</td>
<td>C2</td>
<td>C3</td>
<td>C4</td>
</tr>
<tr>
<td>D1</td>
<td>D2</td>
<td>D3</td>
<td>D4</td>
</tr>
<tr>
<td>E1</td>
<td>E2</td>
<td>E3</td>
<td>E4</td>
</tr>
<tr>
<td>F1</td>
<td>F2</td>
<td>F3</td>
<td>F4</td>
</tr>
<tr>
<td>G1</td>
<td>G2</td>
<td>G3</td>
<td>G4</td>
</tr>
</tbody>
</table>

The pages of the archive folder are put from position A1 to A14, subsequently from B1 to B14, C1 to C14 and so on. If more than one microfiche is necessary for an archive folder, the position A1 on the second, third, etc. microfiche will not be the cover page but the continuation of the pages following on from the G14 position of the previous microfiche.

The information provided in the header is the following:

CES: European Economic and Social Committee's historical archive collection

20: Series reference (e.g. 20 for opinions, "AVIS")

1982: Year of the document in the archived folder

AVIS: Series

Politique sociale: Subject title

C.D.U.: Universal Decimal Classification number

F 1/5: means that a file is reproduced on five microfiches and this is the first microfiche of the five

DOSSIER 02: means the file number

CES-5831: is the unique number of the file which will be given to the contractor by the Committee

G 14: index of all the dividers of the file on the given microfiche (bottom right corner)
For the files other than opinion files, the contractor shall also include the microfiche sequence number in the header. Microfiche numbers for each file will be provided by the Committee.

The microfiche image information should contain all the images for one paper archive folder. Each page shall take 1 position (frame) on the microfiche.

At the end of the production of a microfiche, each microfiche must be separately packaged inside a non-acid paper wrapper/envelope.

2.3.5 Digitising of photographs and other images

The contractor shall digitise photographs and other images (e.g. brochures, plans, graphs, etc.). Digitisation of photographs shall be carried out at the resolution of minimum 300 dpi and, if necessary, up to 600 dpi.

The metadata to be used for saving photographs (names of the people, events, dates, etc.) will be provided to the contractor on each occasion when an order is placed.

No microfiches shall be created for loose photographs that do not form part of brochures and other publications.

2.3.6 Repackaging and return of documents

After digitisation, documents must be returned to the Committee in their original order of filing; this operation is known as repackaging. Documents shall be restored to their respective folders and boxes.

Repackaging shall also involve putting loose documents back in their original order, re-stapling, adding paper clips and straightening documents. The contractor shall organise the transport between the contractor's facilities and the Committee and be responsible for the documents thus transported.

2.4 Performance of the contract

2.4.1 Deliverables

The deliverables shall be as follows:

- the Committee's paper folders in their original order and state;
- an external hard drive containing all .PDF/A files for each archiving year (e.g. 1982, 1983, etc.);
- two original sets of microfiches.

Each microfiche shall be put in a non-acid individual paper wrapper/envelope.

The contractor shall return each batch of paper archives and all the microfiches before receiving the next batch from the Committee and starting to process them.
In general, the quality of the paper archive is good. The contractor shall mention all quality-related issues regarding the status of the paper archive in the "Remarks" section of the batch return form defined in section 2.3.1 of these tender specifications, including but not limited to (almost) unreadable documents, damaged/fragile pages, etc.

All deliverables shall be delivered to the Mail/Archives Department at EESC headquarters in Brussels at the following address: Rue Belliard 99-101, B-1040 Brussels, Belgium.

After receiving the first batch and before starting formal work, the contractor shall deliver (by post, in person or electronically) several samples of microfiches and .PDF/A files containing the Committee's documents for the Committee's approval in order to ensure conformity of the deliverables with the Committee's requirements. Within ten working days, the Committee will check whether all the required information is included in the microfiche header and the .PDF/A file name, whether the index is correctly displayed in the position G14 of the microfiche and that the microfiche and .PDF/A file structure is correct and will propose changes if necessary.

2.4.2 Quality management

A quality management plan for ensuring efficient project management must be set out in the tender.

The quality procedures and indicators shall relate to:

- the processing sequence from receipt to return of the archives;
- the creation of digital files and microfiches;
- the completeness and readability of the documents and images in the digital form and on microfiches;
- the OCR processing;
- the file naming and microfiche headings.

