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Tender

Records Management and Related Services

Financial Conduct Authority

F02: Contract notice

Notice identifier: 2022/S 000-028332

Procurement identifier (OCID): ocds-h6vhtk-037428

Published 7 October 2022, 7:05pm

Section I: Contracting authority

I.1) Name and addresses

Financial Conduct Authority

12 Endeavour Square

London

E20 1JN

Email

fpsprocurement@fca.org.uk

Telephone

+44 2070666100

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<https://fca.delta-esourcing.com>

Buyer's address

www.fca.org.uk

I.3) Communication

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

<https://www.delta-esourcing.com/tenders/UK-UK-London:-Records-management./QEPGPW484W>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.delta-esourcing.com/tenders/UK-UK-London:-Records-management./QEPGPW484W>

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

Economic and financial affairs

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Records Management and Related Services

Reference number

CON-22-168

II.1.2) Main CPV code

- 79996100 - Records management

II.1.3) Type of contract

Services

II.1.4) Short description

The FCA is seeking to appoint a single supplier in relation to the following requirement.

The FCA is establishing a contractual mechanism to provide Records Management and Related Services to the FCA for a period of six years starting from 1 May 2023, with an option to extend for a further period of two years.

The supplier will be required to provide Records Management services to the FCA's estate, which currently comprises of offices located at 12 Endeavour Square, Stratford, London E20 1JN where approximately 4,000 staff are located. There are currently separate offices in Edinburgh at Quayside House, 127 Fountainbridge, EH3 9QG and Leeds 6 Queen Street, LS19 6BG.

The Contract will be owned and managed by the FCA, with provision for it to be used by itself and any person or company authorised by the FCA to receive the Services including without limitation the Payment Systems Regulator (PSR).

II.1.5) Estimated total value

Value excluding VAT: £6,000,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 48311100 - Document management system
- 72512000 - Document management services
- 79995100 - Archiving services
- 79999100 - Scanning services
- 72317000 - Data storage services
- 92512100 - Archive destruction services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

Main site or place of performance

UNITED KINGDOM

II.2.4) Description of the procurement

The FCA is seeking to appoint a single supplier in relation to the following requirement.

The FCA is establishing a contractual mechanism to provide Records Management and Related Services to the FCA for a period of six years starting from 1 May 2023, with an option to extend for a further period of two years.

The supplier will be required to provide Records Management services to the FCA's estate, which currently comprises of offices located at 12 Endeavour Square, Stratford, London E20 1JN where approximately 4,000 staff are located. There are currently separate offices in Edinburgh at Quayside House, 127 Fountainbridge, EH3 9QG and Leeds 6 Queen Street, LS19 6BG.

The Contract will be owned and managed by the FCA, with provision for it to be used by itself and any person or company authorised by the FCA to receive the Services including without limitation the Payment Systems Regulator (PSR).

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: £6,000,000

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

Duration in months

96

This contract is subject to renewal

Yes

Description of renewals

The contract is for a period of six years starting from 1 May 2023, with an option to extend for a further period of 2 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

II.2.14) Additional information

To respond to this opportunity please click here: <https://fca.delta-sourcing.com/respond/QEPGPW484W>

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: No

IV.2) Administrative information

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

Date

7 November 2022

Local time

1:00pm

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: 6 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

7 November 2022

Local time

1:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 72-96 months

VI.3) Additional information

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://fca.delta-esourcing.com/tenders/UK-UK-London:-Records-management./QEPGPW484W>

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GO Reference: GO-2022107-PRO-21099887

VI.4) Procedures for review

VI.4.1) Review body

FCA

12 Endeavour Square

London

E20 1JN

Country

United Kingdom