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**Contract notice**  
(Directive 2004/18/EC)

## Section I : Contracting authority

### I.1) Name, addresses and contact point(s):

Official name: [The Danish Film Institute](#)

National ID: *(if known)*

Postal address: [Gothersgade 55](#)

Town: [Copenhagen K](#)

Postal code: [1123](#)

Country: [Denmark \(DK\)](#)

Contact point(s): [The Danish Film Institute](#)

Telephone: [+45 21647909](#)

For the attention of: [Jacob Trock](#)

E-mail: [jacobt@dfi.dk](mailto:jacobt@dfi.dk)

Fax: [+45 43474757](#)

**Internet address(es):** *(if applicable)*

General address of the contracting authority/entity: *(URL)* <http://www.dfi.dk/>

Address of the buyer profile: *(URL)*

Electronic access to information: *(URL)*

Electronic submission of tenders and requests to participate: *(URL)*

**Further information can be obtained from**

- The above mentioned contact point(s)  Other (please complete Annex A.I)

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from**

- The above mentioned contact point(s)  Other (please complete Annex A.II)

**Tenders or requests to participate must be sent to**

- The above mentioned contact point(s)  Other (please complete Annex A.III)

### I.2) Type of the contracting authority

- Ministry or any other national or federal authority, including their regional or local sub-divisions
- National or federal agency/office
- Regional or local authority
- Regional or local agency/office
- Body governed by public law
- European institution/agency or international organisation
- Other: *(please specify)*

### I.3) Main activity

- General public services
- Defence

- Public order and safety
- Environment
- Economic and financial affairs
- Health
- Housing and community amenities
- Social protection
- Recreation, culture and religion
- Education
- Other: *(please specify)*

**I.4) Contract award on behalf of other contracting authorities**

The contracting authority is purchasing on behalf of other contracting authorities:

yes  no

*information on those contracting authorities can be provided in Annex A*

## Section II : Object of the contract

### II.1) Description :

#### II.1.1) Title attributed to the contract by the contracting authority :

Digitization of video collection

#### II.1.2) Type of contract and location of works, place of delivery or of performance :

choose one category only – works, supplies or services – which corresponds most to the specific object of your contract or purchase(s)

- |                                                                                                                                             |                                                 |                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|--------------------------------------------|
| <input type="radio"/> Works                                                                                                                 | <input type="radio"/> Supplies                  | <input checked="" type="radio"/> Services  |
| <input type="checkbox"/> Execution                                                                                                          | <input type="checkbox"/> Purchase               | Service category No: 27                    |
| <input type="checkbox"/> Design and execution                                                                                               | <input type="checkbox"/> Lease                  | Please see Annex C1 for service categories |
| <input type="checkbox"/> Realisation, by whatever means of work, corresponding to the requirements specified by the contracting authorities | <input type="checkbox"/> Rental                 |                                            |
|                                                                                                                                             | <input type="checkbox"/> Hire purchase          |                                            |
|                                                                                                                                             | <input type="checkbox"/> A combination of these |                                            |

Main site or location of works, place of delivery or of performance :

NUTS code: DK0

#### II.1.3) Information about a public contract, a framework agreement or a dynamic purchasing system (DPS):

- The notice involves a public contract
- The notice involves the establishment of a framework agreement
- The notice involves the setting up of a dynamic purchasing system (DPS)

#### II.1.4) Information on framework agreement : (if applicable)

- Framework agreement with several operators       Framework agreement with a single operator

Number :

or

(if applicable) maximum number :                      of participants to the framework agreement envisaged

#### Duration of the framework agreement

Duration in years :                      or                      in months :

Justification for a framework agreement, the duration of which exceeds four years :

#### Estimated total value of purchases for the entire duration of the framework agreement (if applicable, give figures only)

Estimated value excluding VAT :                      Currency :

or

Range: between :                      : and :                      : Currency :

Frequency and value of the contracts to be awarded : (if known)

#### II.1.5) Short description of the contract or purchase(s) :

Several older video formats are today inaccessible due to obsolesces of media and machines. The Danish Film Institute, Filmarchive initiates the digitization of its video collection, starting with the professional master formats from the period of 1975 to 1990, consisting of approx. 800 U-matic and 2000 1" C tapes.

