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Tender

## Digitisation, Storage and Disposal Services

National Procurement Service (Welsh Government)

F02: Contract notice

Notice identifier: 2021/S 000-000559

Procurement identifier (OCID): ocds-h6vhtk-028983

Published 12 January 2021, 10:56am

### Section I: Contracting authority

#### I.1) Name and addresses

National Procurement Service (Welsh Government)

T'yr Afon, Bedwas Road

Caerphilly

CF83 8WT

#### Email

[NPSICTCategoryTeam@gov.wales](mailto:NPSICTCategoryTeam@gov.wales)

#### Telephone

+44 3007900170

#### Country

United Kingdom

#### NUTS code

UKL - WALES

**Internet address(es)**

Main address

<https://gov.wales/national-procurement-service>

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

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

<https://etenderwales.bravosolution.co.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://etenderwales.bravosolution.co.uk/>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://etenderwales.bravosolution.co.uk/>

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

Body governed by public law

**I.5) Main activity**

General public services

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## Section II: Object

### II.1) Scope of the procurement

#### II.1.1) Title

Digitisation, Storage and Disposal Services

Reference number

NPS-0054-16

#### II.1.2) Main CPV code

- 79996100 - Records management

#### II.1.3) Type of contract

Services

#### II.1.4) Short description

The National Procurement Service on behalf of the Welsh Public Sector wishes to establish a Dynamic Purchasing System (DPS) for use by public sector organisations in Wales. The DPS will cover Services in the following two lots:

Lot 1: Digitisation, Storage and Disposal of Records

Lot 2: Recycling, Reuse and Disposal of ICT Assets

Entry to the DPS will be restricted to those organisations who meet the requirements of Article 20(1)(a) of the 2015 Public Contracts Regulations.

Over 73 public sector organisations in Wales have committed to the NPS including all Local Authorities, NHS Bodies, Welsh Government and Welsh Government Sponsored bodies, the Police and Fire services and Higher and Further Education. Further organisations that may use NPS frameworks include other Welsh Public Sector bodies and Welsh based Charities. In addition, the Ministry of Defence are eligible to use this arrangement.

This procurement is being conducted by the National Procurement Service (NPS), which is a division of the Welsh Government. As a consequence of the Government of Wales Act 2006, the contracting party will be the Welsh Ministers. Further information on the NPS can be accessed from the following link: <https://gov.wales/national-procurement-service>

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

Value excluding VAT: £4,000,000

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

This contract is divided into lots: Yes

Tenders may be submitted for maximum number of lots  
2

## **II.2) Description**

### **II.2.1) Title**

Digitisation, Storage and Disposal of Records

Lot No

1

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

- 79996100 - Records management
- 63121000 - Storage and retrieval services
- 63121100 - Storage services
- 79999100 - Scanning services
- 92512000 - Archive services
- 92512100 - Archive destruction services

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

NUTS codes

- UKL - WALES

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

The Supplier will be required to digitise, store and dispose of records. The Supplier must be able to provide a range of services via this arrangement, to include:

- Digitisation of physical records;

- Secure storage of physical records;
- Disposal of records – either to be archived as per the Customers' instructions, or to be physically destroyed;
- Secure transport of physical records;
- Secure transfer of digital records.

To enter onto and remain a Supplier on the Dynamic Purchasing System, Suppliers will be required to work to or hold specific standards identified as "CORE" in the specification which can be found in the tender documents. At call-off Customers may specify additional or alternative requirements, examples of which are identified as "Non-Core".

#### **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: £4,000,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The initial period of validity for the Dynamic Purchasing System was 4 years/ 48 months. This period can be amended (extended, shortened, terminated) subject to notification on the relevant OJEU standard form.

\*\*The purpose of this notice is to extend the original period of validity for an additional 24 months. So the total period of validity is now 6 years/ 72 months.\*\*

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

Envisaged number of candidates: 15

## **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

## **II.2.14) Additional information**

The duration of individual Call-Off Contracts will be set out in each individual Call-Off Contract and may overhang the period of validity of the DPS. The DPS period of validity commenced on the 16th of January 2017.

## **II.2) Description**

### **II.2.1) Title**

Secure Recycling, Reuse and Disposal of ICT Assets

Lot No

2

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

- 90500000 - Refuse and waste related services
- 90514000 - Refuse recycling services

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

NUTS codes

- UKL - WALES

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

The Supplier will be required to collect various items of ICT related electrical equipment and ensure the sanitisation and/or disposal of the equipment in accordance with relevant European directives or any other legislation applicable to these requirements. The

Supplier must be able to provide a range of services via this framework, to include:

- Secure sanitisation and destruction of equipment;
- Secure sanitisation and redeployment of equipment back to the client. This service may include the option of reimaging;
- Secure sanitisation and donation or resale.

