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Tender

Corporate Scanning

Breckland District Council

F02: Contract notice

Notice identifier: 2021/S 000-019243

Procurement identifier (OCID): ocds-h6vhtk-02d29a

Published 9 August 2021, 4:55pm

Section I: Contracting authority

I.1) Name and addresses

Breckland District Council

Elizabeth House, Walpole Loke

Dereham

NR19 1EE

Email

procurement@breckland.gov.uk

Country

United Kingdom

NUTS code

UKH17 - Breckland and South Norfolk

Internet address(es)

Main address

<https://www.breckland.gov.uk/>

I.3) Communication

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

<https://in-tendhost.co.uk/brecklandcouncil.aspx/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

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

Corporate Scanning

Reference number

System - 00000127

II.1.2) Main CPV code

- 79999100 - Scanning services

II.1.3) Type of contract

Services

II.1.4) Short description

Breckland Council require a contractor to digitise the Council's microfiche. The council have estimated there are approximately 147,000 microfiche jackets to be scanned containing an estimated total of 1,350,000 images. All images need to be indexed and uploaded to a data storage solution. Other documents, including paper documents and possibly further microfiche will need to be digitised and uploaded to the data storage solution on an ad hoc basis.

II.1.5) Estimated total value

Value excluding VAT: £175,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79999100 - Scanning services
- 72317000 - Data storage services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

Corporate Scanning

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Start date

15 October 2021

End date

14 October 2024

This contract is subject to renewal

Yes

Description of renewals

The contract has the option to extend for two further periods of 12 months up to a maximum contract period of five 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

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

9 September 2021

Local time

5:00pm

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

English

IV.2.7) Conditions for opening of tenders

Date

10 September 2021

Local time

9:00am

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

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

In order to view the tender documents, interested bidders must first register at <https://intendhost.co.uk/brecklandcouncil.aspx/Home>. Once registered, bidders will be able to express an interest in this project to view the tender documents.

VI.4) Procedures for review

VI.4.1) Review body

Breckland District Council

Dereham

Country

United Kingdom