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Tender

## **TC 1194 Digitalisation of Registrars Certificates**

Manchester City Council

F02: Contract notice

Notice identifier: 2024/S 000-018323

Procurement identifier (OCID): ocds-h6vhtk-046fb8

Published 13 June 2024, 1:08pm

### **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**

Ms Max Woods

#### **Email**

[Maxime.woods@manchester.gov.uk](mailto:Maxime.woods@manchester.gov.uk)

#### **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/](http://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/](http://www.the-chest.org.uk/)

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

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

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

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

TC 1194 Digitalisation of Registrars Certificates

Reference number

DN713753

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

- 48000000 - Software package and information systems

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

Supplies

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

Manchester City Council (MCC) currently holds 100 years' worth of physical birth, death, and marriage certificates on site. Some of these registers predate any electronic forms of registration and as such are irreplaceable and invaluable. If lost or destroyed, then the record is gone forever.

MCC is about to embark on a project to digitise the physical registers and improve current processes via the adoption of imaging software.

MCC have a requirement for a third party to both digitise the physical records and provide a solution to store and search the digital records.

#### **II.1.5) Estimated total value**

Value excluding VAT: £260,000

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

This contract is divided into lots: No

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

#### **II.2.2) Additional CPV code(s)**

- 48000000 - Software package and information systems
- 72000000 - IT services: consulting, software development, Internet and support

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

NUTS codes

- UKD3 - Greater Manchester

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

Manchester City Council (MCC) currently holds 100 years' worth of physical birth, death, and marriage certificates on site. Some of these registers predate any electronic forms of registration and as such are irreplaceable and invaluable. If lost or destroyed, then the record is gone forever.

MCC is about to embark on a project to digitise the physical registers and improve current processes via the adoption of imaging software.

MCC have a requirement for a third party to both digitise the physical records and provide a solution to store and search the digital records.

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

Quality criterion - Name: Quality / Weighting: 40%

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

Quality criterion - Name: Environment Carbon reduction / Weighting: 10%

Price - Weighting: 30%

### **II.2.6) Estimated value**

Value excluding VAT: £260,000

### **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

The Contract period will be for 3 years with the option to extend for up to an additional 2 years.

#### **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](http://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 15th July 2024 as referred to in IV.2.2.

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

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

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

Selection criteria as stated in the procurement documents

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

Selection criteria as stated in the procurement documents

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **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

15 July 2024

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

15 July 2024

Local time

11:00am

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## **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](http://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 questionnaire, via the on-line portal by 11am on 15th July 2024 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 3 years, expected to commence February/March 2025 with option to extend for up to an additional 2 year(s).

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 contract, 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 contract.

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.

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

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

Royal Courts of Justice

Judicial Office, 11th Floor, Thomas More Building, Strand

London

WC2A 2LL

Country

United Kingdom

Internet address

<https://www.judiciary.uk/>

#### **VI.4.2) Body responsible for mediation procedures**

The High Court (England, Wales and Northern Ireland)

The Strand

London

WC2A 2LL

Country

United Kingdom

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

Precise information on deadline(s) for review procedures

Tick the box and add the following text:

The Council will incorporate a minimum 10 calendar day standstill period at the point information on the award of the contract is communicated to tenderers prior to entering into the contract. If an appeal regarding the award of a contract 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)