The quality indicators shall be complied with at each stage of the process. The tenderer shall describe point by point the procedures that it will deploy in order to satisfy the quality criteria that are laid down in these technical specifications.

The processing of any product which does not conform must be described by the contractor in the "Remarks" section of the batch return form defined in point 2.3.1 of these tender specifications.

After the delivery of each batch of files and the requested products, the Committee will verify the quality of the deliverables. The Committee will verify whether all paper files have been returned and have been put back in their original order, count the number of microfiches delivered and the number of pages on microfiches and check the readability and structure of the .PDF/A files. For each batch, a random sample of the delivered products will be subject to evaluation according to the quality acceptance criteria set out in Annex 4 of the current technical specifications. The quality acceptance criteria will be manually evaluated by the Committee with regard to:

- a number of randomly chosen archive folders;
- a number of randomly chosen .PDF/A files;
The Committee will communicate the results of this evaluation no later than within twenty working days after receipt of the deliverables for each batch from the contractor.

If the evaluation of the samples leads to the conclusion that a number of paper or .PDF/A files or microfiches do not correspond the quality acceptance criteria set out in Annex 4, the Committee will ask the Contractor to correct the errors. The contractor will have twenty working days to deliver the corrected products which will be verified by the Committee once again. The Committee will pay the contractor only for the batches that have been accepted (see the FWC article I.6.3 'Payment of the balance').

### 2.4.3 Security management

For all services provided, the contractor shall implement and ensure all the necessary safety and security measures.

The contractor shall also ensure the continuity of processing throughout the contract period.

The contractor shall have full responsibility for the paper archive, from packaging and transport to the secure storage at the contractor's premises and the return to the premises of the Committee of the paper archive in the same state as it was provided.

The contractor shall arrange and pay for the necessary insurance of the paper archive (insurance against loss, theft, damage, etc.) and shall provide the Committee with the necessary details of this insurance.

The contractor shall ensure adequate protection against deterioration and physical damage of the paper archive and ensure that it is stored under adequate archive storage and environmental conditions.

At all stages in the execution of the requested services, the contractor shall ensure that original documents are safeguarded. The contractor shall ensure that the produced microfiches are protected from bending, curling, distortion, presence of fingerprints, etc.

The tenderer shall give a detailed description of safety and security measures regarding the transport and handling of the Committee's paper archive. The description shall contain the procedures that the contractor will deploy to safeguard the paper archive and protect the microfiches produced, as well as regarding access control, risk planning and the return of the paper archives and delivery of the results in the correct order and state.

### 2.5 Timing of the performance

The duration of the contract is 12 months with effect from the date of its entry into force; it may be renewed for three further periods of 12 months (see Article I(3) 'Entry into force and duration of the FWC' of the draft framework contract).
For the details on the timing please see point 2.3.1 of these tender specifications.

2.6 Minimum requirements

All the technical specifications are considered as minimum requirements.

2.7 Language

The working languages (written and oral) for all communication between the EESC Mail and Archives Department and the tenderer will be English and French.

2.8 Intellectual Property Rights

All specific or sensitive intellectual aspects are covered by the contractual clauses.

3 Evaluation and award

The evaluation is based solely on the information provided in the submitted tender. It involves the following:

- Verification of non-exclusion of tenderers on the basis of the exclusion criteria
- Selection of tenderers on the basis of selection criteria
- Verification of compliance with the minimum requirements set out in these tender specifications (see sections 1.3 and 2.6)
- Evaluation of tenders on the basis of the award criteria

The contracting authority may reject abnormally low tenders, in particular if it establishes that the tenderer or a subcontractor does not comply with applicable obligations in the fields of environmental, social and labour law.

The tenderers will be assessed in the order indicated above. Only tenders meeting the requirements of one step will pass on to the next step.

3.1 Verification of non-exclusion

All tenderers must provide a declaration on honour (see Annex 2), signed and dated by an authorised representative, stating that they are not in one of the situations of exclusion listed in that declaration on honour.

In the case of joint tender, each member of the group must provide a declaration on honour signed by an authorised representative.

In the case of subcontracting, all subcontractors must provide a declaration on honour signed by an authorised representative.
The successful tenderer must provide the documents mentioned as supporting evidence in the declaration on honour before signature of the contract and within a deadline set by the contracting authority. This requirement applies to each member of the group in the case of joint tender.

