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Tender

## **Invitation to Tender for the Procurement of Off-Site Archiving of Records for Velindre Cancer Centre.**

NHS Wales Shared Services Partnership-Procurement Services (hosted by Velindre University NHS Trust)

F02: Contract notice

Notice identifier: 2021/S 000-002349

Procurement identifier (OCID): ocds-h6vhtk-029094

Published 5 February 2021, 12:40pm

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

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

NHS Wales Shared Services Partnership-Procurement Services (hosted by Velindre University NHS Trust)

4-5 Charnwood Court,, Heol Billingsley, Parc Nantgarw

Cardiff

CF15 7QZ

#### **Email**

[Paul.Thomas4@wales.nhs.uk](mailto:Paul.Thomas4@wales.nhs.uk)

#### **Telephone**

+44 2920902255

#### **Country**

United Kingdom

**NUTS code**

UK - UNITED KINGDOM

**Internet address(es)**

Main address

<http://nwssp.nhs.wales/ourservices/procurement-services/>

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0221](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0221)

**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**

Health

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## **Section II: Object**

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

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

Invitation to Tender for the Procurement of Off-Site Archiving of Records for Velindre Cancer Centre.

Reference number

VEL-VCC-FTS-40226

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

- 79995100 - Archiving services

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

Services

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

Velindre Cancer Centre has used off-site storage facilities for archiving Organisational records.

In addition to the storage of historical archived health records, the Trust also archives non clinical information such as financial and Estates data.

It is a requirement to retain Velindre health records for a period of time in line with Velindre University NHS Trust Records Policy.

Velindre are looking for a supplier to provide the Off-site archiving service.

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

Value excluding VAT: £168,000

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

This contract is divided into lots: No

### **II.2) Description**

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

- 79995100 - Archiving services
- 92500000 - Library, archives, museums and other cultural services
- 92512000 - Archive services
- 92510000 - Library and archive services

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

NUTS codes

- UKL22 - Cardiff and Vale of Glamorgan

Main site or place of performance

Velindre Cancer Centre

Velindre Road

Whitchurch

Cardiff

CF14 2TL

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

The requirement is to meet the Trust's archiving requirements for the next 2 years with an option to extend for a further 2 years. The Supplier will be required:

The supplier must do a site survey before submitting their Tender response.

On initiation of the service, to collect from current supplier (if different) and transport them securely to an off-site storage site.

To store these items with due regard to security and confidentiality.

To provide a retrieval and delivery service Monday to Friday from 8:30 to 5pm.

To provide any urgent retrieval and delivery service Monday to Friday from 8.30 to 5pm within 24 hrs of the request or if there is a requirement for the patient to have treatment on the same day, retrieval of notes within 5 hours of the request

Suppliers should note that:

They will be expected to use the Trust's existing archiving system (of archiving boxes).

Once a record has been retrieved and delivered, there is no requirement to return it to the box it came from unless specifically requested by the requesting department. Once retrieved, records will be archived again in the usual way.

The archiving of the Organisational records to the archive box is the responsibility of the Trust staff.

Any reboxing of notes by the supplier should replicate the number of the box.

There is no requirement for filing.

There is no requirement to destroy old records and documents, unless specifically requested in writing.

Further requirements are noted in the Tender documentations

#### **II.2.5) Award criteria**

Quality criterion - Name: Knowledge / Weighting: 10%

Quality criterion - Name: Experience / Weighting: 10%

Quality criterion - Name: Working Relationships / Weighting: 15%

Quality criterion - Name: Delivery / Weighting: 25%

Price - Weighting: 40%

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

Option to extend for a further +1 +1 years

**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**

Tenders must be submitted and communicated through Bravo E tender Wales's electronic portal

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## **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 Supplier must comply with BS 5454:2012

The Supplier **MUST** be able to demonstrate compliance with the Lord Chancellor's code of Practice on the management of records, issued under section 46 of the Freedom of Information Act 2000 and associated National Archives Guidance

The Supplier must comply with ISO14001 Environmental Management standard.

#### **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.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

Please see Tender documentation

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## **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, Welsh

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

Tender must be valid until: 30 September 2021

#### **IV.2.7) Conditions for opening of tenders**

Date

8 March 2021

Local time

12:30pm

Place

Via Bravo E Tender Wales portal

Information about authorised persons and opening procedure

Via Bravo E Tender Wales portal

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Estimated for June 2024 (if both extensions are fulfilled)



## **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**

All information and communication is to be completed via Bravo ETender Wales.

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=108004](https://www.sell2wales.gov.wales/search/search_switch.aspx?ID=108004)

(WA Ref:108004)

## **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