The digitization has to be done in a professional manner on well maintained equipment and with possibility to generate automated Quality Control (QC) reports on each digitized object which can detect any errors that may arise during the process.

Digitized files in codec: QT ProRes 422 (HQ) are to be delivered on LTO5 tapes together with belonging Import file for Front Porch Digitals DIVA Archive System (ver. 7.0) , so that files can be seamlessly integrated into the DFI's digital Archive solution.

Following digitization of the Film Archives video collection (U\_Matic, 1" C, 1" B, Betacam SP, Digibeta tapes) in appropriate batch sizes, are expected - but depending on financial support for that part of the project.

DFI is looking for a highly experienced partner with proper references to similar jobs done within the EU. The partner will be in charge of the full process from collecting the tapes from the archive till the safe return of the tapes after digitization. Prior to the start of the process, a smaller amount of tapes will be taken through the whole process in order to validate and assure an effective and satisfactory solution.

**II.1.6) Common procurement vocabulary (CPV) :**

	Main vocabulary	Supplementary vocabulary (if applicable)
Main object	79999100	

**II.1.7) Information about Government Procurement Agreement (GPA) :**

The contract is covered by the Government Procurement Agreement (GPA) :  yes  no

**II.1.8) Lots:** (for information about lots, use Annex B as many times as there are lots)

This contract is divided into lots:  yes  no

(if yes) Tenders may be submitted for

one lot only

one or more lots

all lots

**II.1.9) Information about variants:**

Variants will be accepted :  yes  no

**II.2) Quantity or scope of the contract :**

**II.2.1) Total quantity or scope :** (including all lots, renewals and options, if applicable)

Consisting of approx. 800 U-matic and 2000 1" C tapes.

(if applicable, give figures only)

Estimated value excluding VAT : Currency :

or

Range: between : 120000.00 : and : 200000.00 : Currency : EUR

**II.2.2) Information about options :** (if applicable)

Options :  yes  no

(if yes) Description of these options :

(if known) Provisional timetable for recourse to these options :

in months :            or in days :            (from the award of the contract)

**II.2.3) Information about renewals :** *(if applicable)*

This contract is subject to renewal:  yes  no

Number of possible renewals: *(if known)*            or Range: between :            and:

*(if known)* In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

in months:            or in days:            (from the award of the contract)

**II.3) Duration of the contract or time limit for completion:**

Duration in months : 6 or in days:            (from the award of the contract)

or

Starting:            (dd/mm/yyyy)

Completion:            (dd/mm/yyyy)

## Section III : Legal, economic, financial and technical information

### III.1) Conditions relating to the contract:

#### III.1.1) Deposits and guarantees required: *(if applicable)*

[Shown in tender material](#)

#### III.1.2) Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them:

[Shown in tender material](#)

#### III.1.3) Legal form to be taken by the group of economic operators to whom the contract is to be awarded: *(if applicable)*

[Shown in tender material](#)

#### III.1.4) Other particular conditions: *(if applicable)*

The performance of the contract is subject to particular conditions :  yes  no  
*(if yes) Description of particular conditions:*

### III.2) Conditions for participation:

#### III.2.1) Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers:

Information and formalities necessary for evaluating if the requirements are met:

[Applicants must complete and attach a solemn declaration regarding clause 1\) and 2\) beneath. Please find it on the <http://www.dfi.dk/Service/OmDFI/Udbud.aspx>.](http://www.dfi.dk/Service/OmDFI/Udbud.aspx)

1) A solemn declaration as to the extent to which the provider of the service has fulfilled his obligations with regard to the payment of taxes and duties and payment of contributions to social welfare schemes in accordance with the legislative provisions in the country in which the service provider is established or in Denmark, cf. Consolidation Act no. 336 of 13/05/1997.

