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Tender

## **Digitisation, Storage and Disposal Services**

Welsh Government - Commercial Delivery

F02: Contract notice

Notice identifier: 2023/S 000-001112

Procurement identifier (OCID): ocds-h6vhtk-039751

Published 13 January 2023, 1:52pm

### **Section I: Contracting authority**

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

Welsh Government - Commercial Delivery

Crown Buildings, Cathays Park

Cardiff

CF10 3NQ

#### **Email**

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

#### **Telephone**

+44 3007900170

#### **Country**

United Kingdom

## **NUTS code**

UKL - Wales

## **Internet address(es)**

Main address

<https://gov.wales/>

## **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

Welsh Government Commercial Delivery (formally National Procurement Service/NPS), on behalf of the Welsh Public Sector, established a Dynamic Purchasing System (DPS) for use by public sector organisations in Wales on the 16th of January 2017. The initial period of validity of the DPS was due to end on the 15th of January 2021 but was extended to the 15th of January 2023. This notice is to extend the arrangement for a further 24 months to the 15th of January 2025 with an updated total period of validity of 8years/96months.

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The DPS covers Services in the following two lots:

- Lot 1: Digitisation, Storage and Disposal of Records
- Lot 2: Recycling, Reuse and Disposal of ICT Assets

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This DPS is "Reserved" as described in Regulation 20(1)(a) of the 2015 Public Contracts Regulations (as amended). Eligibility to participate is restricted to sheltered workshops and economic operators whose main aim is the social and professional integration of disabled or disadvantaged persons, provided that at least 30% of the employees of those workshops,

economic operators or programmes are disabled or disadvantaged workers.

This procurement is being conducted by the Welsh Government Commercial Delivery Team (WGCD), previously the National Procurement Service/NPS. Further information can be accessed from the following URL: <https://gov.wales/national-procurement-service>

Over 73 public sector organisation in Wales are eligible to use WGCD Agreements, including all Local Authorities, NHS bodies, Welsh Government, Welsh Government Sponsored Bodies, the Police, Fire and Rescue Services, Higher and Further Education. The agreement will be available for use by Organisations in Wales including 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 eligible 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.

### **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
- 90513000 - Non-hazardous refuse and waste treatment and disposal 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

96

This contract is subject to renewal

Yes

Description of renewals

The period of validity for this Dynamic Purchasing system can be amended (extended or terminated early) in accordance with Regulation 34.(27-28a) of the Public Contracts Regulations 2015 (as amended).

#### **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**

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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

14 January 2025

Local time

5:00pm

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

15 January 2025

#### **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**

NOTE: The Invitation to Tender (ITT) documentation can be accessed via <https://etenderwales.bravosolution.co.uk>, reference “pqq\_32290 - NPS Digitisation, Storage and Destruction - applications onto the established DPS”

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The Welsh Ministers (WGCD) will not be liable for any bidder costs arising from applications to the DPS process or any call-off procedures.

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Related notices: OJEU Contract Notice 2016/S195-351327; Sell2Wales Notice ID: MAR188934 and Sell2Wales Notice ID:JAN356905.

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=128114](https://www.sell2wales.gov.wales/search/search_switch.aspx?ID=128114)

(WA Ref:128114)

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