

**Notice Summary****Title: Ireland-Co. Kildare: In-House Digitisation Service****Document Ref: 154706-2019****Document Type: Contract Notice****Published By: Department Of Defence****Date Published: 03 April 2019****Deadline Date: 08 May 2019****Notice Abstract**

This tender is for the provision of an in-house digitisation service for the military service pensions project based at Cathal Brugha Barracks, Rathmines, Dublin 6, Ireland. The Department of Defence has set up a Military Service Pensions Project (MSPP), tasked with processing the material and files in the Military Service (1916-1923) Pensions Collection (MSPC) for release to the public through the military archives. A database and digital images from the files of veterans who applied for pensions, allowances or medals relating to their military service during the period will be released online. A Scan Once for All Purposes (SOAP) methodology has been implemented since 2010, and high quality archival master files are created and in turn, these are used to generate surrogates for online access.

**Notice Details****Contract notice**

Directive 2014/24/EU - Public Sector Directive

Directive 2014/24/EU

**Section I: Contracting Change entity**

### **I.1) Name and addresses**

Department of Defence

N/A

Station Road

Co. Kildare

Newbridge

IE

Contact person: Contracts Branch

Telephone: +353 45492428

E-mail: [contracts@defence.ie](mailto:contracts@defence.ie)

NUTS: IE

Internet address(es)

Main address: <http://www.defence.ie>

Address of the buyer profile: <https://irl.eu-supply.com/ctm/Company/CompanyInformation/Index/292>

### **I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge at:

[http://irl.eu-supply.com/app/rfq/rwlentrance\\_s.asp?PID=142910&B=ETENDERS\\_SIMPLE](http://irl.eu-supply.com/app/rfq/rwlentrance_s.asp?PID=142910&B=ETENDERS_SIMPLE)

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be sent electronically to:

[http://irl.eu-supply.com/app/rfq/rwlentrance\\_s.asp?PID=142910&B=ETENDERS\\_SIMPLE](http://irl.eu-supply.com/app/rfq/rwlentrance_s.asp?PID=142910&B=ETENDERS_SIMPLE)

Tenders or requests to participate must be sent to the abovementioned address

#### **I.4) Type of the contracting authority**

Ministry or any other national or federal authority, including their regional or local subdivisions

#### **I.5) Main activity**

Defence

## **Section II: Object**

#### **II.1) Scope of the procurement**

##### **II.1.1) Title**

In-House Digitisation Service

Reference number: CON/008/2019

##### **II.1.2) Main CPV code**

92500000

##### **II.1.3) Type of contract**

Services

##### **II.1.4) Short description**

This tender is for the provision of an in-house digitisation service for the military service pensions project based at Cathal Brugha Barracks, Rathmines, Dublin 6, Ireland. The Department of Defence has set up a Military Service Pensions Project (MSPP), tasked with processing the material and files in the Military Service (1916-1923) Pensions Collection (MSPC) for release to the public through the military archives. A database and digital images from the files of veterans who applied for pensions, allowances or medals relating to their military service during the period will be released online.

A Scan Once for All Purposes (SOAP) methodology has been implemented since 2010, and high quality archival master files are created and in turn, these are used to generate surrogates for online access.

##### **II.1.5) Estimated total value**

Value excluding VAT: 410.00 EUR

##### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

### **II.2.2) Additional CPV code(s)**

79995100

79995200

79999100

92510000

92511000

92512000

### **II.2.3) Place of performance**

NUTS code:

IE061

Main site or place of performance:

Cathal Brugha Barracks, Rathmines Dublin 6

### **II.2.4) Description of the procurement**

This tender is for the provision of an in-house digitisation service for the military service pensions project based at Cathal Brugha Barracks, Rathmines, Dublin 6, Ireland. The Department of Defence has set up a Military Service Pensions Project (MSPP), tasked with processing the material and files in the Military Service (1916-1923) Pensions Collection (MSPC) for release to the public through the military archives. A database and digital images from the files of veterans who applied for pensions, allowances or medals relating to their military service during the period will be released online.

A Scan Once for All Purposes (SOAP) methodology has been implemented since 2010, and high quality archival master files are created and in turn, these are used to generate surrogates for online access.

The digitisation workflow comprises three (3) elements:

1) preservation scanning: A major part of the work of the project is to ensure the preservation of material of enduring archival value. Every single item is digitised at 300 dpi and uncompressed (TIF). the project endeavours to minimise any intervention to the preservation masters to ensure archival integrity;

2) surrogacy creation for online access. The master files are used to create watermarked surrogates (multipage PDF) for online access;

3) high level quality control.

**II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

**II.2.6) Estimated value**

Value excluding VAT: 410.00 EUR

**II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 12

This contract is subject to renewal: Yes

Description of renewals:

The Contracting Authority reserves the right to extend the Term for a period or periods of up to 12 months with a maximum of 2 such extension or extensions on the same terms and conditions, subject to the Contracting Authority's obligations at law.

**II.2.9) Information about the limits on the number of candidates to be invited**

**II.2.10) Information about variants**

Variants will be accepted: No

**II.2.11) Information about options**

Options: No

**II.2.13) Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds: No

## **Section III: Legal, economic, financial and technical information**

**III.1) Conditions for participation**

**III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

**III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

**III.2) Conditions related to the contract**

**III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

## **Section IV: Procedure**

### **IV.1) Description**

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

Open procedure

#### **IV.1.8) Information about Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: No

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date: 08/05/2019

Local time: 12:00

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

EN

#### **IV.2.7) Conditions for opening of tenders**

Date: 08/05/2019

Local time: 12:00

## **Section VI: Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

High Court

Four Courts, Inns Quay

Dublin

IE

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

29/03/2019

## Current Notes

There are currently no notes associated with this tender.

---

Contact us for more information on 0845 111 1141

[enquiries@makeuk.org](mailto:enquiries@makeuk.org)  
[makeuk.org/ndi](http://makeuk.org/ndi)