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Tender

## **Library Management Services**

Westminster City Council

F02: Contract notice

Notice identifier: 2024/S 000-003705

Procurement identifier (OCID): ocds-h6vhtk-043730

Published 5 February 2024, 2:11pm

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

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

Westminster City Council

64 Victoria Street

London

SW1E 6QP

#### **Email**

[tenders@westminster.gov.uk](mailto:tenders@westminster.gov.uk)

#### **Country**

United Kingdom

#### **Region code**

UKI - London

## **Internet address(es)**

Main address

[www.capitalesourcing.com](http://www.capitalesourcing.com)

Buyer's address

[www.westminster.gov.uk](http://www.westminster.gov.uk)

## **I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

## **I.3) Communication**

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

<https://www.capitalesourcing.com/go/02855349018D416C5D4E>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.capitalesourcing.com/go/02855349018D416C5D4E>

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

## **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**

Library Management Services

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

- 79995000 - Library management services

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

Services

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

Westminster City Council jointly runs their public libraries and archives service with the Royal Borough of Kensington and Chelsea. We provide an excellent service to our library customers and are working towards becoming the most inclusive library service in the UK. While we run as a bi-borough service which allows for efficiency savings and an enhanced offer to library customers, our branding remains sovereign council focussed. As such, we currently have one library management system which is able to provide two instances of our library catalogue for each council's library service. We are looking to retain this setup going forward.

We are focussed on delivering a digital experience for our library customers which pulls together the libraries activities into a unified space. We also need to ensure that our business operations, performed in the library management system, are streamlined and user friendly for library staff.

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

Value excluding VAT: £580,000

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

This contract is divided into lots: No

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

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

- 48161000 - Library management system

**II.2.3) Place of performance**

NUTS codes

- UKI - London

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

Westminster City Council jointly runs their public libraries and archives service with the Royal Borough of Kensington and Chelsea. We provide an excellent service to our library customers and are working towards becoming the most inclusive library service in the UK. While we run as a bi-borough service which allows for efficiency savings and an enhanced offer to library customers, our branding remains sovereign council focussed. As such, we currently have one library management system which is able to provide two instances of our library catalogue for each council's library service. We are looking to retain this setup going forward.

We are focussed on delivering a digital experience for our library customers which pulls together the libraries activities into a unified space. We also need to ensure that our business operations, performed in the library management system, are streamlined and user friendly for library staff.

**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

1 June 2025

End date

31 May 2030

This contract is subject to renewal

Yes

Description of renewals

Extension option of 2 years

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

Variants will be accepted: Yes

#### **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: Yes

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

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

Date

15 March 2024

Local time

5:00pm

#### **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: 6 (from the date stated for receipt of tender)

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

Date

22 March 2024

Local time

5:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **VI.3) Additional information**

This opportunity and all associated procurement documents will be accessible via our e-sourcing portal, kindly visit; [www.capitalesourcing.com](https://www.capitalesourcing.com) and search for the following reference: [itt\_wcc\_17970]. If you have any questions, please submit these through the e-tendering portal (“the Portal”)

Our e-sourcing portal site is free to register on.

To view details of the Opportunity via the Portal please click the following link and enter your Username and Password:

<https://www.capitalesourcing.com/web/login.shtml>

Or browse as follows:

- Connect to <https://www.capitalesourcing.com>
- Enter your Username and Password
- Go to Published Opportunities
- Click on the Project Title to view details

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

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

The High Court of Justice

The Royal Court of Justice, The Strand

London

WC2A 2LL

Country

United Kingdom

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

In accordance with Regulation 86 (Notices of decisions to award a contract), Regulation 87 (Standstill Period) and Regulations 91 (Enforcement of duties through the Court) of the Public Contracts Regulations 2015 (as amended).