The Contracting Authority reserves the right to verify whether the successful tenderer is in one of the situations of exclusion by requiring the supporting documents listed in the declaration of honour to be submitted.

The obligation to submit supporting evidence does not apply to international organisations.

A tenderer (or a member of the group in the case of joint tender, or a subcontractor) is not required to submit the documentary evidence if it has already been submitted for another procurement procedure and provided that the documents were issued not more than one year before the date of their being requested by the contracting authority and are still valid at that date. In such cases, the tenderer must declare on its honour that the documentary evidence has already been provided in a previous procurement procedure, indicate the reference of the procedure and confirm that there has been no change in its situation.

A tenderer (or a member of the group in the case of joint tender, or a subcontractor) is not required to submit a specific document if the contracting authority can access the document in question on a national database free of charge.

### 3.2 Selection criteria

To carry out the work subject to this procurement procedure, tenderers must prove their:

- legal, regulatory,
- economic, financial,
- technical and professional capacity.

The tenderer may rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal.

The tender must include the proportion of the contract that the tenderer intends to subcontract.

#### 3.2.1 Declaration on honour and evidence

The tenderers (and each member of the group in the case of joint tender) and subcontractors whose capacity is necessary to fulfil the selection criteria must provide a declaration on honour (see Annex 2), signed and dated by an authorised representative, stating that they fulfil the selection criteria applicable to them individually. For the criteria applicable to the tenderer as a whole the tenderer (sole tenderer or leader in the case of joint tender) must provide a declaration on honour stating that the tenderer, including all members of the group in the case of joint tender and including subcontractors if applicable, fulfils the selection criteria for which a consolidated assessment will be carried out.
This declaration is part of the *declaration* used for exclusion criteria (see section 3.1) so only one *declaration* covering both aspects should be provided by each entity concerned.

The Contracting Authority will evaluate the *selection criteria* on the basis of the *declarations on honour*. Nevertheless, it reserves the right to require *evidence* of the legal and regulatory, financial and economic and technical and professional capacity of the tenderers at any time during the procurement procedure and contract performance. In such a case the tenderer must provide the requested evidence without delay. The Contracting Authority may reject the tender if the requested evidence is not provided in due time.

After the contract is awarded, the successful tenderer will be required to provide the evidence mentioned below before signature of the contract and within a deadline set by the contracting authority. This requirement applies to each member of the group in the case of joint tender.

A tenderer (or a member of the group in the case of joint tender, or a subcontractor) is not required to submit the documentary evidence if it has already been submitted for another procurement procedure and provided that the documents were issued not more than one year before the date of their being requested by the contracting authority and that they are still valid at that date. In such cases, the tenderer must declare on its honour that the documentary evidence has already been provided in a previous procurement procedure, indicate the reference of the procedure and confirm that there has been no change in its situation.

A tenderer (or a member of the group in the case of joint tender, or a subcontractor) is not required to submit a specific document if the contracting authority can access the document in question on a national database free of charge.

### 3.2.2 Legal and regulatory capacity

Tenderers must prove that they are allowed to pursue the professional activity necessary to carry out the work subject to this call for tenders. The tenderer (including each member of the group in the case of joint tender) must provide the following information in its tender if it has not been provided with the Legal Entity Form:

- *For legal persons*, a legible copy of the notice of appointment of the persons authorised to represent the tenderer in dealings with third parties and in legal proceedings, or a copy of the publication of such appointment if the legislation applicable to the legal person requires such publication. Any delegation of this authorisation to another representative not indicated in the official appointment must be evidenced.

- *For natural persons*, if required under applicable law, a proof of registration on a professional or trade register or any other official document showing the registration number.

### 3.2.3 Economic and financial capacity criteria

The tenderer must have the necessary economic and financial capacity to perform this contract until its end. In order to prove their capacity, the tenderer must comply with the following selection criteria.

- **Criterion F1**: Combined total turnover for the last two financial years not less than EUR 100 000; this criterion applies to the leader in the case of a joint tender.
On request from the contracting authority, the tenderer should be able to provide the following evidence at short notice:

− Copy of the profit and loss accounts for the last two years for which accounts have been closed from each concerned legal entity;

− Failing that, appropriate statements from banks.

