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Tender

## **Document Control Services to HS2 Ltd**

High Speed Two (HS2) Ltd

F05: Contract notice – utilities

Notice identifier: 2022/S 000-020586

Procurement identifier (OCID): ocds-h6vhtk-02cf4

Published 28 July 2022, 11:00am

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

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

High Speed Two (HS2) Ltd

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

Birmingham

B4 6GA

#### **Contact**

Sorrel Shipman

#### **Email**

[Sol.Shipman@hs2.org.uk](mailto:Sol.Shipman@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**

Access to the procurement documents is restricted. Further information can be obtained at

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

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

Tenders or requests to participate must be submitted to 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 to HS2 Ltd

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

- 72512000 - Document management services

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

Services

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

HS2 Ltd has a requirement for the provision of document controller resources and functional support, advisory and training services to HS2 Ltd's internal and supply chain teams, for an initial term of 36 months, with the possibility to extend by up to an additional 36 months. Further information on the scope can be found in the procurement documents.

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

Value excluding VAT: £9,324,000

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

This contract is divided into lots: No

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

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

- 79620000 - Supply services of personnel including temporary staff

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

NUTS codes

- UK - United Kingdom

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

Procurement for the provision of document controller resources and functional support, advisory and training services to HS2 Ltd's internal and supply chain teams, for an initial term of 36 months, with the possibility to extend by up to an additional 36 months.

The Supplier will work within HS2 Ltd's Document Control function to provide:

- 1) Resource Augmentation - the Supplier will be responsible for providing and line managing high-calibre and experienced resources to the internal HS2 Ltd Document Control function.
- 2) Advice and guidance as required by HS2 Ltd on current document control best practice
- 3) Training on the latest document control standards, systems, and working practices.

Further information on the procurement and the scope can be found in the procurement documents, including the ITT, which can be found at  
<https://hs2.bravosolution.co.uk/web/index.html>.

Tenderers must Tender for the whole (and not part) of the services concerned

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

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

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

Value excluding VAT: £9,324,000

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

Duration in months

72

This contract is subject to renewal

Yes

Description of renewals

The initial contract duration will be 36 months with the option to extend for a further 36 months in single or multiple fixed increments.

#### **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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

Tenderers are referred to the accompanying procurement documents for information about the minimum standards for suitability to pursue this activity.

#### **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

#### **III.1.4) Objective rules and criteria for participation**

List and brief description of rules and criteria

Tenderers are referred to the accompanying procurement documents for information about the objective rules and criteria for participation.

#### **III.1.6) Deposits and guarantees required**

HS2 Ltd reserves the right to require deposits and guarantees. Tenderers are referred to the accompanying procurement documents for information about the deposits and guarantees that may be required, if any.

#### **III.1.7) Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them**

Tenderers are referred to the Conditions of Contract contained in the procurement documents for information about payment arrangements.

#### **III.1.8) Legal form to be taken by the group of economic operators to whom the contract is to be awarded**

Tenderers are referred to the accompanying procurement documents for information about acceptable legal forms for economic operators. HS2 Ltd will accept Tender submissions from single economic operators as well as Consortia.

## **III.2) Conditions related to the contract**

### **III.2.2) Contract performance conditions**

The Supplier will be expected to comply with specified KPI's and service levels. Tenderers are referred to the Conditions of Contract and other documents contained in the procurement documents for information about performance conditions.

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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.2.1) Previous publication concerning this procedure**

Notice number: [2021/S 000-018518](#)

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

5 September 2022

Local time

12:00pm

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

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 12 (from the date stated for receipt of tender)

**IV.2.7) Conditions for opening of tenders**

Date

5 September 2022

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

### **VI.2) Information about electronic workflows**

Electronic invoicing will be accepted

Electronic payment will be used

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

- 1) Capitalised terms used in this Contract Notice and the procurement documents have the meanings given in Volume 8 of the ITT (Definitions and Abbreviations)
- 2) The procurement documents, including the ITT can be found through HS2 Ltd's eSourcing portal at

<https://hs2.bravosolution.co.uk>, under the reference "itt\_1351 - Document Control Resources to HS2 Ltd". Tenderer's must first register to gain access to the eSourcing portal.

- 3) Please note that the deadline for submission of Tenders is a precise time and Applicants should allow sufficient time to upload their Tenders.

- 4) For further assistance in relation to HS2 Ltd's eSourcing portal, contact the BravoSolution helpdesk which is available Monday to Friday (8:00-18:00) GMT on:

Email — [help@bravosolution.co.uk](mailto:help@bravosolution.co.uk) or

Telephone +44 8003684850.

- 5) Section II.2.6 (Estimated value): the value stated for this procurement is an indicative estimate only and is estimated based on current resourcing estimates. HS2 Ltd does not guarantee or represent that the successful Tenderer will be requested or instructed to carry out any volume of services.

- 6) The award process may be terminated or suspended at any time without cost or liability to HS2 Ltd. HS2 Ltd does not bind itself to enter into any contract(s) arising out of the procedures envisaged by this Contract Notice. No contractual rights express or implied arise out of this Contract Notice or the procedures envisaged by it. Any contract(s) let by

HS2 Ltd may provide that the scope or duration of the Contract may be extended at HS2 Ltd's discretion. HS2 Ltd reserves the right to vary its requirements, make reasonable additions or amendments to the scope and vary the procedure relating to the conduct of the award process at any time during the procurement. HS2 Ltd reserves the right to disqualify any Tenderers on terms set out in the ITT.

7) Tenderers shall be solely responsible for and liable for all costs associated with and arising out of or in connection with responding to this Contract Notice and with submitting any Tender, howsoever incurred.

8) HS2 Ltd embraces diversity and welcomes Tenders from all suitably skilled and experienced economic operators of all sizes who can meet the requirements, regardless of gender, ethnicity, sexual orientation, faith, disability or age of supplier workforce and/or ownership. HS2 Ltd will actively promote sustainable procurement throughout its supply chain and welcomes Tenders from economic operators committed to the principles of reducing, reusing and recycling resources and to the practices of buying responsibly.

9) HS2 Ltd does not offer any warranties, guarantees or assurances as to the accuracy or completeness of the information contained in this document and quantities or measurements are only intended to be indicative and for the guidance of potential Tenderers.

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

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

High Court

Royal Courts of Justice, Strand

London

WC2A 2LL

Telephone

+44 20794760000

Country

United Kingdom