

**Tender reference number: 2015/MCA/08/001**

**Contract Notice**

**Services**

**SECTION I – CONTRACTING AUTHORITY**

---

**I.1- Name**

Michael Culture Association

**I.2 – Address of the head office, administrative address and Contact point(s)**

Address of the head office:

Michael Culture  
35, rue des Deux Eglises – 01000 Brussels  
Belgium

Administrative and contact adress :

Michael Culture  
c/o Dédale  
24 rue de l'Est – 75020 Paris  
France

Applications or requests to participate must be sent by email to:

Email: [contact@michael-culture.eu](mailto:contact@michael-culture.eu)

Internet address:

General address of the contracting authority: [www.michael-culture.eu](http://www.michael-culture.eu)  
Electronic access to information: [www.michael-culture.eu](http://www.michael-culture.eu)

**I.3 - Type of the contracting authority**

International non-profit-making Association established under Belgian law (AISBL)

**I.4 - Main activity**

Promoting and valorizing Digital European cultural heritage.

**SECTION II – OBJECT OF THE CONTRACT**

---

**II.1 – Description**

II.1.1 – Title attributed to the contract by the contracting authority

Hosting, maintenance, development and integration of the "MUSEU"-platform through ECK into the Europeana workflow.

#### II.1.2 – Type of the contract

Service Contract

Category of services n° 27: Other services.

#### II.1.3 - Location of works, place of delivery or of performance

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

By the premises of the contractor.

#### II.1.4 – Short description of the contract

The Europeana Connection Kit (ECK) is a modular set of software components which was developed as the main software deliverable from the Europeana Inside project.

The chosen contractor will have to deliver the following outputs:

##### **1. Support for existing ‘dark aggregator’**

The ‘dark aggregator’ (DA) is an instance of Knowledge Integration’s Open Data Aggregator software (the same software which was used to deliver Culture Grid in the UK), which runs alongside some ECK modules on an unmanaged Ubuntu server which is leased by Collections Trust. The chosen contractor must ensure that the hardware and software platform continues to operate until such time as an alternative may be put in place which meets the needs of data providers.

##### **2. Consolidation of essential ECK modules**

ECK is based on modular open source components, As a first step to ensuring the long term integration of the ECK workflow with Metis, the contractor shall re-implement the validation and transformation modules to run on the same platform as the ECK Core and Dark Aggregator

##### **3. Integration Plan**

The chosen contractor must work closely with Europeana and with CMS vendors who have implemented the ECK workflow to produce an integration plan which enables data providers to continue using the ECK components embedded into their CMS to supply content to Europeana.

The contractor will have to produce suitable technical and descriptive documentation of the work done to be included in the project deliverables and provide technical assistance to the content providers.

#### II.1.5 - Common procurement vocabulary (CPV)

72200000-7 "Software programming and consultancy services"

#### II.1.6 - Information Relating to Accession to the Agreement on Public Procurement

The contract is not covered by the agreement on Public Procurement

#### II.1.7 – Lots

This contract is divided into lots: no

#### II.1.8 – Information about variants

Variants will be accepted: no

### **II.2 – Quantity or scope of the contract**

#### II.2.1 – Total quantity or scope

The market includes a definite section

#### II.2.2 – Information about options

Options: no

#### II.2.3 – Information about renewals

This contract is subject to renewal: no

### **II.3 – Duration of the contract or time limit for completion**

Duration in months: 7 months (October 2015-April 2016) or from the date of the assignment to the end of the project.

## **SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION**

---

### **III.1 – Conditions relating to the contract**

#### III.1.1 – Main terms concerning financing and payment

The contract is financed from the resources of the European Union under the framework of the program Connecting Europe Facilities – project Europeana DSI

Payments will be made by bank transfer.

Overall time-limit of 60 days for payment to be made following receipt of an invoice.

#### III.1.2 – Legal form to be taken by the group of economic operators to whom the contract is to be awarded

The tender is open to individual operator and joint application. In the case of a joint application, all the partners will be jointly and severally responsible for performing the contract if it is awarded to them.

Candidates can participate to only one application.

### **III.2 – Conditions for participation**

#### III.2.1 – Exclusion criteria

For the evaluation of exclusion criteria, candidate must provide:

- A declaration on honor stating that they are not in one of the situations giving rise to exclusion from the procedure as listed in section IV.1.2.
- A K-bis certificate (certificate of incorporation) or equivalent document proving their business activity.

#### III.2.2 – Financial and economic capacity

For the evaluation of financial and economic capacity, candidate must provide:

- Data on annual pre-tax profits, total annual turnover and annual turnover specifically relating to the subject of the contract for the last three financial years.
- Copies of balance sheets and income statements for the last three financial years.
- Appropriate statements from banks or evidence of professional risk indemnity insurance.

