



**DET KGL.  
BIBLIOTEK**  
Royal Danish Library

**ANNOUNCEMENT  
REGARDING  
ONE A2+ BOOK CRADLE SCANNER  
INCLUDING AN ONSITE  
SERVICE LEVEL AGREEMENT FOR 2 YEARS  
FOR  
ROYAL DANISH LIBRARY**



## 1. PURPOSE

Royal Danish Library (hereinafter referred to as the "contracting authority") requires the performance of a task concerning one A2+ Book Cradle Scanner for Royal Danish Library's Digitization Department including an Onsite Service Level Agreement for 2 years. Furthermore, Royal Danish Library request the price of a PC as an Option.

The contracting authority hereby invites interested eligible companies to submit offers for the solution of this task. The contracting authority's eligibility requirements are found in the announcement at [www.udbud.dk](http://www.udbud.dk).

## 2. SCOPE OF THE TASK

The announcement includes the procurement of one A2+ Book Cradle Scanner including an Onsite Service Level Agreement for 2 years. The task is described in more detail in Appendix 1 – Requirement Specification and Bid List.

Furthermore, Royal Danish Library request the price of a PC as an Option.

## 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 Royal Danish Library's Privacy Notice, cf. this link: <https://www.kb.dk/en/privacy-and-personal-data-protection-policy>.

## 4. PROCEDURE FOR THE ANNOUNCEMENT

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.

### 4.1 Procurement material

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

- 1) Announcement of one A2+ Book Cradle Scanner for Royal Danish Library (this document);
- 2) Appendix 1 - Contracting Authority's Requirement Specification and Bid List; and
- 3) Appendix 2 - Contracting Authority's Draft Contract on A2+ Book Cradle Scanner.

### 4.2 Submission of offers

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

Offers must be received no later than **Monday 8 May 2023 at 13:00 Local Time (Denmark)**. Offers received after this date will not be considered.

Offers must be submitted by e-mail to **Head of Digitization Department Peter Thiesen** at mail: [pett@kb.dk](mailto:pett@kb.dk) marked with this headline: **Offer for an A2+ Book Cradle Scanner**.

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.

The bidder must abide its offer for **6 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 announcement without awarding a contract.

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

### 4.3 Negotiation

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

### 4.4 Contract Award

The Contract will be awarded to the tenderer, which is considered to have submitted the most 'economically advantageous' tender based on the award criterion 'best price-quality' ratio.

The contracting authority will perform its evaluation based on the following sub-criteria:

- **Price: 35 %**

The Price will be evaluated with the following sub-sub-criteria:

- Price for the A2+ Book Cradle Scanner → 85 %
- Onsite Service Level Agreement for 2 years → 15 %

For the purposes of the contracting authority's evaluation in respect of the given Prices, a linear points model is applied in which tenders with the lowest price will be assigned 10 points. Furthermore, 0 points will be assigned for the highest Price within a span of 150 %.

If a span of 150 % is estimated being too excessive, then the Contracting Authority will instead make use of the Secondary Method with a span of 100 %.

However, if a span of 150 % is estimated being too limited, then the Contracting Authority will instead make use of the Tertiary Method with a span of 200 %.

- **Quality: 65 %**

The completed Appendix 1, including the descriptions of maintenance and service in Requirement Specification and Bid List, is evaluated in relation to Royal Danish Library's specific requirements regarding the A2+ Book Cradle Scanner's functionality.

The Quality will be evaluated with the following sub-sub-criteria:

- Evaluable Requirements → 80 pct.
- References and documentation → 20 pct.

The evaluation is based on a points model, in which each criterion is evaluated based on the following points scale:

Points	Characteristics
10	Excellent fulfilment of criterion
7	Above satisfactory fulfilment of criterion
5	Satisfactory fulfilment of criterion
3	Below satisfactory fulfilment of criterion
0	Poor fulfilment of criterion (but the tender is still compliant)

Points will be awarded as a whole number, therefore characteristics of each tender, except points for price, which are calculated with two decimals.



## 5. EVALUATION OF OFFERS

After the deadline for submission of offers, the contracting authority will evaluate the received offers based on 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.

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.

### 5.1 Contract conclusion

The contract will be concluded based on the standard terms and conditions in Appendix 2 – Draft Contract.

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 announcement. Please be aware, 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 **Head of Digitization Department Peter Thiesen** at mail: [pett@kb.dk](mailto:pett@kb.dk) no later than **Monday 1 May 2023**. 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: [www.udbud.dk](http://www.udbud.dk).

## 7. CONTACT INFORMATION

The Contracting Authority is:

**Royal Danish Library  
Digitization Department  
Lergravsvej 65A  
DK-2300 Copenhagen S**

Contact person: **Peter Thiesen** at [pett@kb.dk](mailto:pett@kb.dk).

## 8. TIMETABLE

The announcement 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.

Tuesday 25 April 2023	Announcement on <a href="http://www.udbud.dk">www.udbud.dk</a>
Tuesday 9 May 2023	Deadline for asking questions
<b>Tuesday 16 May 2023</b>	<b>Deadline for submission of offers</b>
Tuesday 23 May 2023	Expected provision of notifications regarding the award decision to bidders
From Monday 29 May 2023	Contract signing and eventual kick-off meeting

