

Document 2006-138523-EN

12/07/2006 S130

Community institutions – Commission – Services – General information

I. II. III. IV. VI.

B-Brussels: model requirements for the management of electronic records — update and extension (MoReq2)

2006/S 130-138523

Contract notice

Section I: Contracting authority

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

European Commission, Secretariat General, Unit B.3 — eDomec and Archives, attn: Jef Schram, BERL 8/190, B-1049 Brussels. Tel. (32-2) 295 20 62. Fax (32-2) 299 09 62. E-mail: sg-moreq@ec.europa.eu.

Internet address(es):

General address of the contracting authority (URL):

http://ec.europa.eu/transparency/archival_policy/.

Address of the buyer profile (URL):

http://ec.europa.eu/transparency/archival_policy/moreq/index_en.htm.

Further information can be obtained from:

the above-mentioned contact point(s).

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

the above-mentioned contact point(s).

Tenders or requests to participate must be sent to:

European Commission, Secretariat General — SG.B.3, for tenders sent by registered mail:
European Commission, Berl 8/190, B-1049 Brussels. For tenders sent by private courier service
or delivered by hand: Berl 8/190, rue de Genève 1, B-1140 Brussels.

I.2) Type of the contracting authority and main activity or activities:

European institution/agency or international organisation.

The contracting authority is purchasing on behalf of other contracting authorities: no.

Section II: Object of the contract

II.1) Description

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

Model requirements for the management of electronic records — update and extension (MoReq2).

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

Services.

Service category No 8.

Main place of performance: the main place of performance of the tasks will be the contractor's premises. However, some meetings between the contractor and the Commission may be held on Commission premises in Brussels. The contractor will present MoReq2 at conferences in Berlin and Slovenia.

II.1.3) The notice involves:

A public contract.

II.1.4) Information on framework agreement

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

The objective of the contract is to update and extend the functional requirements of the original MoReq specification and to support a compliance scheme by:

- extending and strengthening MoReq with important new areas of requirements,
- updating existing areas of the requirements by enhancing them to meet the latest best practice,
- ensuring that the functional requirements are testable and developing test materials to enable products to be tested for compliance with the requirements,
- making the requirements modular to assist application in the various environments in which they will be used.

II.1.6) Common procurement vocabulary (CPV):

72512000, 30259700.

II.1.7) Contract covered by the Government Procurement Agreement (GPA):

Yes.

II.1.8) Division into lots:

No.

II.1.9) Variants will be accepted:

No.

II.2) Quantity or scope of the contract**II.2.1) Total quantity or scope:**

The maximum budget for this contract is EUR 300 000.

II.2.2) Options**II.3) Duration of the contract or time-limit for completion:**

Duration: 10 months (from the award of the contract).

Section III: Legal, economic, financial and technical information**III.1) Conditions relating to the contract****III.1.1) Deposits and guarantees required:**

No.

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

See Article 1.4 of the draft service contract.

III.1.3) Legal form to be taken by the group of economic operators to whom the contract is to be awarded**III.1.4) Other particular conditions to which the performance of the contract is subject:**

No.

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 requirements are met:
see part IV of the tender specifications attached to the invitation to tender.**III.2.2) Economic and financial capacity:**Information and formalities necessary for evaluating if requirements are met:
see part IV of the tender specifications attached to the invitation to tender.**III.2.3) Technical capacity:**Information and formalities necessary for evaluating if requirements are met:
see part IV of the tender specifications attached to the invitation to tender.**III.2.4) Reserved contracts:**

No.

III.3) Conditions specific to services contracts**III.3.1) Execution of the service is reserved to a particular profession:**

No.

III.3.2) Legal entities should indicate the names and professional qualifications of the staff responsible for the execution of the service:

Yes.

Section IV: Procedure**IV.1) Type of procedure:**

Open.

IV.2) Award criteria:

The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document.

IV.2.2) An electronic auction will be used:

No.

IV.3) Administrative information**IV.3.1) File reference number attributed by the contracting authority:**

SG/2006 — 02/PO.

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

Yes.

Prior information notice number in OJ: [2006/S 98-104329](#) of 24.5.2006.**IV.3.3) Conditions for obtaining specifications and additional documents or descriptive document:**

Time-limit for receipt of requests for documents or for accessing documents: 8.9.2006.

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

15.9.2006 (16:00).

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

Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Slovak, Slovene, Spanish and Swedish.

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

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

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

Date: 2.10.2006.

Place: see the invitation to tender.

Persons authorised to be present at the opening of tenders: yes.

Each tenderer may be represented by not more than 1 authorised representative.

Section VI: Complementary information

VI.1) **This is a recurrent procurement:**

No.

VI.2) **Contract related to a project and/or programme financed by EU funds:**

Yes.

Decision 2004/387/EC of the European Parliament and of the Council of 21.4.2004 on interoperable delivery of pan-European eGovernment services to public administrations, businesses and citizens (IDABC).

VI.3) **Additional information**

VI.4) **Procedures for appeal**

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

Court of First Instance of the Court of Justice of the European Communities, Rue du Fort Niedergrünwald, L-2925 Luxembourg. Tel. (352) 43 03-1. Fax (352) 43 03 21 00. E-mail: CFI.Registry@curia.europa.eu. URL: <http://curia.europa.eu>.

Body responsible for mediation procedures:

The European Ombudsman, 1, avenue du Président Robert Schuman, BP 403, F-67001 Strasbourg. Tel. (33-3) 88 17 23 13. Fax (33-3) 88 17 90 62. E-mail: euro-ombudsman@europarl.eu.int. URL: <http://www.ombudsman.europa.eu>.

VI.4.2) **Lodging of appeals:**

Precise information on deadline(s) for lodging appeals:

Within 2 months of the notification to the plaintiff or, in the absence thereof, of the day on which it became known. A complaint to the European Ombudsman neither suspends this period nor opens a new period for lodging appeals.

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

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

30.6.2006.

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