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Tender

BBC Records Management, Storage and Retrieval ITT

The British Broadcasting Corporation (BBC)

F02: Contract notice

Notice identifier: 2021/S 000-002314

Procurement identifier (OCID): ocds-h6vhtk-029071

Published 4 February 2021, 10:56pm

Section I: Contracting authority

I.1) Name and addresses

The British Broadcasting Corporation (BBC)

Broadcasting House, Portland Place

London

W1A 1AA

Email

felicity.hendry1@bbc.co.uk

Telephone

+44 1234567890

Fax

+44 1234567890

Country

United Kingdom

NUTS code

UK - UNITED KINGDOM

Internet address(es)

Main address

<http://www.bbc.co.uk/supplying/>

I.3) Communication

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

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

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

Tenders or requests to participate must be submitted to the above-mentioned address

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Other activity

Broadcasting

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

BBC Records Management, Storage and Retrieval ITT

II.1.2) Main CPV code

- 63121000 - Storage and retrieval services

II.1.3) Type of contract

Services

II.1.4) Short description

The BBC is looking to purchase secure records management and archival storage and retrieval services. The records comprise predominantly of standard storage boxes of semi-active pre-archival material and permanent archive material, including some tubes, non-standard boxes and other items. Services required include pre-storage for semi-active material and permanent archival storage which must comply with EN 16893:2018 and BS 4971:2017 standard or equivalent. The records comprise approximately 45,500 linear feet of standard storage boxes containing approximately 42,500 linear feet of standard (semi-active records) material and 3,000 linear feet of permanent archive material. The services will include retrieval, intake, destruction, scanning, re-boxing and an online tracking and ordering system. The BBC seeks a 3-year Contract with 2x12 month extensions, to a maximum of 5 years.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79996100 - Records management

II.2.3) Place of performance

NUTS codes

- UK - UNITED KINGDOM

II.2.4) Description of the procurement

The BBC is looking to purchase secure records management and archival storage and retrieval service and is acting on its own behalf and as agent for BBC Studios Production Ltd and Children in Need. The records consist of working papers of the BBC relating both to content production (e.g. radio and television programmes and online content) and to business support functions such as HR, property management, legal, rights and commercial activities. The records comprise of predominantly standard storage boxes of semi-active pre-archival material and permanent archive material, including some tubes, non-standard boxes and other items. Services required include pre-storage for semi-active material and for permanent archival storage which must comply with EN 16893:2018 and BS 4971:2017 standard or equivalent (please note BS PD 5454:2012 has been superseded). The records comprise approximately 45,500 linear feet of predominantly standard storage boxes containing approximately 42,500 linear feet of standard (semi-active records) material and 3,000 linear feet of permanent archive material and includes documents, plans in tubes, and some non-standard boxes and other items provided by the BBC (or otherwise) for storage as part of the Services. The Professional Ability, Capacity and Experience of managing the scale of the requirement is a specific mandatory minimum requirement. The services will include retrieval, intake, destruction, scanning, re-boxing and an online tracking and ordering system. Standard Materials are retained according to the BBC's corporate retention schedule, pending appraisal and subsequent actions (destruction, further retention or designated as permanent archival). A smaller proportion (around 10%) has already been designated as archival and must be stored to EN 16893:2018 and BS 4971:2017 standard or equivalent. The BBC seeks a 3-year contract duration with options to extend by 2 x 12 month extensions to a total maximum duration of 5 years.

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: £600,000

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

Duration in months

60

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: Yes

Description of options

The Contract will have an initial term of three (3) years, with 2x 12 month options to extend, upto maximum of five (5) years.

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

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

Please register your interest in this project by taking the following steps: 1 - Register your company on the Jaggaer e-Tendering portal (this is only required once): 1.1 Go to <https://bbc.bravosolution.co.uk> 1.2 - Click the link on the login page to register. 1.3 Accept the terms and conditions and click 'Continue'. 1.4 - Enter your correct business and user details. 1.5 - Note the username you chose and click 'Save' when complete. 1.6 - You will shortly receive an email with your temporary password. 2 - Express an interest in the tender: 2.1 - Login to the portal with the username/password. 2.2 - Click the 'PQQs/ITTs Open to all Suppliers' link. (These are Pre-Qualification Questionnaires or Invitations to Tender open to any registered supplier). 2.3 - Click on the relevant PQQ/ITT to access the content. 2.4 - Click the 'Express Interest' button at the top of the page. This will move the PQQ/ITT into your 'My PQQs/My ITTs page. (This is a secure area reserved for your projects only. 2.5 - You can now access any attachments by clicking 'Buyer Attachments' in the 'PQQ/ITT Details' box. 3. Responding to the tender: 3.1 - Click 'My Response' under 'PQQ/ITT Details', you can choose to 'Create Response' or to 'Decline to Respond' (please give a reason if declining). 3.2 - You can now use the 'Messages' function to communicate with the buyer and seek any clarification. 3.3 - Note the deadline for completion, and then follow the onscreen instructions to complete the PQQ/ITT. There may be a mixture of online and offline actions for you to perform (there is detailed online help available). 3.4 You must then submit your reply using the 'Submit Response' button at the top of the page. If you require any further assistance, please consult the online help, or contact the Jaggaer e-Tendering help desk.

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

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

8 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: 4 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

8 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

Electronic payment will be used

VI.3) Additional information

In the case of technology requirements, the BBC may involve its technology partner (Atos IT Solutions and Services Limited) to assist in the scoping and drafting of invitations to tender and/or the evaluation of tenders. However, the final decision as to which is the most economically advantageous (by reference to the award criteria) will be made by the BBC. The awarding authority reserves the right not to award a contract and to annul the procurement process at any stage. Tenders and all supporting documents must be priced in sterling and all payments will be made in sterling. The contract shall be subject to English law. The awarding authority does not bind itself to accept the lowest, or any tender and reserves the right to accept part of a tender unless the tenderer expressly stipulates otherwise in the tender document.

VI.4) Procedures for review

VI.4.1) Review body

Business and Property Courts of England and Wales - TCC.

Rolls Building, 7 Rolls Building, Fetter Lane

London

EC4A 1NL

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

As stated in the Public Contracts Regulations 2015. The applicable review time limits shall be as stated in Regulation 92 and 93 Public Contracts Regulations 2015.