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Contract

## **TC 1194 Digitalisation of Registrars Certificates**

Manchester City Council

F03: Contract award notice

Notice identifier: 2025/S 000-006229

Procurement identifier (OCID): ocds-h6vhtk-046fb8

Published 20 February 2025, 1:58pm

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

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

Manchester City Council

Floor 5 (Mount Street Elevation),, Town Hall Extension, Albert Square

Manchester

M60 2LA

#### **Contact**

Ms Max Woods

#### **Email**

[maxime.woods@manchester.gov.uk](mailto:maxime.woods@manchester.gov.uk)

#### **Telephone**

+44 1612347878

#### **Country**

United Kingdom

**Region code**

UKD3 - Greater Manchester

**Internet address(es)**

Main address

<http://www.manchester.gov.uk>

Buyer's address

<http://www.manchester.gov.uk>

**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**

TC 1194 Digitalisation of Registrars Certificates

Reference number

DN713753

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

- 48000000 - Software package and information systems

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

Supplies

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

Manchester City Council (MCC) currently holds 100 years' worth of physical birth, death, and marriage certificates on site. Some of these registers predate any electronic forms of registration and as such are irreplaceable and invaluable. If lost or destroyed, then the record is gone forever.

MCC is about to embark on a project to digitise the physical registers and improve current processes via the adoption of imaging software.

MCC have a requirement for a third party to both digitise the physical records and provide a solution to store and search the digital records.

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

This contract is divided into lots: No

#### **II.1.7) Total value of the procurement (excluding VAT)**

Value excluding VAT: £287,150

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

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

NUTS codes

- UKD3 - Greater Manchester

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

Manchester City Council (MCC) currently holds 100 years' worth of physical birth, death, and marriage certificates on site. Some of these registers predate any electronic forms of registration and as such are irreplaceable and invaluable. If lost or destroyed, then the record is gone forever.

MCC is about to embark on a project to digitise the physical registers and improve current processes via the adoption of imaging software.

MCC have a requirement for a third party to both digitise the physical records and provide a solution to store and search the digital records.

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

Quality criterion - Name: Quality / Weighting: 40

Quality criterion - Name: Social Value / Weighting: 20

Quality criterion - Name: Environment Carbon reduction / Weighting: 10

Price - Weighting: 30

#### **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

#### **II.2.14) Additional information**

The Council is using the e-business portal known as the Chest. Applicants will need to register their details at the following link [www.the-chest.org.uk](http://www.the-chest.org.uk). Applicants will need to electronically submit their completed tender documents, including online questionnaire, via the on-line portal by 11am on 15th July 2024 as referred to in IV.2.2.

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.6) Information about electronic auction**

An electronic auction will be used

#### **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.2.1) Previous publication concerning this procedure**

Notice number: [2024/S 000-018323](#)

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## **Section V. Award of contract**

### **Contract No**

TC 1194

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

17 February 2025

#### **V.2.2) Information about tenders**

Number of tenders received: 10

The contract has been awarded to a group of economic operators: No

#### **V.2.3) Name and address of the contractor**

Microform Imaging Limited

Wakefield

Country

United Kingdom

NUTS code

- UKD3 - Greater Manchester

The contractor is an SME

Yes

#### **V.2.4) Information on value of contract/lot (excluding VAT)**

Total value of the contract/lot: £287,150

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## **Section VI. Complementary information**

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

The Council is using the e-business portal known as the Chest. Applicants will need to register their details at the following link [www.the-chest.org.uk](http://www.the-chest.org.uk) . Once registered, applicants will be emailed a log-in and password which will allow them to gain access to the documentation relating to this opportunity. Applicants will need to electronically submit their completed tender documents, including online questionnaire, via the on-line portal by 11am on 15th July 2024 as referred to in IV.2.2. Any clarification queries must also be submitted via the Chest website by the date referred to in the tender documentation.

The contracts will be for 3 years, expected to commence 28th February 2025 with option to extend for up to an additional 2 year(s).

The successful supplier will be required to actively participate in the economic and social regeneration of the locality of, and surroundings of, the place of delivery of the contract. Therefore, selection and award criteria, specification requirements and contract performance conditions may relate in particular to social and environmental considerations as relevant to the subject matter of this project.

The Council reserves the right not to award the contract, as a result of this Contract Notice. The Council shall not be liable for any costs or expenses incurred by any organisation in responding to this notice or in tendering for the proposed contract.

All submissions must be in English, with any clarifications or discussions conducted in English. Tenders and supporting documents must be priced in pounds sterling and all payments under the proposed contract will be made in pounds sterling.

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

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

The High Court (England, Wales and Northern Ireland)

The Strand

Wakefield

Country

United Kingdom

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

Precise information on deadline(s) for review procedures

The Council will incorporate a minimum 10 calendar day standstill period at the point information on the award of the contract is communicated to tenderers prior to entering into the contract. If an appeal regarding the award of a contract has not been successfully resolved, the Public Contract Regulations 2015 provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland)