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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

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

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.

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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

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

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

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

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