2) The tenderer declares not to be in any of the conditions listed in article 45.1 and 45.2 in the EU Public Procurement Directive (Directive 2004/18)..

#### III.2.2) Economic and financial ability:

Information and formalities necessary for evaluating if the requirements are met:

Minimum level(s) of standards possibly required: *(if applicable)*

3) Presentation of the balance sheet of the company including equity or extracts from the latest finalized financial year, if the publication of the balance sheet is required by law in the country, where the economic operator is established.

Regarding 3) Solvency ratio of at least 5 % in the latest financial year.

4) Declaration of the service provider's turnover, of maximum the last three financial years available, depending on when the service provider was

Regarding 4) Turnover of minimum DKK 5 million (the last three financial years).

established and started the business, if the information on these turnovers are available.

### III.2.3) Technical capacity:

Information and formalities necessary for evaluating if the requirements are met:

5. The presentation of a list containing the most important services provided over the last three years, which should include the sums, dates and the public or private receiver. The reference should also be elaborated on, so the contracting authority can get an idea of the reference relevance to this task.
6. Information on the educational and professional qualifications of the project manager and of the persons, who are contemplated, allocated to perform the service.

Minimum level(s) of standards possibly required: *(if applicable)*

Regarding 5) Minimum of two references. The references must relate to the tender (see description above in clause II.1.5).

### III.2.4) Information about reserved contracts: *(if applicable)*

- The contract is restricted to sheltered workshops
- The execution of the contract is restricted to the framework of sheltered employment programmes

### III.3) Conditions specific to services contracts:

#### III.3.1) Information about a particular profession:

Execution of the service is reserved to a particular profession:  yes  no  
*(if yes)* Reference to the relevant law, regulation or administrative provision :

#### III.3.2) Staff responsible for the execution of the service:

Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service:  yes  no

## Section IV : Procedure

### IV.1) Type of procedure:

#### IV.1.1) Type of procedure:

Open

Restricted

Accelerated restricted

Justification for the choice of accelerated procedure:

Negotiated

Some candidates have already been selected (if appropriate under certain types of negotiated procedures) :  yes  no  
(if yes, provide names and addresses of economic operators already selected under Section VI.3 Additional information)

Accelerated negotiated

Justification for the choice of accelerated procedure:

Competitive dialogue

#### IV.1.2) Limitations on the number of operators who will be invited to tender or to participate: (restricted and negotiated procedures, competitive dialogue)

Envisaged number of operators: 3

or

Envisaged minimum number:                      and (if applicable) maximum number

Objective criteria for choosing the limited number of candidates:

If there are more candidates than the planned number of operators (3), the most suitable candidates amongst the candidates will be shortlisted on the basis of the following additional minimum and objective criterias, which are listed in descending order of precedence: Experience (assessed on the basis of application information references and employee qualifications), turnover and equity ratio.

#### IV.1.3) Reduction of the number of operators during the negotiation or dialogue: (negotiated procedure, competitive dialogue)

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated :  yes  no

### IV.2) Award criteria

#### IV.2.1) Award criteria (please tick the relevant box(es))

Lowest price

or

The most economically advantageous tender in terms of

the criteria stated below (the award criteria should be given with their weighting or in descending order of importance where weighting is not possible for demonstrable reasons)

the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document

Criteria	Weighting	Criteria	Weighting
1.		6.	



Criteria	Weighting	Criteria	Weighting
2.		7.	
3.		8.	
4.		9.	
5.		10.	

