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Tender

**600000**

National Crime Agency

F02: Contract notice

Notice identifier: 2021/S 000-003399

Procurement identifier (OCID): ocds-h6vhtk-0294af

Published 19 February 2021, 10:56pm

## **Section I: Contracting authority**

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

National Crime Agency

PO Box 8000

London

B3 2WH

#### **Email**

[daren.mills@nca.gov.uk](mailto:daren.mills@nca.gov.uk)

#### **Telephone**

+44 7565202907

#### **Country**

United Kingdom

#### **NUTS code**

UK - UNITED KINGDOM

**Internet address(es)**

Main address

<http://ho.bravosolution.co.uk>

**I.3) Communication**

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

<http://ho.bravosolution.co.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<http://ho.bravosolution.co.uk>

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

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

Ministry or any other national or federal authority

**I.5) Main activity**

Public order and safety

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## **Section II: Object**

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

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

600000

Reference number

PP0031

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

- 75100000 - Administration services

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

Services

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

A 4 year contract, is required to provide English audio transcription services on secure premises, either at NCA sites or off-site on supplier premises. This material may be, but is not limited to, interviews of victims and witnesses as part of a criminal investigation.

The NCA requires:

- a transcription service from audio recorded media;
- production of a transcription to be in accordance with NCA security requirements;
- maintenance of auditable records for the receipt, secure storage and return of recordings;
- data in transit and at rest may be in the UK only;
- provider needs to be located in the UK;
- all personnel employed on this framework agreement must undergo the HMG requirements in respect of the Baseline Personnel Security Standard (BPSS) and must hold or be prepared to undertake SC Enhanced level security clearance

Lot 1 - On site

## Lot 2 - Off Site

An initial 4 year contract is required with an option to extend for 2 years at yearly intervals (4 + 1 + 1)

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

Value excluding VAT: £600,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

Maximum number of lots that may be awarded to one tenderer: 2

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

Lot 1 - On-site Transcription Services

Lot 2 - Off-site Transcription Services

## **II.2) Description**

### **II.2.1) Title**

Lot No

1

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

- 75100000 - Administration services
- 79100000 - Legal services
- 79500000 - Office-support services
- 79551000 - Typing services

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

NUTS codes

- UK - UNITED KINGDOM

Main site or place of performance

UK

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

The NCA requires providers for this lot to deliver an English audio transcription service at secure NCA premises.

#### **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: £300,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The initial contract will be for 4 years but with an option to extend by 2 years at yearly intervals (4 + 1 + 1).

#### **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) Description**

### **II.2.1) Title**

Lot No

2

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

- 75100000 - Administration services
- 79100000 - Legal services
- 79500000 - Office-support services
- 79551000 - Typing services

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

NUTS codes

- UK - UNITED KINGDOM

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

The NCA requires a provider that can deliver an English audio transcription service at secure off-site premises.

### **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: £300,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The initial contract will be for 4 years but with an option to extend for a further 2 years at yearly intervals (4 + 1 +1).

#### **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 III. Legal, economic, financial and technical information**

#### **III.1) Conditions for participation**

##### **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

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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

23 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

23 March 2021

Local time

12:00pm

Information about authorised persons and opening procedure

E-sourcing submission locked until after closing date, then automatically accessible.

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

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

The National Crime Agency

London

Country

United Kingdom