### III.2.3 – Technical and professional capacity

For the evaluation of technical capacity, candidate must:

- Provide a list of the principal services provided or supplies delivered in the past three years, or works carried out in the past five years, with the sums involved, dates, and details of the recipients, whether public or private;
- Indicate educational and professional qualifications;
- Provide a description of the technical equipment, tools to be employed for performing a service or works contract;
- Send any samples;
- Provide a statement of average annual workforce and the number of managerial staff employed during the last three years.

In addition, candidate should indicate:

- Knowledge of the ECK components
- Technical skills including: Service oriented architectures ; Metadata aggregation and transformation (including service delivery) ; Java, Groovy and Angular JS programming.

## **III.3- Conditions for services contract**

### III.3.1 – information related to profession:

The participation is restricted to a specified profession: no

### III.3.2 – staff to be responsible for the performance of the service

Legal persons should indicate the names and professional qualifications of the staff to be responsible for the performance of the service

## **SECTION IV: PROCEDURE**

---

### **IV.1 – Type of procedure**

#### IV.1.1 – Type of procedure

Restricted negotiated procedure

Negotiated procedure for low value contracts without a contract notice published in the Official Journal (article 137 du Règlement délégué (UE) n° 1268/2012 de la Commission du 29 octobre 2012 relatif aux règles d'application du règlement (UE, Euratom) n° 966/2012 du Parlement européen et du Conseil relatif aux règles financières applicables au budget général de l'Union et article 104 dudit règlement financier).

#### IV.1.2 – Selection criteria

The establishment of a list of applicants admitted to submit an offer will be based on the exclusion and selection criteria:

#### **Eligibility : exclusion criteria**

Candidates or tenderers shall be excluded from participation in procurement procedures if :

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the EIB and international organizations;
- (d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

#### **Capacity to perform the contract: selection criteria**

Tenderers shall have overall capabilities (technical, professional, economic, financial, legal) to perform the contract. If one of the selection criteria listed below is not met, their tender may not be further evaluated:

##### **- Economic and financial capacity: quotation 30%**

Tenderers must prove that they are in a stable financial position and that they have the financial capacity to provide the required supplies and/or services (see section III.2.2).

##### **- Technical and professional capacity: quotation 60%**

Tenderers must have proven experience in providing supplies and/or services as stated in the tender procurement and a professional capacity appropriate to the required supplies and/or services (see section III.2.3).

##### **- Legal capacity: quotation 10%**

Tenderers must prove that they are authorized to perform the contract under national law.

**Candidates with a score less than 6/10 will not be selected**

## **IV.2 – Award Criteria**

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

## **IV.3 – Administrative information**

### IV.3.1 Language in which tenders or requests to participate may be drawn up

English

### IV.3.2 – Modalities for submitting tenders or request to participate

Tenders or requests to participate must be sent by e-mail to:

[contact@michael-culture.eu](mailto:contact@michael-culture.eu)

(see section 1.2)

Candidates must indicate:

(number of the procedure)

Application by (name of the candidate)

“NOT TO BE OPENED”

### IV.3.3 -Time limit for receipt of requests to participate:

04.09.2015 2015 at 12:00 :00 CET

### IV.3.5 - Date of dispatch of invitations to tender:

07.09. 2015 afternoon

## **IV.4 – Administrative information about the offer**

### IV.4.1- Conditions for obtaining the consultation file

Only the candidates who are selected will receive the tender documents and will be invited to submit a tender and to negotiate within the deadlines given.

### IV.4.2- Language in which offers may be drawn up

English

### IV.4.5- Time limit for receipt of tenders:

21.09.2015 at 17:00:00 CET

## **SECTION V – COMPLEMENTARY INFORMATIONS**

### **V.1 – Information about renewals**

This contract is subject to renewal: no

### **V.2- Information about European Union funds**

The contract is related to a project and/or program financed by European Union funds: yes

### **V.3 – Complementary information**

The contracting Authority provides one negotiating phase within which candidates invited to tender will be auditioned.

Following the negotiation, candidates will be invited to deliver their final offer within a given period.

### **V.4 – Procedures for appeal**

#### **V.4.1 – Body responsible for appeal procedures**

Conseil d'Etat belge (loi sur le Conseil d'Etat, coordonnées le 12 janvier 1973)

Adress : rue de la Science 33, B-1040 Bruxelles

Phone : + 32 (0)2 234 96 11

Website : <http://www.raadvst-consetat.be/?page=index&lang=fr>

#### **V.4.2. Service from which information may be obtained concerning appeal procedures.**

Conseil d'Etat belge (loi sur le Conseil d'Etat, coordonnées le 12 janvier 1973)

Adress : rue de la Science 33, B-1040 Bruxelles

Phone : + 32 (0)2 234 96 11

Website : <http://www.raadvst-consetat.be/?page=index&lang=fr>

### **V.5 – Date of dispatch of this notice:**

07.08.2015