



**DET KGL.
BIBLIOTEK**

Royal Danish Library

NOTAT

2. september 2019

J.nr. [xxxxxx]

Tender Conditions

For Tenders

Concerning procurement of

Digitisation of VHS-tapes

1. Introduction

Hereby Royal Danish Library provides the following task:

" Digitisation of VHS-tapes".

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1.1 Contact details

The contact person at Royal Danish Library is:

Niels Bønding

Victor Albecks Vej 1

DK-8000 Aarhus C

E-mail: nieb@kb.dk

Tel.no.: +45 5129 8990

1.2 Tender documents

The documents relating to the tender consist of the following:

- Tender Conditions and the following Annexes:
 - Contract annex 1 - Specification of Requirements
 - Contract annex 1.1 - metadata-spec-technical
 - Contract annex1.2 - video-example-metadata-VHS
 - Contract annex 2 - Pricing form

1.3 Completion of bids

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

- Statements of compliance to requirements in "Annex 1 - Specification of Requirements" must be completed.
- Price per item must be stated in "Annex 2 Pricing form"

1.4 Contract

An agreement for the digitisation of a number of VHS-tapes within 2019 will be established as a written contract. The contract will be valid when signed by both parties. Both parties' authorised signatories must sign the contract. A draft contract is attached.

1.5 Specification of Requirements

Requirements specification is given in Annex 1.

1.6 Time schedule for the competitive procurement

| Date | Action |
|----------------------|--|
| 2 September 2019 | Publication of tender documents |
| 17 September 2019 | Deadline for questions concerning the tender documents |
| 19 September 2019 | Deadline for response to questions concerning the tender documents |
| 23 September 2019 | Deadline for submission of bids |
| 23-25 September 2019 | Evaluation of bids and supplier selection |
| 25 September 2019 | Awarding of contract |
| 26 September 2019 | Signing of contract |

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2. 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, quality and delivery"

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

1. Price
2. Quality
3. Delivery in 2019

Re 1) Price 30 %

The bidder must give an overall fixed price, including all costs concerning the Digitisation of an item

The price must be stated in EURO excluding VAT.

The lowest bid is awarded 10 points, and the other bids are awarded 10 points minus 1 point for each 5 % by which the bids exceed the lowest bid.

Re 2) Quality 50%

The answers to the requirements in "Annex 1 Specification of Requirements" will be assessed in terms of the suppliers ability to meet the requirements.

The individual requirements 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.)

Re 3) Delivery in 2019 20%

A positive response to the requirement 1.7.1 in "Annex 1 Specification of Requirements" of delivery in 2019 is awarded 1 point. A negative response receives 0 points

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3. Submission and delivery of bids

3.1. Deadline for written questions and requests for supplementary information

Written questions concerning this competitive procurement and requests for supplementary information must be addressed to Project Manager Niels Bønding, via e-mail nieb@kb.dk and be received by Royal Danish Library by no later than Tuesday 17 September 2019

All questions and answers will be anonymized and published at www.udbud.dk, as the questions are asked.

3.2. Deadline, submission and labelling of bids

Bids must be received by Royal Danish Library by no later than Monday 23 September 2019 and sent by e-mail to nieb@kb.dk
The e-mail subject field must be "Bid – Digitisation of VHS-tapes".

3.3. 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.

3.4. Language

The offer must be submitted in **English or Danish**

3.5. Part-contracts

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

3.6. Alternative bids

Alternative bids are not accepted

4. Other terms

4.1. Cancellation

Royal Danish Library reserves the right to cancel the tender.

4.2. Changes to the tender documents

Royal Danish 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.

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

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4.3. 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 Royal Danish Library.

4.4. Right of ownership of the tender documents

Royal Danish 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.