

Helsinki,

**Ex-ante publicity notice in negotiated procurement procedure**

**Subject: ECHA/2017/113 digitisation services.**

**Description of the contract:**

The European Chemicals Agency (the Agency, <http://echa.europa.eu>) envisages awarding a service contract for the digitisation of its physical archives.

**Description of the services:**

The aim of the contract is to obtain specialist services to assist ECHA in digitising its physical archives, which includes the scanning and indexing of ca. 160 linear meters of paper archives. Through the digitisation process ECHA seeks to make available the digital archival legacy to its staff, by ensuring full-text search image files in PDF/A-1 format containing, in addition to the image, the corresponding text obtained by OCR; it must be also possible for this text to be copied. The Contractor shall also create appropriate descriptive/administrative metadata.

**Description of the procedure:**

This ex-ante publicity is the first stage of a negotiated procurement procedure below 60 000 Euros with a minimum of 3 candidates, through which the Agency may award the above-mentioned contract.

The purpose of this notice is to support the Agency in the selection of the list of candidates to be invited to submit an offer for the contract. Please note that offers submitted in the subsequent negotiated procedure with a value above 60 000 EUR will be rejected.

All economic operators interested in providing the services described above should send a declaration of interest before **27/03/2017**, 16h00 Helsinki time, by e-mail to [procurement@echa.europa.eu](mailto:procurement@echa.europa.eu) with the same subject reference as indicated above.

In their declaration of interest (300 words maximum) interested economic operators should demonstrate their ability to provide the relevant services. This information will be assessed by the Agency in order to select suitable candidates. All interested economic operators will be informed of the decision of the Agency.

The Request for Offers and related documents will be provided by e-mail only to the selected candidates.

Please note that the Agency reserves the right not to launch the negotiated procedure. If that were the case, all interested economic operators would be informed of this decision.

We look forward to receiving your declaration of interest.

Yours faithfully,

  
Geert Dancet  
Executive Director