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| Memo16 June 2017File No.   |

**Purchases of A Managed File Transfer system for the Royal Danish Library.**

 **Request for Tender (RFT)**

# 1. Introduction

The Royal Danish Library hereby makes the purchase of a Managed File Transfer system subject to competition.

**All competition documents consist of the following:**

* The present conditions for competition
* Annex 1: Requirements specification including Annex 1a
	+ Annex 1a: Answer form
* Annex 2: Quotation list for completion
* Draft contract

## Contact information

The contact person at the Royal Danish Library is:

Claus Jensen

E-mail: cjen@kb.dk

Please submit any questions in writing.

## Quotation answer

The bidder should ensure that all the information is included in the offer including:

* Signed offer (Annex 2 quotation list) regarding Managed File Transfer system
* Filled in answer form regarding the system (Annex 1a)

## Project description

The project includes:

1. The purchase of a Managed File Transfer system. The requirements specification is attached as Annex 1.
2. Bidder must submit a solution according to the supplier’s conditions as described in the requirements specification. (Quotation list in Annex 2 – to be completed by the bidder)

## 1.3 Schedule for the competition procedure

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| **Date** | **Action** |
| 05-07-2017 | Announcing documents at web portal udbud.dk |
| 17-07-2017 – 25-07-2017  | The opportunity to ask questions about the competition procedure. All questions and answers are posted on udbud.dk in anonymous form |
| 28-07-2017 12.00 | Deadline for submitting offer |
| 31-07 – 10-08-2017 | The submitted offers are processed |
| 11-08-2017  | Decision on the supplier – tentative |
| 11-08-2017  | Announcement of the winner and rejections – tentative |
| 14-08-2017 | Contract signature *(any supplier purchase agreement)* |

# 2. Minimum requirements for the content of the offer

Bidders who forget to submit information and/or do not meet the minimum requirements as described in the requirements specification, are not suitable and will not be assessed according to the award criteria in Section 3 below.

# 3. Contract award

The project will beassigned to the bidder who submits the “most economically advantageous offer” according to the award criterion: “Best relationship between price and quality.”

In the assessment of the submitted offers, particular importance will be placed on the following:

1. The functionality of the offered system compared to the requirements in the requirement specification (50 %)
2. The total price of the offered system (30 %)
3. The extend that the supplier offers a standard system (20 %)

Ad 1) The bidder must answer all requirements in the schema of Annex 1b. The answers must specify to which extend the bidder can fulfill the individual requirements

Ad 2) The bidder must give a total fixed price of the offer in the Annex 2 Quotation list. The price should be stated in DKK excluding VAT

Ad 3) The offered system should be a standard system already existing on the market. The offer should include the product name of the offered system.

# 4. Submission of offers

## 4.1 Deadline for written questions and requests for additional information

The Royal Danish Library must receive written questions about the competition and written requests for additional information no later than [25-07-2017]. Requests received after this deadline cannot be expected to be answered.

Written questions and requests for additional information should be directed to

Claus Jensen

e-mail cjen@kb.dk

All questions and answers will be posted on udbud.dk in anonymous form.

## 4.2 Offer deadline, submission and marking of quotes

Offers must be submitted to the Royal Danish Library no later than 28-07-2017 at 12.00

to e-mail cjen@kb.dk

Mark the subject field of the e-mail “Offer – Managed File Transfer system”

## 4.3. Acceptance deadline for quotes

The offer must be valid for acceptance for a period of 30 days from the quote deadline, with the possibility of an extension for an additional 30 days.

## 4.4. Language

Offers must be written in English or Danish

# 5. Other conditions

## 5.1. Cancellation

The Royal Danish Library reserves the right to cancel the RFT procedure.

## 5.2 Changes to the quotation documents

The Royal Danish Library reserves the right to make changes to the greatest extent possible to this document about the competition procedure by sending an annex to the documents until 24 hours before the offer deadline.

The Royal Danish Library may extend the deadline, including the offer deadline.

## 5.3 Cost of participation

Participation in the competition procedure is at the bidder’s own expense and risk, and costs or losses that a bidder incurs in connection with the participation in the competition procedure, is of no concern to the Royal Danish Library.

## 5.4 Proprietary right of the quotation documents

The Royal Danish Library has continuing rights, including copyright and proprietary rights to the documents and information provided in connection with the competition procedure.

 Offers will be processed confidentially.