

Tender reference number: 2015/MCA/08/002

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 address :

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

Internet address:

General address of the contracting authority: www.michael-culture.eu

Electronic access to information: 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 MINT 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

Metadata Interoperability Services (MINT) was developed within the ATHENA project and evolved through other projects like Linked Heritage and AthenaPlus. It follows a typical web-based architecture offering an expanding set of services for metadata aggregation. It addresses the ingestion of metadata from multiple sources, the mapping/alignment of the imported records to a metadata schema, the transformation and the storage of metadata on an OAI-PMH repository.

Considering the current Europeana publication workflow, as well as the museum domain specific requirements based on the LIDO schema, the chosen contractor will have to deliver the following MINT modules:

- **Import module**
This module will allow the content providers of the museum sector to import their metadata for further processing based on the domain specific and Europeana requirements.
- **Transformation/Metadata production module**
The transformation module should engage the content provider into the EDM metadata production process. In short, it should provide him with sufficient functionality through a user-friendly web interface that will allow him to transform his in-house metadata to EDM.
- **Europeana publication module**
Once the EDM metadata are produced from the transformation/metadata production module, they will be passed on and further processed by the Europeana publication module. The current Europeana publication workflow requires the delivery of metadata via OAI-PMH protocol. Therefore this module must be responsible for the transfer of the produced metadata to a repository that will expose them using OAI-PMH according to the official specification for OAI-PMH repositories. In addition this repository should not only serve the EDM metadata but also the LIDO metadata.

These MINT modules will serve to:

- Support the use of the SKOS vocabularies within the metadata production allowing in that way content providers to produce more expressive metadata and thus increasing their searchability and quality;
- Assure the metadata quality control. The aggregation service should automatically – whenever possible - perform metadata quality check controls ensuring a minimum standard of quality in the metadata produced by it;
- Integrate the ‘Requirements for Visualization and Indexing of Museum Content’ in order to assure the production of high quality LIDO metadata.

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 MINT web service
- Technical skills including: Service oriented architectures ; Metadata aggregation and transformation (including service delivery) ; Knowledge of OAI-PMH ; Knowledge of established metadata standards (EDM, OAI_DC, ESE, LIDO) ; Knowledge of SKOS and OWL formats

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

(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

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

V.5 – Date of dispatch of this notice:

07.08.2015