

Tender Conditions

Public call for tenders concerning

Purchase of multispectral imaging system for the Royal Danish Library's Digitization Department

Digtization Department

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24 January 2018

J.nr. 18/00059

1. Introduction

The Royal Danish Library is holding the following public call for tenders: 'Purchase of a multispectral imaging system for use at the Royal Danish Library.'

The tender documents will be published and uploaded at the web: www.udbud.dk.

The main purpose of the multispectral imaging system is to capture and process multispectral images of degraded documents to enhance (reveal) text, images and other types of 'hidden' information. For instance, documents that are difficult to read under normal light conditions because the ink has faded or the paper has darkened. The system will be part of a production line aimed at conserving and imaging large quantities of archive and library materials.

In addition, the system will be used ad hoc for special imaging analysis and research in among others codicology, history, and conservation science. For instance, for studies of palimpsests, watermarks, and ink composition.

1.1 Contact details

The contact person at the Royal Danish Library is:

Head of Digitization Peter Thiesen

E-mail: pett@kb.dk
Phone: +45 91 32 48 47

Delivery address:

Lergravsvej 55, 4th floor, DK-2300 Copenhagen S.

1.2 Tender documents

The documents for the public call for tenders consist of the following:

- Tender Conditions including Specification of Requirements and the following Annexes 1 and 1A
 - o Annex 1: Bill of quantities for completion
 - Annex 1A: Form for completion
- Draft contract

1.3 Completion of bids

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

- Completed form (Annex 1A) concerning the functionality of the multispectral imaging system, which is part of the bill of quantities in Annex 1
- Signed bid concerning the multispectral imaging system stating whether sub-suppliers are used and any reservations concerning the tender documents, cf. section 3 (Annex 1)

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1.4 Contract

An agreement for the purchase of a multispectral imaging system will be established as a written contract. The contract will be valid when it has been signed by both parties. Both parties' authorized signatories must sign the contract. A draft contract is attached.

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1.5 Bill of quantities with form for completion

The bid must be given on the bill of quantities (Annex 1) and by completing the form (Annex1A).

The bill of quantities must state a fixed price excluding VAT for a multispectral imaging system.

The prices stated must cover the purchase, delivery and setting up of the multispectral imaging system, including both direct and indirect costs, and any attendance of meetings.

For the bill of quantities a form has been prepared (Annex 1A), which is to be completed for the Library's assessment of the functionality of the system offered in terms of fulfilling the Library's requirements as stated in item 1.2 of the Specification of Requirements.

1.6 Time schedule for the competitive procurement

Date	Action
January 24 2018	Publication of tender documents
February 1 2018	Deadline for questions concerning the tender documents
February 7 2018	Deadline for response to questions concerning the tender docu-
	ments
February 28 2018	Deadline for submission of bids
February 28 –	Evaluation of bids, including registration and evaluation of compli-
March 7 2018	ance with the contractual conditions, any clarifying questions and
	assessment
March 7 2018	Awarding of contract/purchase of multispectral imaging system
April 1 2018	Deadline for delivery of multispectral imaging system
May 1 2018	Deadline for signing hand over agreement
May 1 2018	Deadline for billing and Customer's payment

2. Minimum requirements of the content of the bid

The offer should include a complete multispectral imaging system (excluding camera stand), installation, training, and service agreement.

The multispectral imaging system should be easy to operate. It should work efficient and seamless and produce images of high quality (compliance with relevant ISO standards on imaging system quality).

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The system must be fully functional and available for testing.

The system must support careful handling of fragile materials, and it should minimize the amount of UV and IR radiation received by the originals before and after exposure.

Requirements of the system:

- The system should be able to capture 2D materials minimum A3 in size at minimum 600 ppi (optical resolution).
- The system should be able to capture 12-16 multispectral images (bands) in the range from UV light over visual light to IR.
- Camera with monochromatic back, minimum 50 Megapixels
- Hyperspectral lens, 120 mm (parfocal over the required wavelength range)
- Focus and axis alignment system
- Light system for reflective materials including filters, diffusers, stands, cables, power supply etc.
- Light system for transmission (optional)
- Multispectral image capturing software (automatic sequence capture), output format minimum RAW and Tiff 6.0, support for Exif and custom metadata
- Computer, cables, power supply etc.

Requirements of the training, user guides and technical manuals:

- Training, please describe proposed extend of this item
- User guide, please describe extend and format of this item
- Technical documentation, please describe extend and format of this item

Requirements of assembly, guarantee, maintenance and service:

- The Supplier must assemble and prepare the multispectral imaging system in the Customer's studio and ensure trouble-free operation
- The Supplier must describe the extent to which it is possible for the customer to modify and customize the user interface and other software
- Warranty period, service conditions and support must be stated in the offer
- The Supplier must state the yearly cost of upgrades, service and support after the initial warranty, and the end-of-support date for the system
- The system guarantee must enter into force when both parties have signed the handover agreement after four weeks' fault-free use
- The complete installation must be delivered with one year's guarantee from signing the handover agreement

References

The Supplier must provide a list of comparable customers, and possibly contact information for these.

3. 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 and quality'

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

- 1. Price 30%
- 2. Quality 70%

4. Submission and delivery of bids

4.1. Deadline for written questions and requests for supplementary information

Written questions concerning this competitive procurement and requests for supplementary information must be addressed to Digitization Manager Peter Thiesen, via email pett@kb.dk and shall be received by the Royal Danish Library at latest: February 1 2018.

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

4.2. Deadline, submission and labelling of bids

Bids must be received by the Royal Danish Library by no later than February 28, 2018 and sent by e-mail to pett@kb.dk. The e-mail subject field must be 'Bid – Purchase of multispectral imaging system'.

4.3. 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.

4.4. Language

Bids must be written in English.

4.5. Part-contracts

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

4.6. Alternative bids

Alternative bids are not accepted.

5. Other terms

5.1. Cancellation

The Royal Danish Library reserves the right to cancel the whole tender process.

5.2. Changes to the tender documents

The 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.

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

5.3. 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 the Royal Danish Library.

5.4. Right of ownership of the tender documents

The 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.

6. Details of tax, environmental protection and working environment

Below are the addresses, Internet addresses and telephone numbers, etc. of the relevant State authorities from which bidders can obtain information concerning 1) taxes, 2) environmental protection and 3) workplace safety and working conditions in Denmark.

1) Tax Centre Copenhagen

Sluseholmen 8B

DK-2450 Copenhagen SV Phone: +45 72 22 18 18 E-mail address: skat@skat.dk

Web: www.skat.dk

2) Danish Environmental Protection Agency

Strandgade 29

DK-1401 Copenhagen K Phone: +45 32 66 01 00 E-mail address: mst@mst.dk

Web: www.mst.dk

3) Danish Working Environment Authority

DK-2100 Copenhagen Ø Phone: +45 70 12 12 88 E-mail address: at@at.dk

Web: www.at.dk

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