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Tender

TC979 Archival Storage, Non-Archival Storage and Scanning Framework

Manchester City Council

F02: Contract notice

Notice identifier: 2023/S 000-016137

Procurement identifier (OCID): ocds-h6vhtk-03d457

Published 7 June 2023, 1:24pm

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

Mrs Damayanti Tailor

Email

damayanti.tailor@manchester.gov.uk

Telephone

+44 1612344106

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.3) Communication

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

www.the-chest.org.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.the-chest.org.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

TC979 Archival Storage, Non-Archival Storage and Scanning Framework

Reference number

DN673490

II.1.2) Main CPV code

- 79520000 - Reprographic services

II.1.3) Type of contract

Services

II.1.4) Short description

TC979 Framework for Archival Storage, Semi Active Records (Non Archival) and Scanning & Storage of Planning and Building Control Records and other Council Departments.

The framework is split into 3 Lots as follows:

Lot 1: Archival Storage

Lot 2: Semi Active Records (Non-Archival)

Lot 3: Scanning

II.1.5) Estimated total value

Value excluding VAT: £4,000,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

Lot 1: Archival Storage

Lot No

1

II.2.2) Additional CPV code(s)

- 92512000 - Archive services

II.2.3) Place of performance

NUTS codes

- UKD3 - Greater Manchester

II.2.4) Description of the procurement

Further details are set out in the procurement documents.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 30%

Quality criterion - Name: Social Value / Weighting: 20%

Quality criterion - Name: Carbon Neutral and Environment / Weighting: 10%

Price - Weighting: 40%

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

Duration in months

48

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

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 Friday, 21 July 2023 as referred to in IV.2.2.

II.2) Description

II.2.1) Title

Lot 2: Semi Active Records (Non-Archival)

Lot No

2

II.2.2) Additional CPV code(s)

- 92512000 - Archive services

II.2.3) Place of performance

NUTS codes

- UKD3 - Greater Manchester

II.2.4) Description of the procurement

Further details are set out in the procurement documents.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 30%

Quality criterion - Name: Social Value / Weighting: 20%

Quality criterion - Name: Carbon Neutral and Environment / Weighting: 10%

Price - Weighting: 40%

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

Duration in months

48

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

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 Friday, 21 July 2023 as referred to in IV.2.2.

II.2) Description

II.2.1) Title

Lot 3: Scanning

Lot No

3

II.2.2) Additional CPV code(s)

- 79999100 - Scanning services

II.2.3) Place of performance

NUTS codes

- UKD3 - Greater Manchester

II.2.4) Description of the procurement

Further details are set out in the procurement documents.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 30%

Quality criterion - Name: Social Value / Weighting: 20%

Quality criterion - Name: Carbon Neutral and Environment / Weighting: 10%

Price - Weighting: 40%

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

Duration in months

48

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

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 Friday, 21 July 2023 as referred to in IV.2.2.

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

In the case of framework agreements, provide justification for any duration exceeding 4 years:

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: No

IV.2) Administrative information

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

Date

21 July 2023

Local time

11:00am

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

English

IV.2.7) Conditions for opening of tenders

Date

21 July 2023

Local time

11:00am

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

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 Friday, 21 July 2023 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 4 years, expected to commence 2 October 2023

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 framework, 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 framework.

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.

Tenders should note that although quantities and descriptions in the tender are those used and required by Manchester City Council this Framework is open to and may be used by other Association of Greater Manchester Authorities (AGMA) and its associate

members, and Manchester Partners - this includes the following Councils, Bolton, Stockport, Tameside, Oldham, Trafford, Rochdale, Bury, Salford, Wigan, Blackburn Darwen BC, Blackpool, Cheshire East, Warrington, Greater Manchester Fire and Rescue Authority, Greater Manchester Police Authority, Greater Manchester Waste Disposal Authority, Manchester Central Convention Complex, Commission for New Economy, Greater Manchester Passenger Transport Executive (TfGM), Transport for Greater Manchester, Greater Manchester Combined Authority and the Integrated Transport Authority

VI.4) Procedures for review

VI.4.1) Review body

Manchester City Council

Manchester

M60 2LA

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 framework is communicated to tenderers prior to entering into the framework. If an appeal regarding the award of a framework 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)