

**NL-Hilversum: motion picture and video services**

**2008/S 76-103080**

**CONTRACT NOTICE**

**Services**

**SECTION I: CONTRACTING AUTHORITY**

**I.1) NAME, ADDRESSES AND CONTACT POINT(S):**

Nederlands Instituut voor Beeld en Geluid, PO 1060, NL-1200BB Hilversum.

**Internet address(es):**

General address of the contracting authority: <http://www.beeldengeluid.nl>.

**Further information can be obtained at:** Stratix Consulting, Utrechtseweg 29, Attn: Mr. A. Wisse, NL-1213 TK Hilversum. Tel. (31-35) 622 20 20. E-mail: [conserveringgeluid@beeldengeluid.nl](mailto:conserveringgeluid@beeldengeluid.nl). Fax (31-35) 622 20 29. URL: [www.stratix.com](http://www.stratix.com).

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at:** Stratix Consulting, Utrechtseweg 29, Attn: Mr. A. Wisse, NL-1213 TK Hilversum. Tel. (31-35) 622 20 20. E-mail: [conserveringgeluid@beeldengeluid.nl](mailto:conserveringgeluid@beeldengeluid.nl). Fax (31-35) 622 20 29. URL: [www.stratix.com](http://www.stratix.com).

**Tenders or requests to participate must be sent to:** Stratix Consulting, Utrechtseweg 29, Attn: Mr. A. Wisse, NL-1213 TK Hilversum. Tel. (31-35) 622 20 20. E-mail: [conserveringgeluid@beeldengeluid.nl](mailto:conserveringgeluid@beeldengeluid.nl). Fax (31-35) 622 20 29. URL: [www.stratix.com](http://www.stratix.com).

**I.2) TYPE OF THE CONTRACTING AUTHORITY AND MAIN ACTIVITY OR ACTIVITIES:**

Body governed by public law.

Recreation, culture and religion.

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:**

Preservation of sound from film material (perfortapes)/Conservering geluid filmmateriaal (perfobanden).

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

Services.

Service category: No 26.

Main place of performance: Hilversum.

NUTS code: NL.

**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 order comprises the preservation of historical sound recordings on magnetic carriers of television and cinema recordings from the years 1950-1990; hereafter referred to as "perfortapes". Due to unfavourable climate conditions, the tapes have been affected by the "vinegar syndrome". To preserve the tapes, they should

be transferred to polyester tapes. For the "Images for the Future" project mainly television material from the years 1950-1990 has been recorded. For this material image and sound (mostly mono) have been separately recorded (sepmag) and saved as acetate copy and magnetic tape (16mm perfotape). The tapes are in bad physical condition as a result of sensitivity to high relative humidity and temperature. These climate effects and also the metal oxides in the carrier have induced a chemical reaction in the material. This process of degradation is called "vinegar syndrome". Vinegar syndrome can cause the following symptoms: instability of the carrier, shrinkage in length and breadth, brittleness, vinegar smell. Furthermore damage from dirt, powder and dust has affected the material. The degraded perfotapes have usually shrunk, in many cases up to 10 %. Usage of the material in the past has also damaged the perfotapes. Known problems from experience in preserving are: - Shrunken material not optimal positioned to the magnetic head causing distortion. - Instability of the carrier leading to modulation and other types of distortion. - Brittleness and shrinkage require high sensitivity (carefulness) in handling the material by man and machine. - Dust and dirt require preliminary cleaning and a constant check of the (magnetic) head Tenderer is expected to be able to handle these issues as well as other typical issues in handling this type of old material, for instance by applying temporary rejuvenation techniques without damaging the material. The goal of the transferring process is to get a pure, authentic one-on-one recording, without disturbance, distortion or shifting of the tracks. Filtering and digital editing are not allowed. The amount of material with crucial problems is unknown. It is likely that more than 50 % of the material has been affected with strong shrinkage (up to 10 %). The tenderer is expected to do a quality test of processed material and if necessary a correction. Quality criteria are: No more drop-outs than on the authentic material, sound quality identical to the authentic sound on all sound channels, no added distortion (wow or flutter), added noise no more than 6 dB.

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

92100000.

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

No.

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 size of the order entails an expected 4 000 to 5 500 hours of tape to be preserved. The duration of the contract is 3 years with an option to extend with 1 year. Therefore the maximum duration is 4 years. The guaranteed extent of treated material in the first 3 years is 1 000 hours per year, which makes the minimum of preserved material 3 000 hours in three years. In case of extension, the minimum for the 4th year will be set at that time. The aimed amount is 1 500 hours per year to be processed in a two week schedule. Taking into account the initial setup and four weeks holiday closing per year this leads to: year 1: 1 000 hours, 50 hours each two weeks year 2, 3, 4: 1 500 hours, 62,5 hours each two week The actual amounts dependent on the extent of available material and is therefore not legally binding. The mentioned amounts are in relation to the volume of processed material.

II.2.2) **Options:**

No.

II.3) **DURATION OF THE CONTRACT OR TIME-LIMIT FOR COMPLETION:**

Duration in months: 48 (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:**

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

##### **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:**

#### **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: For the official list of requirements please refer to the tender specification document (in Dutch). Such as: - standard tender directive exclusion criteria (Statement Article 45, own declaration) - proof of registry.

##### **III.2.2) Economic and financial capacity:**

Information and formalities necessary for evaluating if requirements are met: For the official list of requirements please refer to the tender specification document (in Dutch).

