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**Luxembourg-Luxembourg: Provision of Archiving Services to the ESM
2021/S 128-338431**

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1) Name and addresses

Official name: European Stability Mechanism (ESM)

Postal address: 6a Circuit de la Foire Internationale

Town: Luxembourg

NUTS code: LU000 Luxembourg

Postal code: L-1347

Country: Luxembourg

Contact person: Marion Courbis

E-mail: procurement@esm.europa.eu

Telephone: +352 2609620

Internet address(es):

Main address: <http://www.esm.europa.eu>

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://www.esm.europa.eu/procurement>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted to the abovementioned address

I.4) Type of the contracting authority

European institution/agency or international organisation

I.5) Main activity

Economic and financial affairs

Section II: Object

II.1) Scope of the procurement

II.1.1) Title:

Provision of Archiving Services to the ESM

Reference number: CGIP/12/MDA/ARM/21

II.1.2) Main CPV code

79995100 Archiving services

II.1.3) Type of contract

Services

II.1.4) Short description:

The ESM intends to establish a contract with a single provider, to perform digitalisation of the physical ESM documents subject to archiving; maintaining the physical archive of the ESM; providing a user-friendly electronic

archiving system on a Software-As-A-Service (SaaS) basis for storage of the digital copies of the ESM physical documents as well as the archived electronic documents of the ESM, which could be accessed by up to 220 ESM staff.

II.1.5) **Estimated total value**

II.1.6) **Information about lots**

This contract is divided into lots: no

II.2) **Description**

II.2.2) **Additional CPV code(s)**

48782000 Storage management software package

II.2.3) **Place of performance**

NUTS code: LU000 Luxembourg

II.2.4) **Description of the procurement:**

The ESM intends to establish a contract with a single provider, to perform digitalisation of the physical ESM documents subject to archiving; maintaining the physical archive of the ESM; providing a user-friendly electronic archiving system on a Software-As-A-Service (SaaS) basis for storage of the digital copies of the ESM physical documents as well as the archived electronic documents of the ESM, which could be accessed by up to 220 ESM staff.

II.2.5) **Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) **Estimated value**

II.2.7) **Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 48

This contract is subject to renewal: yes

Description of renewals:

Up to 4 years.

II.2.10) **Information about variants**

Variants will be accepted: no

II.2.11) **Information about options**

Options: no

II.2.13) **Information about European Union funds**

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

II.2.14) **Additional information**

Section III: Legal, economic, financial and technical information

III.1) **Conditions for participation**

III.1.2) **Economic and financial standing**

Selection criteria as stated in the procurement documents

III.1.3) **Technical and professional ability**

Selection criteria as stated in the procurement documents

Section IV: Procedure

IV.1) **Description**

IV.1.1) **Type of procedure**

Competitive procedure with negotiation

IV.1.3) **Information about a framework agreement or a dynamic purchasing system**

IV.1.5) **Information about negotiation**

IV.1.8) **Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: no

IV.2) **Administrative information**

IV.2.2) **Time limit for receipt of tenders or requests to participate**

Date: 28/07/2021

Local time: 11:00

IV.2.3) **Estimated date of dispatch of invitations to tender or to participate to selected candidates**

Date: 11/08/2021

IV.2.4) **Languages in which tenders or requests to participate may be submitted:**

English

IV.2.6) **Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 6 (from the date stated for receipt of tender)

Section VI: Complementary information

VI.1) **Information about recurrence**

This is a recurrent procurement: no

VI.3) **Additional information:**

Neither Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014, nor Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council (as amended) apply to the ESM. The ESM procures supplies, services and works on its own behalf and for its own account pursuant to the ESM Procurement Policy as published on the ESM website. This procurement is carried out by the ESM under a negotiated procedure in the meaning of the ESM procurement policy. Please refer to the ESM website for additional details.

VI.4) **Procedures for review**

VI.4.1) **Review body**

Official name: ESM Procurement Review Panel

Postal address: 6a, Circuit de la Foire Internationale

Town: Luxembourg

Postal code: L-1347

Country: Luxembourg

E-mail: procurementreview@esm.europa.eu

VI.4.4) **Service from which information about the review procedure may be obtained**

Official name: ESM Procurement Review Panel

Town: Luxembourg

Country: Luxembourg

E-mail: procurementreview@esm.europa.eu

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

29/06/2021