#### IV.2.2) Information about electronic auction

An electronic auction will be used  yes  no

(if yes, if appropriate) Additional information about electronic auction:

#### IV.3) Administrative information:

**IV.3.1) File reference number attributed by the contracting authority:** (if applicable)

#### IV.3.2) Previous publication(s) concerning the same contract:

yes  no

(if yes)

Prior information notice  Notice on a buyer profile

Notice number in the OJEU: of: (dd/mm/yyyy)

Other previous publications (if applicable)

#### IV.3.3) Conditions for obtaining specifications and additional documents or descriptive document: (in the case of a competitive dialogue)

Time limit for receipt of requests for documents or for accessing documents

Date: Time:

Payable documents  yes  no

(if yes, give figures only) Price: Currency:

Terms and method of payment:

#### IV.3.4) Time limit for receipt of tenders or requests to participate:

Date: 22/05/2013 Time: 12:00

#### IV.3.5) Date of dispatch of invitations to tender or to participate to selected candidates: (if known, in the case of restricted and negotiated procedures, and competitive dialogue)

Date: 24/05/2013

#### IV.3.6) Language(s) in which tenders or requests to participate may be drawn up:

Any EU official language

Official EU language(s):

EN

Other:

**IV.3.7) Minimum time frame during which the tenderer must maintain the tender:**

until: :

or

Duration in months :                      or in days :                      (from the date stated for receipt of tender)

**IV.3.8) Conditions for opening of tenders:**

Date :                      (dd/mm/yyyy)    Time

*(if applicable)*Place:

Persons authorised to be present at the opening of tenders *(if applicable)* :

yes     no

*(if yes)* Additional information about authorised persons and opening procedure:

## Section VI: Complementary information

### VI.1) Information about recurrence: *(if applicable)*

This is a recurrent procurement :  yes  no

*(if yes)* Estimated timing for further notices to be published:

### VI.2) Information about European Union funds:

The contract is related to a project and/or programme financed by European Union funds :  yes  no

*(if yes)* Estimated timing for further notices to be published:

### VI.3) Additional information: *(if applicable)*

The contract notice comprises services listed in Annex II B to Directive 2004/18/EC of the European Parliament and of the Council of 31 March 2004 on the coordination of procedures for the award of public works contracts, public supply contracts and public service contracts.

Publication of the contract notice in Supplement of the Official Journal of the European Union will take place according to Article 37 of the Directive.

The tender procedure will consist of a preliminary pre-qualification process and on this basis the contracting authority will invite three candidates to tender, cf. section IV.1.2 of the contract notice.

Each candidate may only submit one application. The application should preferably be submitted in 2 paper copies and 1 electronic copy on a USB or an equivalent medium. The application should preferably be marked "Digitization of video collection - Må ikke åbnes ved intern postfordeling". The application must be delivered in a sealed envelope

to the address stated in section I.1 and may not be sent by e-mail.

The candidate should clearly state the identity of the candidate. If the candidate is a consortium (e.g. a partner, a parent company or one or more affiliated companies) each member of the consortium should be clearly identified. If the candidate relies on the capacities of other legal entities such other legal entity should be clearly identified.

Applicants are by themselves committed to find updated information including answers to questions and additional information on <http://www.dfi.dk/Service/OmDFI/Udbud.aspx>.

### VI.4) Procedures for appeal:

#### VI.4.1) Body responsible for appeal procedures:

Official name: [Klagenævnet for Udbud \(The Complaints Board for Public Procurement\)](#),  
[Erhvervsstyrelsen \(The Danish Business Authority\)](#)

Postal address: [Dahlerups Pakhus – Langelinie Allé 17](#)

Town: [Copenhagen Ø.](#)

Postal code: [2100](#)

Country: [Denmark \(DK\)](#)

Telephone: [+45 35291000](#)

E-mail: [klfu@erst.dk](mailto:klfu@erst.dk)

Fax:

Internet address: (URL) <http://www.klfu.dk>

**Body responsible for mediation procedures** *(if applicable)*

Official name:

Postal address:

Town:

Postal code:

Country:

Telephone:

E-mail:

Fax:

Internet address: *(URL)*

**VI.4.2) Lodging of appeals:** *(please fill in heading VI.4.2 or if need be, heading VI.4.3)*

[The \(Danish\) Act no. 492 of 12 May 2010 on the Enforcement of the Rules of Procurement governs the rules on lodging of appeals.](#)

