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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](mailto: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](http://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

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## **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>

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## **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

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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: 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

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## **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>

To respond to this opportunity, please click here:

<https://fca.delta-esourcing.com/respond/QEPGPW484W>

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