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Tender

CPU 6299 Off-site Document Management – Scanning, Storage, Archive, Retrieval & Destruction Services

Nottingham City Council

F02: Contract notice

Notice identifier: 2024/S 000-009672

Procurement identifier (OCID): ocds-h6vhtk-044c8c

Published 25 March 2024, 3:30pm

Section I: Contracting authority

I.1) Name and addresses

Nottingham City Council

Loxley House, Station Street

Nottingham

NG2 3NG

Contact

Ms Rifhat Pervaiz

Email

rifhat.pervaiz@nottinghamcity.gov.uk

Telephone

+44 1168761855

Country

United Kingdom

Region code

UKF - East Midlands (England)

Internet address(es)

Main address

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

Buyer's address

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

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://procontract.due-north.com/Advert/Index?advertId=79ec986e-9fea-ee11-8127-005056b64545>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com/Advert/Index?advertId=79ec986e-9fea-ee11-8127-005056b64545>

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

CPU 6299 Off-site Document Management – Scanning, Storage, Archive, Retrieval & Destruction Services

Reference number

DN717030

II.1.2) Main CPV code

- 72000000 - IT services: consulting, software development, Internet and support

II.1.3) Type of contract

Services

II.1.4) Short description

Offsite document management, storage archive and retrieval services for Nottingham City Council

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 48311000 - Document management software package
- 92512000 - Archive services
- 30193700 - File storage box

II.2.3) Place of performance

NUTS codes

- UKF - East Midlands (England)

II.2.4) Description of the procurement

Offsite document management, storage archive and retrieval services for Nottingham City Council

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £800,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Start date

1 August 2024

End date

31 July 2029

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: No

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

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Competitive procedure with negotiation

IV.1.5) Information about negotiation

The contracting authority reserves the right to award the contract on the basis of the initial tenders without conducting negotiations

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.2.2) Time limit for receipt of tenders or requests to participate

Date

22 April 2024

Local time

3:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

Nottingham City Council

Nottingham

Country

United Kingdom