To enter onto and remain a Supplier on the Dynamic Purchasing System, Suppliers will be required to work to or hold specific standards identified as “CORE” in the specification which can be found in the tender documents. At call-off Customers may specify additional or alternative requirements, examples of which are identified as “Non-Core”.

#### **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: £4,000,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The initial period of validity for the Dynamic Purchasing System was 4 years/ 48 months. This period can be amended (extended, shortened, terminated) subject to notification on the relevant OJEU standard form.

\*\*The purpose of this notice is to extend the original period of validity for an additional 24 months. So the total period of validity is now 72 months.\*\*

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

Envisaged number of candidates: 15

## **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

## **II.2.14) Additional information**

The duration of individual Call-Off Contracts will be set out in each individual Call-Off Contract and may overhang the period of validity of the DPS. The DPS period of validity commenced on the 16th of January 2017.

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# **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.1.5) Information about reserved contract**

The contract is reserved to sheltered workshops and economic operators aiming at the social and professional integration of disabled or disadvantaged persons

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## Section IV. Procedure

### IV.1) Description

#### IV.1.1) Type of procedure

Restricted procedure

#### IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the setting up of a dynamic purchasing system

The dynamic purchasing system might be used by additional purchasers

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

The procurement is covered by the Government Procurement Agreement: Yes

### IV.2) Administrative information

#### IV.2.1) Previous publication concerning this procedure

Notice number: [2016/S 195-351327](#)

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

Date

6 January 2023

Local time

5:00pm

#### IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

6 January 2023

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

English, Welsh

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

\*\*The purpose of this notice is to extend the original period of validity of the Dynamic Purchasing System for an additional 24 months. The DPS period of validity commenced on the 16th of January 2017 and will now end on the 15th of January 2023. This period can be further amended (extended, shortened, terminated) subject to notification on the relevant OJEU standard form. Related notices for reference: OJEU Contract Notice 2016/S 195-351327; and national contract notice 63588

[https://www.sell2wales.gov.wales/search/show/Search\\_View.aspx?ID=MAR188934](https://www.sell2wales.gov.wales/search/show/Search_View.aspx?ID=MAR188934) \*\*

The agreement will be available for use by NPS Member Organisations, Schools & Educational Establishments, Town & Community Councils, Citizen Advice Bureaus, Housing Associations, WCVA, BBC & Voluntary Organisations within the City & County Boundaries of Wales and any Welsh Public Sector organisations that aren't named above, but become NPS members during the term of the agreement. In addition the Ministry of Defence will be eligible to use this agreement.

In the event of merger, abolition or change of any of the contracting authorities listed or referred to above, the successors to those authorities (provided that they exercise the same or similar functions) will also be able to enter into specific contracts under this DPS during its duration.

The Invitation to Tender (ITT) documentation can be accessed via  
<https://etenderwales.bravosolution.co.uk>.

## INITIAL REGISTRATION ON THE PLATFORM

- On registering on the Platform the Super User will select a username and will receive a password.
- The Password will be sent to the e-mail address specified in the User Details section.
- Please log-in to the Platform by entering your Username & Password.
- Registration should only be performed once for each Organisation. If you think someone in your Organisation may have registered on this Platform then you must not register again.
- Contact the Helpdesk immediately if you are unable to contact the Super User.
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## HOW TO FIND THE PQQ:

- Once logged in you must click on 'PQQs Open to all Suppliers'.
- The tender references for this Dynamic Purchasing System (DPS) are:
- Project\_33119
- Reference for applications onto the established DPS: pqq\_32290
- Click on the title to access summary details of the PQQ. If you are still interested in submitting a tender, click the 'Express an Interest button'. This will move the PQQ from the 'Open to all Suppliers' area to the 'My PQQ's' on the home page.
- You will then see the full details of the PQQ in the qualification and technical envelopes along with any relevant documents in the 'Attachments' area.

If you have any queries regarding the requirements please message using the e-tenderwales message portal.

If you are seeking help on using the etenderwales system please email the bravo solutions helpdesk [athelp@bravosolution.co.uk](mailto:athelp@bravosolution.co.uk) or +44 8003684852

If you require the documentation in an alternative format, please use the 'Messages' area to contact the buyer directly, who will be able to provide a more suitable format. For example, Braille, Large Print, Word Document or Audio format.

The Welsh Ministers (NPS) will not be liable for any bidder costs arising from this application process or any non-commencement of the DPS or non-commencement of any call-off procedures.

NOTE: The authority is using eTenderwales to carry out this procurement process. To obtain further information record your interest on Sell2Wales at  
[https://www.sell2wales.gov.wales/search/search\\_switch.aspx?ID=107217](https://www.sell2wales.gov.wales/search/search_switch.aspx?ID=107217)

(WA Ref:107217)

The buyer considers that this contract is suitable for consortia.

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

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

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom