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| Requirement Specification for A A2-Scanner  5 May 2021  J.nr. 21/00223 |

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| Requirement Specification and Bid List regarding a V-shaped A2 Book Cradle Scanner |

**Instruction for Tenderers**

Contracting Authority for this Tender is Royal Danish Library. Tenderers bidding for this Tender must fill out this document.

**The Requirements and Bid List document**

**Section 1 contains the Minimum Requirements**

For each requirement, the Tenderer must explicitly state whether the requirement is fulfilled by replying “Yes” or “No” in the appropriate cell. If a Tenderer replies “no” to one or more requirement, the bid will be deemed non-conforming and not be taken into consideration. If a Tenderer fails to reply to a requirement, the reply to that requirement will be considered as “no”.

**Section 2 & 3 contains Evaluable Requirements, References and Documentation**

The Evaluable Requirements for which the specification by the Tenderer is subject to evaluation according to the criterion “Quality”. The Tenderer must state whether the Requirement is met by replying “Yes”, “No” or “Partly”. For each evaluable requirement, the Tenderer must specify how its solution meet the requirement. The Tenderer’s specifications form the basis of the evaluation according to the particular sub-criterion under which the requirement is listed.

**Section 4 contains requirements regarding the criterion ‘Price’**

Section 4 covers those elements of the competitive bidding that relate to “Price”. Royal Danish Library request:

* a fixed price for one V-shaped A2 Book Cradle Scanner; and
* a fixed price for a 2 year Onsite Service Level Agreement.

**Section 5 contains the OPTION**

* a fixed price for a PC, which are compatible with the A2-scanner (with minimum OS Windows 10).

**Section 6 specify whether a Subcontractor is part of the Bid**

**Section 7 is the Signature of the Tenderer**

**1. Minimum Requirements for the V-shaped A2 Book Cradle Scanner**

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| **No.** | **Specification of Requirements** | **Are the  Requirement met?** | |
| **Yes** | **No** |
| 1.1. | The A2-scanner is able to scan in A2-area (2xA3). |  |  |
| 1.2. | The A2-scanner is equipped with a V-shaped Book Cradle, which can be adjusted according to the Books spine (up to 15 cm.). |  |  |
| 1.3. | The A2-scanner is able to scan semi-automatic, the glass will be raised automatically, while the pages are turned manually. |  |  |
| 1.4. | The A2-scanner is able to scan 400 ppi. 16bit RGB in A2 (2xA3). |  |  |
| 1.5. | The A2-scanner delivers digitized files in these formats: TIFF, JPG, JPG2000 and PDF |  |  |
| 1.6. | The Supplier/Distributor installs the A2-scanner at the Contracting Authority’s site and carry out an instruction in the use of the scanner. |  |  |
| 1.7. | Software is included in the offer. |  |  |
| 1.8. | Autocrop and Alignment-functions are part of the software. |  |  |
| 1.9. | An Onsite Service Level Agreement for 2 years is included in the offer. |  |  |

**2. Evaluable Requirements for the V-shaped A2-Scanner**

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| **No.** | **Specification of Requirements** |  | **Are the Requirement met?** | | **Commentary** |
| **Yes** | **No** | **Partly** | *[Please specify.]* |
| 2.1. | The A2-scanner is able to scan minimum 300 pages per hour. |  |  |  |  |
| 2.2. | Please specify, how far into the books margin, the A2-scanner is able to scan with V-shaped glass. |  |  |  |  |
| 2.3. | Please specify the scan-speed with processing time when scanning in TIFF 300 ppi. |  |  |  |  |
| 2.4. | Please specify the scan-speed with glass when scanning in TIFF 300 ppi. |  |  |  |  |
| 2.5. | Please specify the scan-speed without glass when scanning in TIFF 300 ppi |  |  |  |  |
| 2.6. | The Tenderer guarantee that the A2-scanner perform to the standards of ISO-19264-1 (Level 1, 2 or 3). |  |  |  |  |
| 2.7. | Please specify ergonomic considerations when using the s |  |  |  |  |
| 2.8. | Delivery will happen as soon as possible after contract signing. [Please specify delivery status.] |  |  |  |  |

**3. References and documentation**

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| **No.** | **Specification of Requirements** | **Are the Requirement met?** | | | **Commentary** |
| **Yes** | **No** | **Partly** | *[Please specify.]* |
| 3.1. | The Tenderer sends Referen­ces for the offered A2-scanner. |  |  |  |  |
| 3.2. | The Tenderer sends User Manual. |  |  |  |  |

**4. Bid List**

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| **No.** | **Specification of Requirements** | **Price in DKK** |
| 4.1. | A fixed price for a V-shaped A2-Scanner,  including all related expenses, ex VAT. |  |
| 4.2. | A fixed price for an Onsite Service Level Agreement for 2 years, ex VAT. |  |

**5. Option**

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| **No.** | **Specification of Requirements** | **Price in DKK** |
| 5.1. | PC, which is compatible with the A2-scanner (with minimum OS Windows 10), ex VAT. |  |

**6. Subcontractor**

Please specify the Subcontractor, if any, which are part of your solution:

[Name of the Firm]

[Contact Person]

[Address]

[Postal Code and Town]

[Country]

**7. Signature**

Date:

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[Name of Signatory]

[Title of Signatory]

[Signatory’s Firm]