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Tender

## **Offsite Document Storage**

The Crown Estate Commissioners

F02: Contract notice

Notice identifier: 2025/S 000-003527

Procurement identifier (OCID): ocds-h6vhtk-04db2e

Published 3 February 2025, 4:23pm

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

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

The Crown Estate Commissioners

1 St James's Market

London

SW1Y 4AH

#### **Contact**

Sourcing Team

#### **Email**

[Sourcingteam@thecrownestate.co.uk](mailto:Sourcingteam@thecrownestate.co.uk)

#### **Telephone**

+44 2078515000

#### **Country**

United Kingdom

**Region code**

UK - United Kingdom

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

<http://www.thecrownestate.co.uk/>

Buyer's address

<https://secure.sourcedogg.com/profile/676e86f0-50b5-4563-b7b6-529dcfeb28b7>

**I.3) Communication**

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

<https://secure.sourcedogg.com/profile/676e86f0-50b5-4563-b7b6-529dcfeb28b7/requests/64929>

Additional information can be obtained from the above-mentioned address

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

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

Other type

Central Government

**I.5) Main activity**

Other activity

Property

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## **Section II: Object**

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

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

Offsite Document Storage

Reference number

<https://secure.sourcedogg.com/profile/676e86f0-50b5-4563-b7b6-529dcfeb28b7/requests/64929>

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

- 79131000 - Documentation services

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

Services

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

Currently, TCE maintains two separate storage contracts. Legal documents, including leases, licenses, and statutory declarations for our assets, are stored with one provider under a specific contract ending 6 July 2025.

Meanwhile, our paper policy and correspondence files are stored with a different provider under a separate contract ending 19 October 2025.

We now require a single contract with one supplier ('the Supplier') to provide all three services. This approach is expected to enhance efficiency and reduce costs.

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

This contract is divided into lots: No

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

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

- 79130000 - Legal documentation and certification services

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

NUTS codes

- UK - United Kingdom

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

Currently, TCE maintains two separate storage contracts. Legal documents, including leases, licenses, and statutory declarations for our assets, are stored with one provider under a specific contract ending 6 July 2025.

Meanwhile, our paper policy and correspondence files are stored with a different provider under a separate contract ending 19 October 2025.

We now require a single contract with one supplier ('the Supplier') to provide all three services. This approach is expected to enhance efficiency and reduce costs.

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

Price

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

1 + 1 Years

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: 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: Yes

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

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

Date

3 March 2025

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

3 March 2025

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**

The Crown Estate Commissioners

1 St James's Market

London

SW1Y 4AH

Email

[Sourcingteam@thecrownestate.co.uk](mailto:Sourcingteam@thecrownestate.co.uk)

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