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Planning

## **Document Control Services**

High Speed Two (HS2) Limited

F04: Periodic indicative notice – utilities

Periodic indicative notice only

Notice identifier: 2021/S 000-018518

Procurement identifier (OCID): ocds-h6vhtk-02cfc4

Published 2 August 2021, 10:45pm

### **Section I: Contracting entity**

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

High Speed Two (HS2) Limited

High Speed Two (HS2) Ltd, Two Snowhill, Snowhill Queensway

Birmingham

B4 6GA

#### **Contact**

Jennifer Bignell, Procurement Manager

#### **Email**

[Jennifer.Bignell@hs2.org.uk](mailto:Jennifer.Bignell@hs2.org.uk)

#### **Country**

United Kingdom

**NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://www.hs2.org.uk/>

Buyer's address

<https://hs2.bravosolution.co.uk/web/index.html>

**I.3) Communication**

Additional information can be obtained from the above-mentioned address

**I.6) Main activity**

Railway services

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## **Section II: Object**

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

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

Document Control Services

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

- 72512000 - Document management services

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

Services

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

The purpose of document control and management within HS2 Ltd is to support the business in retaining ISO 9001 certification and to ensure that all documents relating to the HS2 project are securely stored in a manner that will ensure past, current and future records are auditable, traceable, retrievable and controlled.

HS2 Ltd is seeking to appoint a single Supplier who can provide document control resource and functional support in order to meet:

- the demands of the HS2 Project;
- the requirements of HS2 Ltd's simultaneous work streams in relation to its document retention; whilst
- ensuring consistency through HS2 Ltd's Quality Management System (QMS).

The purpose of this Periodic Indicative Notice ('PIN') is to provide the market advanced notice of HS2 Ltd's proposed procurement and contracting approach, and to seek market feedback.

In order to review the proposed procurement and contracting approach, and respond to the Market Sounding Briefing and Questionnaire, please see further details in Section V1.3) (Additional Information) of this notice.

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

Value excluding VAT: £17,100,000

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

This contract is divided into lots: No

## **II.2) Description**

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

- 79131000 - Documentation services

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

NUTS codes

- UK - United Kingdom

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

The Supplier shall provide resource on a 'call-off' basis, who have the skills, knowledge and experience to deliver a document control service, including managing internal submission of documents across numerous work streams.

It is estimated that 36 document control resources (subject to change depending upon the demand of support required across work streams) will be required to deliver support to HS2 project work streams.

Please note, the figure stated in Sections II.1.5) is currently only an estimated figure and is in no way guaranteed.

### **II.2.14) Additional information**

In order to review the proposed procurement and contracting approach, and respond to the Market Sounding Briefing and Questionnaire, please see further details in Section V1.3) (Additional Information) of this notice.

## **II.3) Estimated date of publication of contract notice**

1 November 2021

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## **Section IV. Procedure**

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

#### **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 VI. Complementary information**

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

The purpose of this PIN is to provide the market advanced notice of HS2 Ltd's proposed procurement and contracting approach. It is also being issued as a request to obtain market feedback. In order to review and respond to the Market Sounding Briefing and Questionnaire, please follow the below link:

<https://www.smartsurvey.co.uk/s/DocumentControlServices/>

The deadline for responding to this Questionnaire is 17:00hrs (BST) on 17th August 2021.

Please note the following conditions regarding this PIN:

- 1) This PIN is not a call for competition and is not published to reduce time limits for the receipt of tenders.
- 2) This procurement will be launched in due course by the publication of a Contract Notice.
- 3) HS2 Ltd reserves the right not to commence any procurement or award any Contract in respect of this opportunity.
- 4) The information contained in this PIN may be subject to change due to the impact of governance, assurance and regulatory changes. Insofar as is permitted by law, HS2 Ltd shall not be liable for any losses incurred by any party as a result of reliance on the information contained / linked herein.
- 5) Failure to register an interest in connection with this PIN shall not prevent an organisation from participating in any formal call for competition.