Application for interest in submitting a tender to the National Library regarding procurement of digitization robots

Kungliga biblioteket (KB) is the National Library of Sweden and it is responsible for preserving the printed and handwritten cultural heritage. It is also the nation's archive for recorded sound, pictures and moving images. Among other things, the National Library is responsible for collecting, preserving and making available Swedish printed material, certain electronic documents and recorded sound, pictures and moving images.

Through a national digitalization group within the library sector (which is comprised of representatives from the National Library, Lund University Library, Uppsala University Library, Umeå University Library, Gothenburg University Library, Labour Movement Archives and Library, Stockholm Public Library and Swedish National Heritage Board), the National Library been assigned the task of negotiating a framework agreement for the delivery of digitization robots.

Included in the procurement are the National Library, Lund University Library, Stockholm University Library, Uppsala University Library and Umeå University Library.

This procurement is being conducted as a selective procurement in accordance with the Public Procurement Act (2007:1091) and it is advertised in the OPIC database, AnbudsJournalen and TED. The specification and any supplementary material is available at www.opic.com or www.allego.se

The procurement process will be conducted in two stages. The first stage involves submitting an application for interest in submitting a tender. Afterwards, the suppliers that qualify will go on to the bidding stage.

The procurement comprises a one-year period of time with the possibility of twice extending the framework agreement for a one-year period each time (1+1+1), should the partners agree to do so. The framework agreement will become effective immediately.
The National Library's ambition is to strive to make the environmental aspects a natural component of the process – both within its own organization and when procuring goods and services from external sources. This has thus affected the formulation of requirements stipulated by the National Library for this procurement process.

The deadline for submitting an application for interest in submitting a tender is 5 January 2010. Applications that are submitted will be opened by the National Library's secretariat on 5 January 2010, witnessed by two additional employees.

You are most cordially invited to submit an application!

Kind regards

Karin Jortfelt
Purchasing and procurement administrator

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1. Introduction

The National Library's facilities are located in central Stockholm. More information about the work done by the library and its assigned tasks is available at the following website: www.kb.se

Digitization has become an important tool used by the National Library in its efforts to increase the availability of its collections and thereby reach a wider public. Another important area of application for digitization is to preserve the collected material for future generations.

The Digital Production Division is responsible for converting analogue material into electronic format. In other words, this involves converting the National Library's extensive collections of printed material to digital format. For a number of years, the Division has been working to improve its work processes related to digitization efforts. Digitization of images is done by different production lines and in order to improve the efficiency, many automated processes have been developed.

The National Library would now like to expand its activities by adding a new production line. The intention is for the new production line to work with a fully automated digitization robot and the purpose of this procurement is to acquire such equipment.

The goal of this procurement is to achieve an even higher level of production to make more material available in digital format. It is also important to make sure that this line is used for processing material that is already in good condition. By doing so, more time will be available for the other production lines to focus on items that are more difficult to digitize.
2. Scope of the procurement

2.1. The anticipated function of the equipment

The National Library would like to acquire an automated digitization solution in order to speed up the digitization efforts and more quickly make available its collections that are already in good condition. The equipment should be able to capture images with a minimal amount of effort required by the operator.

The material that will be processed using the automated digitization equipment is primarily consists of printed material, such as bound books, periodicals and bound periodicals. It is also possible that the equipment will be used for image capture of other types of material. Thus, the size of the object can vary substantially.

The primary focus for the new digitization solution will be production. The image capture is aimed at reproducing an object such that its content can be made available to an observer. The images captured during this process shall reproduce the object's content and character. It should be possible to exhibit the images, process them using OCR techniques and reproduce them. The quality of the images should be such that it is possible to physically reproduce the object in its original size.

2.2. Scope

The National Library would like to start a new production line in 2010 that focuses on digitizing material that is in a stable condition as regards its preservation. With such material, digitization can be done using more automated equipment than what is being used today because stable material requires less care in handling when turning pages. The first step in setting up this new production line is to acquire a digitization robot.
3. Procurement formalities

Type of procurement: Selective procurement in accordance with Chapter 15 of the Public Procurement Act (2007:1091).

Orderer: National Library of Sweden

Format: Both the Application for interest in submitting a tender and the Tender must be in writing and submitted in a sealed enveloped labeled: "Tender 137-899-2009". In addition, the tender must also be submitted in electronic format (PDF) stored on a CD, DVD or USB stick. The file name must include the company's name along with the text, "Tender 137-899-2009".

Address: These items shall be sent to the following address:
National Library of Sweden Box 5039 102 41 STOCKHOLM

The application for interest in submitting a tender, as well as the tender itself may also be delivered to the National Library's reception at Humlegården, Stockholm. For information about the National Library's opening hours, please see www.kb.se.

