

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/020820-2025>

Tender

## Building Services Call Off Contract

The National Archives

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-020820

Procurement identifier (OCID): ocds-h6vhtk-0511ec ([view related notices](#))

Published 13 May 2025, 12:52pm

This is an old version of this notice. [View the latest version.](#)

## Scope

### Description

The objective of this procurement process is to source a specialist Building Services partner to support The National Archives' Estates & Facilities team in the delivery of a range of capital projects.

Our aim is to work in partnership with a supplier who will provide additional resources as and when required to support our Estates Capital Projects team in key areas such as Mechanical, HVAC and Electrical Services. The supplier will produce detailed specifications for tender documents and will go on to support the design team with tender reviews and evaluations. Additional support will be required for design changes to building services and in undertaking regular condition surveys, providing associated reports and drawings.

We intend to award a contract for an initial period of 3 years, with two extension options of up to 12 months each. We anticipate that the demand for these services over the duration of the contract period (including any extension options) will not exceed a total expenditure of £500,000 excluding VAT/£600,000 including VAT, but The National Archives can make no commitment to any minimum level of expenditure during the contract period.

Full details are specified in the Invitation to Tender document attached to this notice.

### **Total value (estimated)**

- £500,000 excluding VAT
- £600,000 including VAT

Above the relevant threshold

### **Contract dates (estimated)**

- 1 August 2025 to 31 July 2028
- Possible extension to 31 July 2030
- 5 years

Description of possible extension:

Option to extend by up to two periods of up to 12 months each, if mutually agreed between the buyer and the supplier.

### **Main procurement category**

Services

### **CPV classifications**

- 71000000 - Architectural, construction, engineering and inspection services

### **Contract locations**

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)
- UKG - West Midlands (England)
- UKH - East of England
- UKI - London
- UKJ - South East (England)
- UKK - South West (England)

---

## **Participation**

### **Particular suitability**

Small and medium-sized enterprises (SME)

---

## **Submission**

### **Enquiry deadline**

30 May 2025, 5:00pm

### **Submission type**

## Tenders

### **Tender submission deadline**

13 June 2025, 5:00pm

### **Submission address and any special instructions**

Tender submissions are to be submitted to [procurement@nationalarchives.gov.uk](mailto:procurement@nationalarchives.gov.uk) - as specified in the Invitation to Tender document attached to this notice.

The National Archives website address is [www.nationalarchives.gov.uk](http://www.nationalarchives.gov.uk)

### **Tenders may be submitted electronically**

Yes

### **Languages that may be used for submission**

English

### **Award decision date (estimated)**

17 July 2025

---

### **Award criteria**

<b>Name</b>	<b>Description</b>	<b>Type</b>	<b>Weighting</b>
Quality	As described in the Invitation to Tender document attached to this notice.	Quality	60%
Price	As described in the Invitation to Tender document attached to this notice.	Price	30%
Social Value	As described in the Invitation to Tender document attached to this notice.	Quality	10%

---

## Other information

### Applicable trade agreements

- Government Procurement Agreement (GPA)

### Conflicts assessment prepared/revised

Yes

---

## Procedure

### Procedure type

Competitive flexible procedure

### Competitive flexible procedure description

Bidders are required to submit one tender submission only.

Those tender submissions will be evaluated applying the criteria specified in paras 8.1 to 8.4 of the Invitation to Tender document attached to this notice.

Once all of those submissions have been evaluated, the top-three-ranked bidders will be invited to present their proposals (in person or via MS Teams, depending on each supplier's preference) to The National Archives' evaluation panel.

After those presentations have taken place, the top-three-ranked bidders' submissions will be re-scored applying the criteria specified in paras 8.1 to 8.4 of the Invitation to Tender document attached to this notice and a contract award decision will be made.

The timetable for this procurement process is specified in the Invitation to Tender document attached to this notice.

---

## **Documents**

### **Associated tender documents**

[INVITATION TO TENDER FINAL.pdf](#)

Invitation to Tender document.

---

## **Contracting authority**

### **The National Archives**

- Public Procurement Organisation Number: PTBZ-4379-JQQX

Kew

Richmond

TW9 4DU

United Kingdom

Email: [procurement@nationalarchives.gov.uk](mailto:procurement@nationalarchives.gov.uk)

Website: <http://www.nationalarchives.gov.uk>

Region: UKI75 - Hounslow and Richmond upon Thames

Organisation type: Public authority - central government