



HANNE LUND-HANSEN

J.no. 16/01209

Tender Conditions

Public call for tenders

concerning

**Purchase of book cradle scanners for The Royal Library's Digitisation
Department**



Introduction

With reference to Section 56 of the Danish Public Procurement Act of 15 December 2015, The Royal Library is holding the following public call for tenders:

"Purchase of two book cradle scanners and an option to purchase a third book cradle scanner for use in the digitisation of books at The Royal Library".

1.1 Contact details

The contact person at The Royal Library is:
Digitisation Manager Peter Thiesen
E-mail: pett@kb.dk
Tel.no.: +45 91 32 48 47

1.2 Tender documents

The documents for the public call for tenders consist of the following:

- Tender Conditions including Specification of Requirements and the following Annexes 1-3
 - Annex 1: Bill of quantities for completion
 - Annex 1A: Form for completion
- ESPD declaration – see item 5.
- Draft contract

1.3 Completion of bids

The bidder should arrange the bid so that all information is included in the bid, including

- Details of economic and financial capacity, as required in section 2.1.
- Minimum requirements of the eligibility of the bidder, as required in section 2.2.
- Completed form (Annex 1A) concerning the functionality of the book cradle scanner, which is part of the bill of quantities in Annex 1.
- Signed bid concerning book cradle scanners stating whether sub-suppliers are used and any reservations concerning the tender documents, cf. section 3. (Annex 1)



1.4 Contract

An agreement for the purchase of two book cradle scanners and an option to purchase a third book cradle scanner within a two-year period will be established as a written contract. The contract will be valid when it has been signed by both parties. Both parties' authorised signatories must sign the contract. A draft contract is attached.

1.5 Bill of quantities with form for completion

The bid must be given on the bill of quantities (Annex 1) and by completing the form (Annex 1A).

1. The bill of quantities must state a fixed price excluding VAT for one book cradle scanner, on purchasing two book cradle scanners.

2. **OPTION**
The bidder must confirm on the bill of quantities that within a period of two years from the signing the contract, The Royal Library will be able to purchase a third, equivalent scanner for the same price as stated in item 1.

The prices stated must cover the purchase, delivery and setting up of two, or three, book cradle scanners, including both direct and indirect costs, and any attendance of meetings.

For the bill of quantities a form has been prepared (Annex 1A), which is to be completed for the Library's assessment of the functionality of the scanners offered in terms of fulfilling the Library's requirements as stated in item 1.2 of the Specification of Requirements.

1.2 Specification of Requirements

Requirements of the equipment

- The equipment must be able to scan books in up to A2+ size.
- The equipment must be able to scan in up to 600 ppi optically.
- The equipment must be able to deliver digitised files in the tiff, jpg, jpg2000 and pdf formats.
- The equipment must be installed by the supplier, and instructions for use must be provided.
- Software must be included in the bid.
- The equipment must ensure ergonomically correct working positions.
- The scanner must be able to use LED lighting.
- There must be no distortion between the scanner and the scanned object.
- The scanner must be able to scan reflex-free on glossy print.



- The scanner must be able to scan both with and without glass.
- Opportunity to continuously adjust the cropping of the scanned book pages.

Requirements of the user guides and technical manuals:

The supplier is obliged to deliver the following:

- User guides.
- Technical manuals which include the system's structure and service requirements.

Requirements of guarantee, maintenance and service:

- The system guarantee must enter into force when both parties have signed the handover agreement after four weeks' fault-free use.
- The complete installation must be delivered with one year's guarantee from signing the handover agreement.
- The supplier must include maintenance procedures in the bid.

1.6 Time schedule for the competitive procurement

Date	Action
7 November 2016	Publication of tender documents
5 December 2016	Deadline for questions concerning the tender documents
8 December 2016	Deadline for response to questions concerning the tender documents
13 December 2016	Deadline for submission of bids
13-19 December 2016	Evaluation of bids, including registration and evaluation of compliance with the contractual conditions, any clarifying questions and assessment.
19 December 2016	Awarding of contract/purchase of scanners
19 December 2016 – 4 January 2017	Stand still period
Beginning of January 2017	Signing of contract

2 Minimum requirements of the content of the bid

2.1. Details of economic and financial capacity

Bidders must submit the following documentation of their economic and financial capacity:



- (1) Submission of the company's balance sheet, including equity, or an extract thereof, if the publication of the balance sheet is mandatory by law in the country in which the financial operator is established.
- (2) Declaration concerning the supplier's general turnover in the last three available financial years, depending on when the supplier was established, or started its activities, if figures for this turnover are available.

2.2. Minimum requirements of the eligibility of the bidders

Bidders must submit all information and documentation as stated in sections 2.1 above and fulfil the listed minimum requirements stated in form A below, in order to be eligible bidders in this competitive procurement.

Bidders that omit to submit the information and documentation stated in sections 2.1 above, and/or which do not fulfil all of the minimum requirements in the form below, will not be eligible and will not be assessed according to the award criteria in section 3.