Deadline for application: The application for interest in submitting a tender must be in the possession of the National Library no later than 5 January 2010. Applications that are submitted late will not be considered.
Validity period for the tender: Submitted tenders are binding for at least four months from the deadline for submission.

Costs incurred by the tenderer: The National Library will not reimburse any of the costs incurred by the tenderer associated with making, submitting, or follow up of the tender.

General application requirements: The application for interest in submitting a tender, as well as the tender, must be in either Swedish or English.

The application for interest in submitting a tender must contain all of the requested information. This is absolutely necessary in order for the National Library to be able to determine whether suppliers are qualified. If an application for interest in submitting a tender does not contain all of the requested information, there is a risk that it will not be considered.

The application for interest in submitting a tender must be in writing and signed by an authorized representative of the company.

3.1. Contacts

Production Developer Henrik Johansson, Digital Production Division
Tel: +46 (0) 8 463 44 10
E-mail: henrik.johansson@kb.se

Purchasing and Procurement Administrator Karin Jortfelt, Finance Department
Tel: +46 (0) 8 463 40 08
E-mail: karin.jortfelt@kb.se

If any questions arise, it is important that suppliers contact the individuals listed above. If there is a need for clarification, the National Library requests that such inquiries are submitted in writing and by email.
Written responses to any questions will be distributed to everyone who has requested this document. However, when distributing a response, the supplier who submitted the question will not be revealed.

3.2. Corrections

Corrections to applications for interest in submitting a tender and corrections to tenders may only be made to the extent that they comply with the Public Procurement Act. Clarifications and supplementary information may be submitted provided that this can occur without preferential treatment and without limitations to competition.
4. Specification of requirements

4.1. General and legal requirements

For general requirements on qualifying as a supplier, please refer to the checklist in section 5. The requested documentation must specify the name of the supplier who is submitting the tender, as well as any subcontractors.

Suppliers who submit an application must have experience in the line of business related to the application for interest in submitting a tender and the tender.

Suppliers must comply with the legal requirements concerning registration, tax, and contribution obligations that exist in Sweden or their native country. Companies or individuals representing the supplier may not have been convicted of an occupational crime or have been found guilty of committing a serious error in conjunction with exercising a profession. A solemn declaration form has been attached to this specification.

The supplier must have a solid financial foundation. The supplier and any subcontractors must be able to provide key figures showing that the liquidity ratio is at least 1.0 and that the equity ratio is more than 25 percent. The basis of calculation to be used is the figures reported at the end of the most recently concluded financial year.

If the key figures that are reported are lower than this, it is still possible for the supplier to meet these requirements if the supplier submits an explanation that satisfactorily demonstrates that the supplier has the required financial stability.

The application will be disregarded without further examination if it is not possible to guarantee the tenderer's financial strength or if it is not possible to fulfill the other requirements stipulated in Chapter 10, Section 2 of the Public Procurement Act.

4.2. Service requirements

The tenderer must provide the name, address and telephone number of two customers that can serve as a reference.
5. Solemn declaration

It is hereby solemnly declared that

The company:

with corporate identity number:

and that the persons actively involved in the company, through ownership/part-ownership or through their position in the company to make decisions and represent the company that:

the company has not been declared bankrupt, gone into liquidation or is in compulsory settlement proceedings,

that it neither is the subject of a judicial settlement or other similar action, nor that it has until further notice suspended its payments or been banned from carrying on a business

that it is not the subject of proceedings for a declaration of bankruptcy, compulsory liquidation, official receivership, judicial settlement or similar action,

that it has not been convicted of an occupational crime by a legally binding judgment,

and that it has not been found guilty of committing serious errors in conjunction with exercising a profession.

Location, date

Signature of person authorized to sign for the company

Position
6. Checklist

Before sending in your application, please take the time to make sure that the following documents have been included and that they have been numbered as per what is stated below:

<table>
<thead>
<tr>
<th>Nr</th>
<th>Document</th>
<th>See section</th>
<th>Checklist</th>
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<tbody>
<tr>
<td>1</td>
<td>Copy of certificate of incorporation</td>
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<tr>
<td>2</td>
<td>SKV 4820</td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td>Solemn declaration</td>
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<td>4</td>
<td>Sales information.</td>
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<tr>
<td>5</td>
<td>Copy of the annual accounts for the two most recent years</td>
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<td>6</td>
<td>Confirmation that the requirements for the requested key figures have been fulfilled or an explanation of why this is not the case.</td>
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<td>7</td>
<td>Detailed description of the business, organization and competencies.</td>
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<td>8</td>
<td>Customers used as references.</td>
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<tr>
<td>9</td>
<td>The application for interest in submitting a tender must be signed by a person who is authorized to sign on behalf of the company.</td>
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<tr>
<td>10</td>
<td>Contact persons for the company.</td>
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