

ADVERTISEMENT OF CALL FOR TENDER

Analysis of infrastructure for digital preservation



1. PURPOSE

Danish National Archives (hereinafter referred to as the "contracting authority") requires the performance of a task concerning analysis related to the acquisition of infrastructure for preservation of digital material.

The contracting authority hereby invites interested eligible companies to submit offers for the solution of this task. The contracting authority's eligibility requirements can be found in the advertisement at www.udbud.dk.

2. SCOPE OF THE TASK

The contracting authority seeks to replace its current infrastructure for digital archiving within a few years. Preferably with an off-the-shelf solution based on open standards and open source. This advertisement includes the procurement of consultancy related to the preparation of such an acquisition and involves assistance in the development of a system requirement specification as well as an analysis of the global market for such infrastructures. The final product is expected to augment the contracting authority's existing domain knowledge and contribute to future advertisements of call for tenders in relation to potential IT acquisitions. The task is described in more detail in Annex 1. Further, the contracting authority has produced preliminary description of scope, cf. Annex 2.

3. PERSONAL DATA

The contracting authority processes personal information in connection with receiving offers, typically contact information for one or more employees of the bidder. The General Data Protection Regulation grants rights to the registered, and the contracting authority's processing of personal data are described in the privacy notice at <https://www.sa.dk/en/>.

Together with the offer, the bidder is requested to submit a declaration of notification of processing of personal data in connection with the advertisement process, cf. Annex 4. The declaration is requested completed and signed by the bidder.

4. PROCEDURE FOR THE ADVERTISEMENT

The contracting authority advertises the task in accordance with Title IV of the Danish Public Procurement Act, as the contracting authority has determined that this contract has a clear cross-border interest.

The process for submitting offers is organised as shown below.

a. Advertising material

The material that forms the basis for the submission of offers consists of the following:

- a. Advertising conditions (this document)
- b. Annex 1 - The contracting authority's description of the task



- c. Annex 2 - The contracting authority's preliminary description of scope
- d. Annex 3 - The contracting authority's draft contract
- e. Annex 4 – Template for declaration of notification of personal data

b. Submission of offers

The bidder must prepare a written offer. Only one offer may be made per bidder.

Offers must be received no later than Friday August 14, 2020 at 23:59. Offers received after this date will not be considered.

Offers must be submitted in writing to mailbox@sa.dk

The offer must include descriptions in relation to the award criteria below, and the offers will subsequently be assessed based on these criteria.

The offer and all related material shall be in English or Danish.

The bidder must abide its offer for 3 months after the deadline for submission of offers.

The bidder's costs associated with submitting the offer are irrelevant to the contracting authority, also if the contracting authority decides to cancel the advertisement without awarding a contract.

The contracting authority is not obliged to return the offers to the bidders.

c. Negotiation

The contracting authority reserves the right to negotiate on the basis of the offers received.

d. Contract award

- o The bidder must describe how they will approach the task and describe an overall plan for the performance of the task. The plan shall contain a proposal regarding the outcome of the work, cf. the task description as well as a proposal for monthly status reporting. It will be weighted positively in the assessment of this criterion that the description as far as possible meets the contracting authority's needs as described in the task description as well as regular reporting. As part of the overall plan, the bidder shall provide a budget for the whole task in danish kroner (DKK) or euros (EUR) without VAT. The budget cannot exceed DKK 350.000 or EUR 47.000 without VAT. The budget will be evaluated as a part of the overall plan and it will be



weighted positively that the budget is as low as possible but still reflects the content of the overall plan in a realistic manner.

The bidder must submit CVs containing the relevant professional qualifications and experience of the participant(s) in the team, which will be responsible for the performance of the task. The bidder should notice the importance of the fact that the content of the CV(s) reflects the requirements of the Consultant(s) stated in annex 1. All requirements should be met but not necessarily by one Consultant only. The bidder can maximum submit three CVs. Each CV can maximum consist of two A4 pages. It will be weighted positively that the Consultant(s) responsible for the performance of the task has experience with solving similar tasks and has qualifications as requested by the customer.

- The bidder shall provide an hourly rate in danish kroner (DKK) or euros (EUR) without VAT. Only one hourly rate is accepted, even if more than one consultant is provided. It will be weighted positively that the offered price is as low as possible.

5. EVALUATION OF OFFERS

After the deadline for submission of offers, the contracting authority will evaluate the received offers on the basis of the above mentioned award criteria and decide, to which bidder to award the contract.

The contracting authority will conduct an overall assessment of the above criteria. There is no order of priority between the three criteria and they will have the same weight..

All the bidders will be notified simultaneously, and as soon as possible, of the decision regarding the contract award. The contracting authority intends to conclude the contract following the award decision.

a. Contract conclusion

The contract will be concluded on the basis of the draft contract in Annex 3.

The contract sets out the obligations and rights that will apply between the parties in connection with the performance of the task covered by this advertisement. It should be noted that the substantial terms of the draft contract cannot be changed.

The bidder's standard terms and conditions will not form part of the contract basis.

6. QUESTIONS

Any questions about the material or process may be addressed in writing to: mailbox@sa.dk, no later than Friday August 7, 2020. Questions received after this date will not be answered.

Questions will be answered in writing and as soon as possible after they are received.

Both questions and answers will be uploaded in anonymized form to:



<https://www.sa.dk/en/about-us/call-for-tender-2020-qa>

7. CONTACT INFORMATION

The contracting authority is:

The Danish National Archives, Copenhagen
Rigsdagsgaarden 9
DK-1218 Copenhagen K.

Contact: mailbox@sa.dk

8. TIMETABLE

The advertisement is expected to be completed according to the timetable below. It should be noted that the contracting authority reserves the right to make changes. Bidders will be notified of such changes on: <https://www.sa.dk/en/about-us/call-for-tender-2020-qa>

Monday July 6. 2020	Advertisement on www.udbud.dk
Friday August 7. 2020	Deadline for asking questions
Friday August 14. 2020	Deadline for submission of offers
Friday August 21. 2020	Expected provision of notifications regarding the award decision to bidders
Friday August 28. 2020	Contract signing and eventual kick-off meeting

