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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

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

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

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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. 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.

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](#)

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

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 . 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)