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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

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

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. 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.

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

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

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 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)