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Tender

CON/006/20 - Back Scanning of Records

NHS Tayside

F02: Contract notice

Notice identifier: 2021/S 000-001333

Procurement identifier (OCID): ocds-h6vhtk-028c8b

Published 22 January 2021, 12:48pm

Section I: Contracting authority

I.1) Name and addresses

NHS Tayside

Ninewells Hospital

Dundee

DD1 9SY

Contact

Carol Mackie

Email

carol.mackie@nhs.scot

Telephone

+44 1382660111

Country

United Kingdom

NUTS code

UKM - SCOTLAND

Internet address(es)

Main address

<http://www.nhstayside.scot.nhs.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00154

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

www.publictendersscotland.gov.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.publictendersscotland.gov.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

www.publictendersscotland.gov.uk

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Health

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

CON/006/20 - Back Scanning of Records

II.1.2) Main CPV code

- 79999100 - Scanning services

II.1.3) Type of contract

Services

II.1.4) Short description

NHS Tayside is seeking a company to support provision of back scanning patient records

II.1.5) Estimated total value

Value excluding VAT: £300,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79999100 - Scanning services

II.2.3) Place of performance

NUTS codes

- UKM71 - Angus and Dundee City

Main site or place of performance

Tayside

II.2.4) Description of the procurement

NHS Tayside requires to contract with a company to support provision of back scanning of patient records. Initially, the requirement is for approx. 68,000 paper records across ten General Practices in Angus and approx. 37,000 paper across five General Practices in Dundee. These figures are indicative and are for current requirements.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

36

This contract is subject to renewal

No

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 figures of 68,000 and 37,000 records are the current requirement and no commitment can be given by NHS Tayside on figures following this initial requirement

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

The relevant selection criteria will be included in the SPD Scotland module.

III.1.2) Economic and financial standing

List and brief description of selection criteria

The following list provides details of the sections within the Single Procurement Document (Scotland) that must be completed. The SPD (Scotland) is located within the ITT referenced in this Contract Notice.

4B.1.1 Bidders will be required to have a minimum “general” yearly turnover of GBP for the last 3 years.

4B.5.1 / 4B.5.2 It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commence of any subsequently awarded contract, the types and levels of insurance indicated below:

Employer’s (Compulsory) Liability Insurance = 5,000,000GBP

Public Liability Insurance = 5,000,000GBP

Product Liability Insurance = 5,000,000GBP

III.1.3) Technical and professional ability

Minimum level(s) of standards possibly required

Minimum level(s) of standards required:

4C.1.2 Bidders will be required to provide examples that demonstrate that they have the relevant experience to deliver the services/supplies as described in part 2.4 of the Contract Notice.

4C.2 Contractors will be required to confirm details of the technicians or technical bodies who they can call upon, especially those responsible for quality control.

4C.8.1 Contractors will be required to confirm their average annual manpower for the last

3 years.

4C.8.2 Contractors will be required to confirm their number of managerial staff for the last 3 years.

4C.10 Contractors will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

4C.12 If awarded to the Contract Potential Contractors must provide evidence that tendered products are CE marked, where appropriate. Evidence should be in form of certification issued by a notified body.

4D.1 Quality Management Procedures:

1. The bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent),

OR

2. The bidder must have the following:

a. A documented policy regarding quality management. The policy must set out responsibilities for quality management demonstrating that the bidder has and continues to implement a quality management policy that is authorised by their Chief Executive, or equivalent, and is periodically reviewed at a senior management level. The policy must be relevant to the nature and scale of the work to be undertaken and set out responsibilities for quality management throughout the organisation.

b. Documented procedures for periodically reviewing, correcting and improving quality performance including processes for ensuring that the bidder's quality management is effective in reducing/preventing incidents of sub-standard delivery, this must include the quality of output and general performance.

c. A documented process for ensuring that quality management is effective in reducing/preventing incidents of sub-standard delivery, this must include the quality of output and general performance. The bidder must be able to provide copies of their organisation's documentation procedures, that meet current agreed good practice. These must include the arrangements for quality management

throughout the bidder's organisation. They must set out how the bidder's organisation will carry out its policy, with a clear indication of how the arrangements are communicated to the workforce.

d. Documented arrangements for providing the bidder's workforce with quality related

training and information appropriate to the type of work for which this organisation is likely to bid. This will demonstrate that the organisation has in place and implements training arrangements to ensure that its workforce has sufficient skills and understanding to discharge their various responsibilities. These must include a

programme of training that will keep the workforce up to date with required knowledge about quality related issues, including copies of job profiles; training manuals and records.

e. Documented arrangements that your organisation has a system for monitoring quality management procedures on an on-going basis. The bidder's organisation must be able to provide evidence of systematic, periodic review and improvement of quality in respect of output and general performance

f. Documented arrangements for ensuring that the bidders apply quality management measures that are appropriate to the work for which they are being engaged.

g. A documented process demonstrating how the bidder deals with complaints. The bidder must be able to provide details of how their organisation maintains records of any complaints received and how corrective measures are carried out to prevent reoccurrence.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

Contractors must commit to Fair Working Practice as detailed in the procurement documents

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

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

Date

1 March 2021

Local time

12:00pm

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

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 3 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

1 March 2021

Local time

12:00pm

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

VI.3) Additional information

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 17842.
For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

(SC Ref:641780)

VI.4) Procedures for review

VI.4.1) Review body

Dundee Sherff Court

Dundee

Country

United Kingdom