Form A:

<u>Reference to the documentation requirements in sections 2.1 above</u>	<u>Selection criteria</u>	<u>Minimum requirements</u>
Re (1)	Solvency ratio	Solvency of minimum 5 % in the last three financial years
Re (2)	Turnover	Total annual turnover of at least 3.000.000 DKK

3. Awarding of contract

The contract will be awarded to the bidder that has submitted the overall "economically most advantageous bid" on the basis of the following award criterion:

"Best relationship between price and quality"

In the assessment weight will be given to the following sub-criteria:

1. Price
2. Quality



Re 1) Price 30%

The bidder must give an overall fixed price, including all possible costs concerning the scanner offered

The price must be stated in DKK excluding VAT.

The lowest bid is awarded 10 points, and the other bids are awarded 10 points minus 1 point for each 15% by which the bids exceed the lowest bid.

Re 2) Quality 70%

A. The response to the questionnaire, the guarantee conditions offered and the description of maintenance and service in the bill of quantities (Annexes 1 and 1A) will be assessed in terms of the Library's actual needs in terms of the scanners' functionality, with the following weighting:

- **Equipment 50%** - the basis is the response in the questionnaire (Annex 1A)
- **User guides and technical manuals: 10% - documentation submitted in accordance with** the bill of quantities (Annex 1) will be the basis.
- **Guarantee, maintenance and service: 10% - descriptions** in the bill of quantities (Annex 1) will be the basis.

The criteria are weighted on a scale from 0 to 10, with 10 as the highest score. (10 for the very satisfactory performance, 7 for the satisfactory performance, 5 for a medium performance, 3 for a less satisfactory performance, and 1 for a poor performance.)

4. Submission and delivery of bids

4.1. Deadline for written questions and requests for supplementary information

Written questions concerning this competitive procurement and requests for supplementary information must be addressed to Digitisation Manager Peter Thiesen, via e-mail pett@kb.dk and be received by The Royal Library by no later than Friday 5 December 2016.

All questions and answers will be anonymised and published on The Royal Library's website <http://www.kb.dk/da/kb/udbud/index.html>, as the questions are asked.

4.2. Deadline, submission and labelling of bids

Bids must be received by The Royal Library by no later than Monday 13 December 2016 and sent by e-mail to Pett@kb.dk

The e-mail subject field must be "Bid – Purchase of book cradle scanners".



4.3. Deadline for acceptance of bids

Bids must be valid for acceptance during a period of 30 days as from the deadline for submission of bids, with the possibility of extension for a further 30 days.

4.4. Language

Bids must be written in English.

4.5. Part-contracts

It is not possible to bid for parts of the call for tenders.

4.6. Alternative bids

Alternative bids are not accepted

5. Awarding of contract

5.1. Before a decision on the awarding of the contract (and notification of the bidders) the procuring authority will require that the bidder to which the authority intends to award the order submits documentation of the information stated in the ESPD, cf. Section 159(2) of the Public Procurement Act.

5.2. Notification of the bidders of the award decision does not entail that any agreement has been established. The agreement will not be considered to have been established until the attached contract has been signed.

5.3. The contract may not be signed until after the expiry of a standstill period of ten calendar days, counted from the day after the sending of the notification of the procuring authority's award decision.

5. Other terms

6.1. Cancellation

The Royal Library reserves the right to cancel the EU call for tenders.

6.2. Changes to the tender documents

The Royal Library reserves the right to, as far as possible, make any changes to these tender documents by issuing an addendum to the documents before the expiry of the deadline for submission of bids.

The Royal Library may extend the deadlines, including the deadline for submission of bids.



6.3. Costs of participation

Participation in the competitive procurement will be for the bidder's own account and risk, and any costs or losses incurred by a bidder on participating in the competitive procurement will be no concern of The Royal Library.

6.4. Right of ownership of the tender documents

The Royal Library will retain any rights, including copyright and right of ownership, to the material and any information given in conjunction with the competitive procurement. The bids will be treated as confidential.

7. Details of tax, environmental protection and working environment

Below are the addresses, Internet addresses and telephone numbers, etc. of the relevant State authorities from which bidders can obtain information concerning 1) taxes, 2) environmental protection and 3) workplace safety and working conditions in Denmark.

- 1) Tax Centre Copenhagen
Sluseholmen 8B
DK-2450 Copenhagen SV
Tel.no.: +45 72 22 18 18
Telefax: + 45 72 37 90 01
E-mail address: skat@skat.dk
Internet address: www.skat.dk

- 2) Danish Environmental Protection Agency
Strandgade 29
DK-1401 Copenhagen K
Tel.no.: +45 32 66 01 00
Telefax: +45 32 66 04 79
E-mail address: mst@mst.dk
Internet address: www.mst.dk

- 3) Danish Working Environment Authority
DK-2100 Copenhagen Ø
Tel.no.: +45 70 12 12 88
Telefax: +45 70 12 12 89
E-mail address: at@at.dk
Internet address: www.at.dk