Minimum level(s) of standards possibly required: Please refer to the tender specification document (in Dutch). Such as: - adequate financial and economic standing to guarantee continuation of services (by means of own declaration and proof at first request).

##### **III.2.3) Technical capacity:**

Information and formalities necessary for evaluating if requirements are met: For the official list of requirements please refer to the tender specification document (in Dutch). Such as: - 1 reference (during last 3 years) relevant/comparable to tender subject and customer (e.g. museum, national archive) including a positive customer testimonial. - Tenderer must be capable of preserving shrunken material (up to 10 %). This will be validated during the tender process and during the 2 month setup/trial period.

Minimum level(s) of standards possibly required: For the official list of requirements please refer to the tender specification document (in Dutch). The following is a brief translation of the requirements: A.1 Tenderer guarantees the safety of the material during transport, processing or otherwise. The authentic carriers will be returned in the original packaging. A.2 Tenderer signs an official transfer document when receiving the material to be preserved. A.3 Tenderer guarantees a production capacity of at least 50 hours every 2 weeks in the first contract year and a production capacity of at least 62,5 hours every two weeks in the 2nd, 3rd and 4th contract year. A.4 Tenderer arranges transport of the material to be preserved and preserved material every 2 weeks. Tapes are thus returned within 15 days. A.5 Tenderer guarantees to track the exact location of any tape within an hour after request. A.6 Tenderer guarantees that no loss of data or information will occur as a result of transport, processing or otherwise. A.7 Tenderer declares that both the original and preserved information carriers will not be made available to third parties. A.8 Tenderer declares exclusion of copying for personal use. WP.1 Tenderer guarantees to have set up his work process within 2 months after awarding. WP.2 Tenderer is capable to preserve other formats of sound material, like 6 mm, 17,5 mm and 35 mm magnetic format, in addition to the most common format of 16 mm. WP.3 Tenderer guarantees to solve any occurring problems and retain a maximum loss of 3 %. WP.4 Tenderer will grant access to the working space when requested. WP.5 Tenderer guarantees that the set up of his work process is such that any dependence on third parties will not disturb the process. WP.6 The (provisional) awarded tenderer will validate his capability by a test based on test material. Sound and Vision will provide the test material, which needs to be processed before the verification interview. Tenderer needs to be able to process the material according to certain requirements

set out in KW.4. Sound and Vision will assess the preserved material. WP.7 Before the start of operations, tests will be performed to determine whether the resulting sound (polyester tapes) complies to quality as specified in KW.4. WP.8 Tenderer guarantees to respect the materials, which is of cultural value and should be considered historical heritage, during the work process. WP.9 Tenderer guarantees to construct and apply a non-conventional method at own cost when the state of the material requires it. KW.1 Tenderer guarantees fulfilment of the basic assumption of professional behaviour and capability. KW.2 Tenderer is capable to provide the same quality of sound on the new carriers as compared to the authentic perfortapes, without loss of the original intonation. KW.3 Tenderer will perform quality control of the transferred sound in comparison to the original sound and will correct when necessary. KW.4 Tenderer guarantees the following quality requirements: - No more drop outs present than on the new tape than the original tape - Sound quality identical to the old sound on low, middle and high frequency levels - Stable positioned sound channel -or channels - No added distortion; wow or flutter - The additional noise by transfer will not exceed 6DB KW.5 The preserved material will be verified for approval or rejection. Tenderer accepts that obtaining the result of this verification can take several months after returning the materials. For this case the tenderer will guarantee to reprocess a rejected perfortape at a later stage (up to 6 months) without additional costs. SP.1 Tenderer will provide a monthly written progress report. SP.2 Once every quarter of the year there will be a progress review meeting in Hilversum NL. SP.3 Tenderer will bill once every month and provides an invoice with annex according to specifications yet to be determined. Financial FI.1 Tenderer will offer a flat fee tariff per hour of preserved material (in euro, without taxes), for an order of the extent of 1000 to 1250 hours, 1250 hours and more, and the average of the 2. Note: the official requirements as set in the tender specification document are leading. The text above is a brief translation, i.e. not legal binding.

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**

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

Open.

IV.1.2) **Limitations on the number of operators who will be invited to tender or to participate:**

IV.1.3) **Reduction of the number of operators during the negotiation or dialogue:**

IV.2) **AWARD CRITERIA**

IV.2.1) **Award criteria:**

Lowest price.

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:**

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

No.

IV.3.3) **Conditions for obtaining specifications and additional documents or descriptive document**

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

29.5.2008 - 14:00.

IV.3.5) **Date of dispatch of invitations to tender or to participate to selected candidates:**

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

Dutch. English.

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

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

Date: 29.5.2008 - 14:00.

Place: Hilversum.

Persons authorised to be present at the opening of tenders: no.

#### **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:**

No.

VI.3) **ADDITIONAL INFORMATION:**

For general information about the project "Images for the Future" please refer to [www.beeldenvoordetoeekomst.nl](http://www.beeldenvoordetoeekomst.nl) or [www.beeldenvoordetoeekomst.nl/en/1/Home](http://www.beeldenvoordetoeekomst.nl/en/1/Home).

VI.4) **PROCEDURES FOR APPEAL**

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

Court the Hague, PO 20302, NL-2500EZ The Hague. URL:

<http://www.rechtspraak.nl/Gerechten/Rechtbanken/s-gravenhage>.

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

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

VI.5) **DATE OF DISPATCH OF THIS NOTICE:**

17.4.2008.