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Tender

## **Corporate e-signature solution**

British Council

F02: Contract notice

Notice identifier: 2022/S 000-026605

Procurement identifier (OCID): ocds-h6vhtk-036ab0

Published 22 September 2022, 4:35pm

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

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

British Council

1 Redman Place

London

E20 1JQ

#### **Contact**

Priyanka Alawattegama

#### **Email**

[priyanka.alawattegama@britishcouncil.org](mailto:priyanka.alawattegama@britishcouncil.org)

#### **Country**

United Kingdom

#### **NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

[WWW.BRITISHCOUNCIL.ORG](http://WWW.BRITISHCOUNCIL.ORG)

**I.3) Communication**

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

<https://in-tendhost.co.uk/britishcouncil>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/britishcouncil>

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

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

Body governed by public law

**I.5) Main activity**

Other activity

Registered charity

## **Section II: Object**

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

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

Corporate e-signature solution

Reference number

BC/02588

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

- 79994000 - Contract administration services

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

Services

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

We are looking for one supplier to supply an e-signature solution to support contract and contract-type documentation globally. This will streamline our processes around document signatures and provide us with a secure, value for money solution. We need a scalable pricing model to accommodate variable demand.

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

This contract is divided into lots: No

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

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

- 79994000 - Contract administration services
- 79130000 - Legal documentation and certification services
- 72268000 - Software supply services
- 79132100 - Electronic signature certification services
- 72000000 - IT services: consulting, software development, Internet and support

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

NUTS codes

- UK - United Kingdom

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

We are looking for one supplier to supply an e-signature solution to support contract and contract-type documentation globally. This will streamline our processes around document signatures and provide us with a secure, value for money solution. We need a scalable pricing model to accommodate variable demand.

#### **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**

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

The Contract awarded will be for a duration of 24 months with an option for up to 4 extensions of 12 months each.

#### **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 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

24 October 2022

Local time

12:00pm

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

English

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

Date

24 October 2022

Local time

12:15pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

Suppliers who wish to express an interest and take part in the tender process will be required to register on our e-Tendering portal In-Tend hosted at <https://in-tendhost.co.uk/britishcouncil>. Once registered, bidders must log-in to the website where they can view the project and access the bidders pack and submit their return. Bidders will also be required to demonstrate their capability and `means of proof` will be required. These conditions are outlined in the ITT.

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

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

High Court, Royal Court of Justice

Strand

London

WC2A 2LL

Country

United Kingdom