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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)

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.	Cost	30%
Social Value	Submissions against identified Social Value Measures	Quality	10%

Other information

Conflicts assessment prepared/revised

Yes

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.

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

Region: UKC22 - Tyneside

Organisation type: Public authority - sub-central government