If, for some exceptional reason which the Contracting Authority considers justified, a tenderer is unable to provide one or other of the above documents, it may prove its economic and financial capacity by any other document which the Contracting Authority considers appropriate. In any case, the Contracting Authority must at least be notified of the exceptional reason and its justification. The European Economic and Social Committee reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

### 3.2.4 Technical and professional capacity criteria and evidence

#### A. Criteria relating to tenderers

Tenderers (in the case of a joint tender, the combined capacity of all members of the group and identified subcontractors) must comply with the criteria listed below.

The evidence is to be provided only on request.

The project references indicated below consist of a list of relevant services provided in the past two years, with the sums, dates and clients, public or private, accompanied by statements issued by the clients.

− **Criterion A1:** Tenderers must prove experience in the field of digitisation of archives and creation of microfiches.

**Evidence A1:** tenderers must provide references and declarations of satisfaction from their clients for three projects delivered in these fields in the last two years and completed at the time of submission with a minimum value for each project of EUR 15 000.

Tenderers are asked to fill in the Project Reference Form (Annex 3) for each project and append references and declarations of satisfaction from their clients.

− **Criterion A2:** The tenderer must prove its capacity to produce microfiches and digitise paper files.

**Evidence A2:** Tenderers must provide a minimum of 10 samples of microfiches and 10 samples of digitised files from the completed projects mentioned in evidence A1 above. Microfiche samples shall be readable on the microfiche reader AGFA, type: ScanDesk II, 95-260 V~, T 6,3 A; SN: FN 1008, 47-63 Hz c/s, 65 W.
B. Criteria relating to the team delivering the service

The team delivering the service should consist of at least three people, two of whom must have at least two years' experience in the fields covered by this contract.

Evidence will consist of the CVs\(^5\) of the team responsible for delivering the service.

- **B1 – Contact point (the leader):** At least three years' experience in project management, including overseeing project delivery, quality control of delivered service, client orientation and conflict resolution experience in a project with a value of at least EUR 10 000, with experience in managing a team of at least 3 people.

  **Evidence B1:** CV

- **B2 - Language quality check:** at least one member of the team should have at least C1 level in the Common European Framework for Reference for Languages\(^6\) in English and at least one member of the team should have at least C2 level in the Common European Framework for Reference for Languages in French.

  **Evidence B2:** a language certificate, diploma, past relevant experience or a CV if one of the two languages is native.

3.3 Verification of minimum requirements

By submitting a tender, the tenderer accepts the terms and conditions set out in the procurement documents and this includes the requirement of compliance with legal obligations and minimum requirements.

3.4 Award criteria

The contract will be awarded based on the most economically advantageous tender, according to the 'best price-quality ratio' award method. The quality of the tender will be evaluated based on the following criteria. The maximum total quality score is 100 points.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weighting and minimum score</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1. Safety of the tenderer's facilities and transportation</td>
<td>50 points minimum score 60%</td>
</tr>
<tr>
<td>The tenderer should provide details of the safety of the facilities where the Committee's archives will be kept and processed and the safety of the transportation to be used.</td>
<td></td>
</tr>
</tbody>
</table>

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\(^6\) See [http://www.coe.int/t/dg4/linguistic/Cadre1_en.asp](http://www.coe.int/t/dg4/linguistic/Cadre1_en.asp)
### Sub-criterion C1.1 Safety of the tenderer's facilities
This criterion will assess the safety of the tenderer's facilities and the EESC archives' storage conditions in the tenderer's facilities.

Tenderers should provide details of how they are going to ensure that the Committee's archives will be protected from damage, theft or destruction on their premises. When providing these details, tenderers should keep in mind that damage to the archives could be caused by dampness, fire, dirt, theft, improper scanning, etc.

<table>
<thead>
<tr>
<th>25 points minimum score</th>
<th>60%</th>
</tr>
</thead>
</table>

### Sub-criterion C1.2 Safety of transportation
This criterion will assess how the EESC archives will be transported to and from the Committee.

The tenderer should provide details of the means of transport that will be used to carry the Committee's archives and where exactly the Committee's files will be transported within the vehicle. When providing these details, tenderers should keep in mind that a batch may contain approximately a hundred folders. The tenders should also provide details on the distance from the Committee to the contractor's facility and the number of drivers that will carry the files in the case of long-distance transportation. Tenderers should also provide details of how they will protect the Committee's archives from damage, theft or destruction during transportation.

