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Tender

## **Offsite Records Storage**

Highlands and Islands Enterprise  
The Crofting Commission  
University of the Highlands and Islands

F02: Contract notice

Notice identifier: 2021/S 000-018104

Procurement identifier (OCID): ocds-h6vhtk-02ce26

Published 29 July 2021, 3:14pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Highlands and Islands Enterprise  
An Lòchran, 10 Inverness Campus

Inverness

IV2 5NA

#### **Email**

[hieprocurement@hient.co.uk](mailto:hieprocurement@hient.co.uk)

#### **Telephone**

+44 1463245245

#### **Country**

United Kingdom

**NUTS code**

UKM6 - Highlands and Islands

**Internet address(es)**

Main address

<http://www.hie.co.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00313](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00313)

**I.1) Name and addresses**

The Crofting Commission

Great Glen House, Leachkin Road

Inverness

IV3 8NW

**Email**

[neil.macdonald@crofting.scotland.gov.uk](mailto:neil.macdonald@crofting.scotland.gov.uk)

**Telephone**

+44 1463663473

**Country**

United Kingdom

**NUTS code**

UKM6 - Highlands and Islands

**Internet address(es)**

Main address

[www.crofting.scotland.gov.uk](http://www.crofting.scotland.gov.uk)

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA16344](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA16344)

### **I.1) Name and addresses**

University of the Highlands and Islands

12b Ness Walk

Inverness

IV3 5SQ

#### **Email**

[procurement@uhi.ac.uk](mailto:procurement@uhi.ac.uk)

#### **Telephone**

+44 1463279000

#### **Fax**

+44 1463279001

#### **Country**

United Kingdom

#### **NUTS code**

UKM6 - Highlands and Islands

#### **Internet address(es)**

Main address

<http://www.uhi.ac.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00101](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00101)

## **I.2) Information about joint procurement**

The contract involves joint procurement

## **I.3) Communication**

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

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

## **I.4) Type of the contracting authority**

Regional or local Agency/Office

## **I.5) Main activity**

Economic and financial affairs

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Offsite Records Storage

Reference number

FTS007

#### **II.1.2) Main CPV code**

- 63121000 - Storage and retrieval services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

HIE requires a suitably qualified and experienced supplier to provide the following services for records: storage, retrieval and delivery from storage; uplift from user sites, scanning of files, secure disposal and supply of ancillary items e.g. archive boxes etc.

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.3) Place of performance**

NUTS codes

- UKM6 - Highlands and Islands

#### **II.2.4) Description of the procurement**

The contract will be awarded under a Framework Agreement to a single supplier and under this agreement, no minimum workload is guaranteed. Services will be agreed on an "as required" basis only.

It will be available for call-off by any current or future HIE subsidiary organisation, associated company, joint venture or similar, all subject to a case-by-case prior approval

by HIE, plus the following organisations:

- Crofting Commission (CC)
- University of the Highlands and Islands (UHI)

The 3-year budget currently available to deliver this service is between GBP170,000 and GBP200,000 (excluding VAT).

### **II.2.5) Award criteria**

Quality criterion - Name: Storage Methods / Weighting: 10%

Quality criterion - Name: Delivery/Retrieval/Uplift Methods / Weighting: 10%

Quality criterion - Name: Disposal Methods / Weighting: 10%

Quality criterion - Name: Quality Management / Weighting: 10%

Quality criterion - Name: Management & Delivery Team / Weighting: 10%

Quality criterion - Name: Sustainability / Weighting: 5%

Quality criterion - Name: Risks / Weighting: 5%

Quality criterion - Name: Fair Work / Weighting: 5%

Quality criterion - Name: Cyber Security - Pass/Fail / Weighting: 0%

Price - Weighting: 35%

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

It is expected that these services will be required from February 2022 for an initial period of 3 years, unless terminated in accordance with the provisions of the framework

agreement, with HIE having the option to extend for a period or periods together not exceeding 1 year following the initial term.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

HIE reserves the right, on giving reasonable written notice from time to time, to require changes to the Services (whether by way of the removal of Services, the addition of new Services, or increasing or decreasing the Services). HIE shall not require any such change other than where it is permitted by Regulation 72 of the Public Contracts (Scotland) Regulations 2015.

#### **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**

Economic operators may be excluded from this competition if they are in any of the situations referred to in Regulation 58 of the Public Contracts (Scotland) Regulations 2015.

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

The bidder confirms they already have or can commit to obtain prior to the commencement of the contract, the following levels of insurance:

Professional risk indemnity – minimum GBP 3 million in aggregate.

Employers (compulsory) liability — minimum GBP 5 million for each and every claim.

Public liability — minimum GBP 3 million in aggregate.

#### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

The supplier must comply with standard PD5454:2012 or equivalent

### **III.2) Conditions related to the contract**

#### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

## **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 a single operator

#### **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

7 September 2021

Local time

12:00pm

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

English

#### **IV.2.7) Conditions for opening of tenders**

Date

7 September 2021

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: HIE reserves the right to re-tender for these services upon termination of the framework or at the end of the contract period, including any extension period.

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

Award criteria scoring:

0 = Unacceptable — Nil or inadequate response which fails to demonstrate an ability to meet the requirement.

1 = Poor — Response is partially relevant but generally poor. It addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.

2 = Acceptable — Response is relevant and acceptable. It addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.

3 = Good — Response is relevant and good. It is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.

4 = Excellent - Response is completely relevant and excellent overall. It is comprehensive, unambiguous and demonstrate a thorough understanding of the requirement and provides details of how the requirement will be met in full.

Tenders must be submitted via the PCS postbox and must be received by the published deadline. Late tenders will not be accepted and HIE will reject any submissions received after the deadline. Email or hard copy responses will not be accepted.

PCS also gives suppliers access to an on-line Question and Answer facility which allows queries to be submitted (anonymously), and answers published and shared with all potential bidders.

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

[https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=657457](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=657457).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

Community benefits are included in this requirement. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

A summary of the expected community benefits has been provided as follows:

Community Benefits will not be evaluated as part of the tender process but bidders are expected to provide a Community Benefit proposal as part of their tender detailing how, if awarded the contract, these will be addressed. Please refer to the Scope of Requirements for further details.

(SC Ref:657457)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=657457](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=657457)

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

Inverness Sheriff Court and Justice of the Peace Court

The Inverness Justice Centre, Longman Road

Inverness

Iv1 1AH

Email

[inverness@scotcourts.gov.uk](mailto:inverness@scotcourts.gov.uk)

Telephone

+44 1463230782

Country

United Kingdom

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

An economic operator that suffers, or is at risk of suffering, loss or damage attributable to a breach of duty under the Procurement (Scotland) Regulations 2016 or the Procurement Reform (Scotland) Act 2014 , may bring proceedings in the Sheriff Court or the Court of Session.