

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/000541-2021>

Not applicable

## **DWP Records Management Services**

Department for Work and Pensions

F14: Notice for changes or additional information

Notice identifier: 2021/S 000-000541

Procurement identifier (OCID): ocds-h6vhtk-028971

Published 11 January 2021, 11:00pm

### **Section I: Contracting authority/entity**

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

Department for Work and Pensions

Commercial Directorate, Peel Park: the Shell, Level 2, Brunel Way

Blackpool

FY4 5ES

#### **Contact**

The team will manage the procurement process through an eProcurement Solution Portal. All interested parties should register at <https://dwp.bravosolution.co.uk> and view the relevant details regarding how to participate.

#### **Email**

[RECORDSMANAGEMENTHEYWOOD@DWP.GOV.UK](mailto:RECORDSMANAGEMENTHEYWOOD@DWP.GOV.UK)

#### **Telephone**

+44 2045210262

**Country**

United Kingdom

**NUTS code**

UK - UNITED KINGDOM

**Internet address(es)**

Main address

<https://www.gov.uk/government/organisations/department-for-work-pensions>

---

## **Section II: Object**

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

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

DWP Records Management Services

Reference number

ITT\_21517

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

- 79996100 - Records management

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

Services

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

The purpose of this tender is to appoint a single Supplier who will be responsible for the provision of a records management service which shall include:

an On-Site Records Management service. The primary business as usual operational elements of the Records Management Requirements are:

- Intake & Return of records

- Storage of records
- Retrieval
- Destruction of records
- Secure removal of confidential waste
- Management and maintenance of Records Management IT system
- User support
- Provision of Records Management consumables

As well as the BAU requirements listed, the specification also includes the requirement for a full File Audit of all records in storage. This will include the validation, reconciliation and consolidation of all Items.

---

## **Section VII. Changes**

### **VII.1.2) Text to be corrected in the original notice**

Section number

II.2.7

Place of text to be modified

Start: (dd/mm/yyyy)

Instead of

Date

1 May 2021

Read

Date

1 June 2021

Section number

IV.2.2

Place of text to be modified

Time limit for receipt of tenders or requests to participate

Instead of

Date

25 January 2021

Local time

11:00am

Read

Date

5 February 2021

Local time

11:00am