<table>
<thead>
<tr>
<th>25 points minimum score</th>
<th>60%</th>
</tr>
</thead>
</table>

### C2. Deadlines
Tenderers should provide details on how they will organise their **work and resources** in order to respect the deadlines set out in point 2.3.1 of these tender specifications and to deliver the hard disk with the .PDF/A files at the end of each archiving year.

<table>
<thead>
<tr>
<th>20 points minimum score</th>
<th>60%</th>
</tr>
</thead>
</table>

### C3. Quality control measures
This criterion will assess the quality control system applied to the service foreseen in these tender specifications as regards the quality of the deliverables, the language quality check, and continuity of the service in the case of absence of a team member.

The quality system should be detailed in the tender and specific to the tasks at hand; a generic quality system will result in a low score.

The tenderer shall describe point by point the procedures that it will deploy in order to satisfy the criteria that are laid down in point 2.4.2. of these technical specifications.

<table>
<thead>
<tr>
<th>20 points minimum score</th>
<th>60%</th>
</tr>
</thead>
</table>

### C4. Organisation of the work and resources
This criterion will assess how the roles and responsibilities of the proposed team and of the different economic operators (in the case of joint tenders, including subcontractors if applicable) are distributed for each task. It also assesses the global allocation of time and resources to the project and to each task or deliverable, and whether this allocation is adequate for the work.

| 10 points minimum score | 60% |
The tender should provide details of the allocation of time and human resources and the rationale behind the choice of this allocation. Details should be provided as part of the technical offer. It is not the budget requested as part of the financial offer.

| Total points | 100 points minimum total score 60% |

Tenders that do not reach the minimum quality levels will be rejected and will not be ranked.

### 3.5 Ranking of tenders

The contract will be awarded to the most economically advantageous tender, i.e. the tender offering the best price-quality ratio determined in accordance with the formula below (having the highest total score).

No weighting is given to quality and price.

\[
\text{Score for tender } X = \frac{\text{cheapest price}}{\text{price of tender } X} \times \text{total quality score (out of 100) for all criteria of tender } X
\]

The tender ranked first after applying the formula will be awarded the contract.

### 4 CHECKLIST OF DOCUMENTS TO BE SUBMITTED

The purpose of the table below is to facilitate the preparation of the tender by providing an overview of the documents that must be included (marked by □) depending on the role of each economic operator in the tender (be it lead partner, partner in joint offer, single tenderer or subcontractor). Some of the documents are only relevant in cases of joint tenders or when subcontractors are involved.

Additional documents might be necessary depending on the specific characteristics of the tender.

<table>
<thead>
<tr>
<th>Description</th>
<th>Single tenderer</th>
<th>Joint tender Leader</th>
<th>Joint tender All partners</th>
<th>Subcontractor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.6.3 Technical offer</td>
<td>□</td>
<td>□</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.6.4 Financial offer</td>
<td>□</td>
<td>□</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Documents to be attached to the tender**

<table>
<thead>
<tr>
<th>Document Type</th>
<th>1.6.1 Cover letter</th>
<th>1.6.1 Letter of intent from each identified subcontractor</th>
<th>1.6.1 Legal Entity Form with its supporting documents</th>
<th>1.6.1 Financial Identification Form with its supporting documents</th>
<th>3. Declaration on honour for exclusion and selection criteria</th>
<th>3. Legible copy of the statutes of the entity</th>
<th>3.2.2 Legible copy of the notice of appointment of the persons authorised to represent the tenderer</th>
<th>3.2.2 Declaration or certificate of enrolment in one of the professional or trade registers in the country of establishment (proof of access to the market)</th>
<th>3.2.4 Project reference forms</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
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<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

**Documents only on request**

<table>
<thead>
<tr>
<th>Document Type</th>
<th>2.4.3 Insurance against loss, theft, damage, etc. of the Committee's paper archives</th>
<th>3.2.3 Evidence of financial and economic capacity</th>
<th>3.2.4 Evidence of technical and professional capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

**5 ANNEXES**

5.1 Annex 1 – Price table  
5.2 Annex 2 – Declaration on honour on exclusion criteria and selection criteria  
5.3 Annex 3 – Project reference forms  
5.4 Annex 4 – Quality acceptance criteria