

Decree no. 87/2026 — Award of document digitisation services

Adopted on 1 July 2026 — General register no. 87

RECITALS

The Head of the Internal Services Area, having regard to the municipal regulation on the organisation of offices and services; having regard to the three-year IT plan 2026-2028, which provides for the progressive digitisation of the current archive [objective 3.2]; noting that the preliminary assessment was concluded with a favourable outcome.

Contracting authorities may award works, services and supplies below the thresholds by direct award, in accordance with the principles of economy and effectiveness.

Considering that the quotation submitted by the economic operator **Sample Digital Ltd.** is consistent with market values, and that the expenditure is covered by the budget chapters listed in the operative part.

OPERATIVE PART

For the reasons set out in the recitals, which are hereby incorporated in full, the Head of Area **decrees:**

1. to award to Sample Digital Ltd. the document digitisation service for the period 2026-2027, for a total consideration of **24400 euros** including charges;
2. to commit the expenditure as set out in the commitments table, payable in the reference years;
3. to allocate an amount of **1830 euros** to the training of internal staff in the use of the platform;
4. to note that this decree will be published as set out in the [Publication](#) section.

Spending commitments by chapter and year

chapter	year	amount	due
1042.3 — IT services	2026	14640	2026-12-31
1042.3 — IT services	2027	9760	2027-06-30
1015.1 — Staff training	2026	1830	2026-12-31

Amounts in the table are in euros, VAT included; the table is bound to the typed dataset `data/commitments.json` of the package: the displayed values and the machine-readable data are, verifiably, the same thing.

PUBLICATION AND EFFECT

This decree takes effect on the date of adoption and is published on the municipality's online notice board for fifteen consecutive days, for general knowledge.

The Head of the Internal Services Area — *digitally signed document*