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Contract

## **Provision of Goods and Services relating to Archiving & Related Document Management Services**

Post Office Limited

F03: Contract award notice

Notice identifier: 2024/S 000-018473

Procurement identifier (OCID): ocds-h6vhtk-047018

Published 14 June 2024, 2:18pm

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

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

Post Office Limited

100 Wood St,

London

EC2V7ER

#### **Contact**

Romano Cosimo Castello

#### **Email**

[procurement.operations@postoffice.co.uk](mailto:procurement.operations@postoffice.co.uk)

#### **Country**

United Kingdom

#### **Region code**

UK - United Kingdom

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

<https://www.postoffice.co.uk/>

Buyer's address

<https://www.postoffice.co.uk/>

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

The contract is awarded by a central purchasing body

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

Other type

Postal Services

**I.5) Main activity**

Other activity

Postal Services

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## **Section II: Object**

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

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

Provision of Goods and Services relating to Archiving & Related Document Management Services

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

- 92512000 - Archive services

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

Services

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

The ESPO Framework 390\_22 allows for a Direct Award for Lot 3 - Total Document Management Solutions

This Lot provides a full end-to-end solution for all scanning and storage. This includes scanning, indexing, encryption, electronic storage, transportation and secure disposal of documents, storage, retrieval and associated training. Customers can access a consultancy service designed to scope and shape a full document management solution to help manage all POL's documents.

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

This contract is divided into lots: No

#### **II.1.7) Total value of the procurement (excluding VAT)**

Value excluding VAT: £1,946,411

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

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

- 92512000 - Archive services

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

NUTS codes

- UK - United Kingdom

Main site or place of performance

Wincham Business Park, Wincham, Northwich, Cheshire CW9 6GB

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

The ESPO Framework 390\_22 allows for a Direct Award for Lot 3 - Total Document Management Solutions

This Lot provides a full end-to end solution for all scanning and storage. This includes scanning, indexing, encryption, electronic storage, transportation and secure disposal of documents, storage, retrieval and associated training. Customers can access a consultancy service designed to scope and shape a full document management solution to help manage all POL's documents.

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

Price

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

Options: Yes

Description of options

2 years extension

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## **Section IV. Procedure**

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

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

Award of a contract without prior publication of a call for competition in the cases listed below

- The procurement falls outside the scope of application of the regulations

Explanation:

The existing Archiving & Related Document Management Services agreement with OASIS ended on the 31st of March 2023.

The initial plan was to extend the agreement by one year

However additional spend on HMU/GLO archiving projects, Procurement direct awarded against the new ESPO 390\_22 Framework Archiving & Related Document Management Services for an initial two-year period, with option to extend by a further 2 years (2+2)

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

The procurement is covered by the Government Procurement Agreement: Yes

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## **Section V. Award of contract**

### **Contract No**

C102350

### **Title**

Provision of Goods and Services relating to Archiving & Related Document Management Services

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

31 March 2023

**V.2.2) Information about tenders**

Number of tenders received: 1

Number of tenders received from SMEs: 0

Number of tenders received by electronic means: 0

The contract has been awarded to a group of economic operators: No

**V.2.3) Name and address of the contractor**

Offsite Archive Storage & Integrated Services UK Limited (OASIS UK)

Quadrant 1 Homefield Road, Haverhill, Suffolk, England,

CB9 8QP

Email

[slightburn@oasisgroup.com](mailto:slightburn@oasisgroup.com)

Country

United Kingdom

NUTS code

- UK - United Kingdom

Companies House

06472486

The contractor is an SME

No

**V.2.4) Information on value of contract/lot (excluding VAT)**

Initial estimated total value of the contract/lot: £1,946,411

Total value of the contract/lot: £1,946,411

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## **Section VI. Complementary information**

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

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

Post Office Limited

London

Country

United Kingdom