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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)

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## **Participation**

### **Particular suitability**

Small and medium-sized enterprises (SME)

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## **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

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**Award criteria**

<b>Name</b>	<b>Description</b>	<b>Type</b>	<b>Weighting</b>
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.	Cost	30%
Social Value	Submissions against identified Social Value Measures	Quality	10%

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## **Other information**

### **Conflicts assessment prepared/revised**

Yes

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## **Procedure**

### **Procedure type**

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.

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## **Documents**

### **Associated tender documents**

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

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## **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](mailto:procurement@gateshead.gov.uk)

Website: <https://www.gateshead.gov.uk/>

Region: UKC22 - Tyneside

Organisation type: Public authority - sub-central government