This is a published notice on the Find a Tender service: <a href="https://www.find-tender.service.gov.uk/Notice/009532-2025">https://www.find-tender.service.gov.uk/Notice/009532-2025</a>

Tender

# **Contract for Cloud Based Electronic Document Records Management Solution**

Gateshead Borough Council

UK4: Tender notice - Procurement Act 2023 - view information about notice types

Notice identifier: 2025/S 000-009532

Procurement identifier (OCID): ocds-h6vhtk-04ed83 (view related notices)

Published 14 March 2025, 4:25pm

#### Scope

#### Reference

IT093

#### **Description**

Gateshead Council is looking to procure an off-the-shelf, cloud-based Electronic Document Records Management Solution (EDRM), on a 6 year contract basis (5 Years + 1 Year extension). This is to replace the current on-premise system.

The solution must be able to support multiple filing structures, uploading via scanning, and bespoke workflows as detailed in the specification.

The Council has a deadline of 31 March 2026 to mobilise the new solution, when the current contract expires.

#### **Total value (estimated)**

- £1,000,000 excluding VAT
- £1,200,000 including VAT

Above the relevant threshold

#### **Contract dates (estimated)**

- 23 May 2025 to 22 May 2030
- Possible extension to 22 May 2031
- 6 years

Description of possible extension:

1 extension included in contract of 12 months

## Main procurement category

Goods

#### **CPV** classifications

- 48330000 Scheduling and productivity software package
- 48612000 Database-management system
- 48613000 Electronic data management (EDM)

#### **Contract locations**

• UKC - North East (England)

# **Participation**

## Particular suitability

Small and medium-sized enterprises (SME)

### **Submission**

## **Enquiry deadline**

7 April 2025, 4:00pm

#### Tender submission deadline

14 April 2025, 4:00pm

## Submission address and any special instructions

https://www.open-uk.org/opportunities

# Tenders may be submitted electronically

Yes

## Languages that may be used for submission

English

# Award decision date (estimated)

12 May 2025

## **Award criteria**

Name	Description	Type	Weighting
Methodolgy	Evaluation of award questions and system demonstrations.	Quality	60%
Value for Money	Submission of costs for the implementation of the system and the ongoing licences.	30%	
Social Value	Submissions against identified Social Value Measures	Quality	10%

# Other information

# Conflicts assessment prepared/revised

Yes

# **Procedure**

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Open procedure

### Justification for not publishing a preliminary market engagement notice

Market Engagement was completed under the PCR15 regime, with a notice issued in 2024, under 2024/S 000-004467.

#### **Documents**

#### **Associated tender documents**

https://www.open-uk.org/opportunities

# **Contracting authority**

## **Gateshead Borough Council**

• Public Procurement Organisation Number: PPGY-1151-NJQN

Civic Centre, Regent Terrace

Gateshead

NE8 1HH

**United Kingdom** 

Email: procurement@gateshead.gov.uk

Website: <a href="https://www.gateshead.gov.uk/">https://www.gateshead.gov.uk/</a>

Region: UKC22 - Tyneside

Organisation type: Public authority - sub-central government