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Tender

Medical Records Self-Storage

University Hospitals Dorset NHS Foundation Trust

F02: Contract notice

Notice identifier: 2023/S 000-004810

Procurement identifier (OCID): ocds-h6vhtk-03a648

Published 16 February 2023, 4:01pm

Section I: Contracting authority

I.1) Name and addresses

University Hospitals Dorset NHS Foundation Trust

Management Offices, Poole Hospital, Longfleet Road

POOLE

BH15 2JB

Contact

Dercia Pestana

Email

dercia.pestana@uhd.nhs.uk

Telephone

+44 3000198386

Country

United Kingdom

Region code

UKK24 - Bournemouth, Christchurch and Poole

Internet address(es)

Main address

<https://www.uhd.nhs.uk/>

Buyer's address

<https://www.uhd.nhs.uk/>

I.3) Communication

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

<https://health-family.force.com/s/Welcome>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://health-family.force.com/s/Welcome>

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

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://health-family.force.com/s/Welcome>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Health

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Medical Records Self-Storage

Reference number

UHD/02607/DP

II.1.2) Main CPV code

- 63120000 - Storage and warehousing services

II.1.3) Type of contract

Services

II.1.4) Short description

University Hospitals Dorset Foundation Trust is seeking a local Supplier for the provision of off-site storing and retrieval of Medical Records from patients for a 5-year period with an extension of 12 months + 12 months.

The Trust is looking to appoint a suitable Supplier to provide a long-term self-storage service for Medical Records department. Trust wishes to appoint a local Supplier who can clearly demonstrate the ability to meet our requirements and who offers the Most Advantageous Tender (MAT).

The Supplier is required to provide a storage area for all Medical Records from the patients who attend to the Trust. The Trust generates large quantities of confidential information which must be storage appropriately in accordance with guidance and legislation.

The Supplier shall ensure that all personnel Records are classified as 'Secret' shall be stored with restricted access.

II.1.5) Estimated total value

Value excluding VAT: £152,880

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 63121000 - Storage and retrieval services

II.2.3) Place of performance

NUTS codes

- UKK24 - Bournemouth, Christchurch and Poole

II.2.4) Description of the procurement

University Hospitals Dorset Foundation Trust is seeking a local Supplier for the provision of off-site storing and retrieval of Medical Records from patients for a 5-year period with an extension of 12 months + 12 months.

The Trust is looking to appoint a suitable Supplier to provide a long-term self-storage service for Medical Records department. Trust wishes to appoint a local Supplier who can clearly demonstrate the ability to meet our requirements and who offers the Most Advantageous Tender (MAT).

The Supplier is required to provide a storage area for all Medical Records from the patients who attend to the Trust. The Trust generates large quantities of confidential information which must be storage appropriately in accordance with guidance and legislation.

The Supplier shall ensure that all personnel Records are classified as 'Secret' shall be stored with restricted access.

The Supplier needs to give full access to retrieval all our Medical Records 24 hours, 7 days a week, without any extra charges/fees. Additionally, the Trust should have the ability to deliver directly to the storage without any extra charges/fees.

Requests for retrieval will be made by approved methods (e-mail, phone) by authorised University Hospitals Dorset NHS Foundation Trust staff. All requests to retrieval shall be made by the Trust to the Supplier within one (1) hour before the retrieval of the Medical Records notes.

The Supplier shall be aware the core requirements set out in this Specification of Requirements are Mandatory Requirements. In order to meet the requirements of this Contract the Supplier shall fulfil all Mandatory service requirements in their entirety.

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: £152,880

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

Start date

1 June 2023

End date

31 May 2030

This contract is subject to renewal

Yes

Description of renewals

Service will be reviewed in 2029

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 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

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

Within Tender Documentation

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

24 March 2023

Local time

1:00pm

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

Tender must be valid until: 20 August 2023

IV.2.7) Conditions for opening of tenders

Date

24 March 2023

Local time

1:00pm

Place

Online using Atamis

Information about authorised persons and opening procedure

Online using Atamis

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

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 High Court

The Strand

London

WC2A 2LL

Country

United Kingdom

Internet address

<https://www.judiciary.uk/courts-and-tribunals/high-court/>