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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

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

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

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

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

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

Telephone

+44 1925444400

Country

United Kingdom

Internet address

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