**VI.4.3) Service from which information about the lodging of appeals may be obtained:**

Official name: [Konkurrence- og Forbrugerstyrelsen, Center for Tjenesteydelser, Udbud og Karteller \(The Danish Competition and Consumer Authority\)](#)

Postal address: [Carl Jacobsens Vej 35](#)

Town: [Valby](#)

Postal code: [2500](#)

Country: [Denmark \(DK\)](#)

Telephone: [+45 41715000](#)

E-mail:

Fax:

Internet address: *(URL)*

**VI.5) Date of dispatch of this notice:**

[01/05/2013](#) *(dd/mm/yyyy)* - ID:2013-059528

**Annex A**  
**Additional addresses and contact points**

**I) Addresses and contact points from which further information can be obtained**

Official name: National ID: *(if known)*  
Postal address:  
Town: Postal code: Country:  
Contact point(s): Telephone:  
For the attention of:  
E-mail: Fax:  
Internet address: *(URL)*

**II) Addresses and contact points from which specifications and additional documents can be obtained**

Official name: National ID: *(if known)*  
Postal address:  
Town: Postal code: Country:  
Contact point(s): Telephone:  
For the attention of:  
E-mail: Fax:  
Internet address: *(URL)*

**III) Addresses and contact points to which tenders/requests to participate must be sent**

Official name: National ID: *(if known)*  
Postal address:  
Town: Postal code: Country:  
Contact point(s): Telephone:  
For the attention of:  
E-mail: Fax:  
Internet address: *(URL)*

**IV) Address of the other contracting authority on behalf of which the contracting authority is purchasing**

Official name National ID ( if known ):  
Postal address:  
Town Postal code  
Country

----- (Use Annex A Section IV as many times as needed) -----



**Annex C1 – General procurement**  
**Service categories referred to in Section II: Object of the contract**  
**Directive 2004/18/EC**

<b>Category No [1]</b>	<b>Subject</b>
1	Maintenance and repair services
2	Land transport services [2], including armoured car services, and courier services, except transport of mail
3	Air transport services of passengers and freight, except transport of mail
4	Transport of mail by land [3] and by air
5	Telecommunications services
6	Financial services: a) Insurances services b) Banking and investment services [4]
7	Computer and related services
8	Research and development services [5]
9	Accounting, auditing and bookkeeping services
10	Market research and public opinion polling services
11	Management consulting services [6] and related services
12	Architectural services; engineering services and integrated engineering services; urban planning and landscape engineering services; related scientific and technical consulting services; technical testing and analysis services
13	Advertising services
14	Building-cleaning services and property management services
15	Publishing and printing services on a fee or contract basis
16	Sewage and refuse disposal services; sanitation and similar services
<b>Category No [7]</b>	<b>Subject</b>
17	Hotel and restaurant services
18	Rail transport services
19	Water transport services
20	Supporting and auxiliary transport services
21	Legal services
22	Personnel placement and supply services [8]
23	Investigation and security services, except armoured car services
24	Education and vocational education services
25	Health and social services
26	Recreational, cultural and sporting services [9]
27	Other services

1 Service categories within the meaning of Article 20 and Annex IIA to Directive 2004/18/EC.

2 Except for rail transport services covered by category 18.

3 Except for rail transport services covered by category 18.

4 Except financial services in connection with the issue, sale, purchase or transfer of securities or other financial instruments, and central bank services. The following are also excluded: services involving the acquisition or rental, by whatever financial means, of land, existing buildings or other immovable property or concerning rights thereon. However, financial service contracts concluded at the same time as, before or after the contract of acquisition or rental, in whatever form, shall be subject to the Directive.

- 5 Except research and development services other than those where the benefits accrue exclusively to the contracting authority for its use in the conduct of its own affairs on condition that the service provided is wholly remunerated by the contracting authority.
- 6 Except arbitration and conciliation services.
- 7 Service categories within the meaning of Article 21 and Annex IIB of Directive 2004/18/EC.
- 8 Except employment contracts.
- 9 Except contracts for the acquisition, development, production or co-production of program material by broadcasters and contracts for broadcasting time.