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Tender

## **Archiving Service**

Warrington Borough Council

F02: Contract notice

Notice identifier: 2022/S 000-003161

Procurement identifier (OCID): ocds-h6vhtk-0312f4

Published 3 February 2022, 3:10pm

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

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

Warrington Borough Council

1 Time Square

Warrington

WA1 2NL

#### **Contact**

Mrs Kathy Lang

#### **Email**

[klang@warrington.gov.uk](mailto:klang@warrington.gov.uk)

#### **Telephone**

+44 1925444400

#### **Country**

United Kingdom

**NUTS code**

UKD61 - Warrington

**Internet address(es)**

Main address

<http://www.warrington.gov.uk/>

Buyer's address

<http://www.warrington.gov.uk/>

**I.3) Communication**

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

<https://www.the-chest.org.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.the-chest.org.uk/>

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

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

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

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

Archiving Service

Reference number

DN587172

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

- 79995100 - Archiving services

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

Services

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

The Council currently has a contract with a commercial provider for archiving documents off site and based in Warrington, however this is due to expire. In compliance with public procurement regulations the Council has published a tender on the e-procurement portal the Chest for its next generation contract.

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

This contract is divided into lots: No

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

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

NUTS codes

- UKD61 - Warrington

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

Warrington Borough Council (the Council) has a strategic and legal requirement to archive documents in a safe and secure environment with an electronic system in place for depositing and retrieving documents. The service provided shall be on demand and ad hoc in order to ensure the Council meets its obligations in respect of records management and data protection.

### **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**

Start date

24 July 2022

End date

23 July 2029

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

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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: No

### **IV.2) Administrative information**

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

Date

11 March 2022

Local time

12:00pm

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

English

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

Date

11 March 2022

Local time

1:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

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

Warrington Borough Council

1 Time Square

Warrington

WA1 2NT

Email

[klang@warrington.gov.uk](mailto:klang@warrington.gov.uk)

Telephone

+44 1925444400

Country

United Kingdom

Internet address

<http://www.warrington.gov.uk/>

#### **VI.4.2) Body responsible for mediation procedures**

Warrington Borough Council

1 Time Square

Warrington

WA1 2NT

Email

[klang@warrington.gov.uk](mailto:klang@warrington.gov.uk)

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