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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

Manageemnt Offices, Poole Hospital, Longfleet Road

POOLE

BH15 2JB

#### **Contact**

Dercia Pestana

#### **Email**

[dercia.pestana@uhd.nhs.uk](mailto: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

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## **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

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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

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

Within Tender Documentation

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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

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

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## **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/>