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Tender

## **Document, Communication & Print Management & Associated goods & services**

HealthTrust Europe LLP (HTE) acting on behalf of

F02: Contract notice

Notice identifier: 2024/S 000-028611

Procurement identifier (OCID): ocds-h6vhtk-0498c8

Published 6 September 2024, 1:52pm

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

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

HealthTrust Europe LLP (HTE) acting on behalf of

19 George Road

Edgbaston, Birmingham

B15 1NU

#### **Email**

[sheron.crystal@htepg.com](mailto:sheron.crystal@htepg.com)

#### **Telephone**

+44 08458875000

#### **Country**

United Kingdom

**Region code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://healthtrusteurope.bravosolution.co.uk>

**I.3) Communication**

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

<https://healthtrusteurope.bravosolution.co.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://healthtrusteurope.bravosolution.co.uk>

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**

Health

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## **Section II: Object**

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

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

Document, Communication & Print Management & Associated goods & services

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

- 72512000 - Document management services

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

Services

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

This framework is for the provision of the agreement of Document, Communication & Print Management, which comprises of 5 Lots, as listed below:

Lot 1 Document Management - This lot includes a comprehensive range of document management services to include but not limited to Document Storage, scanning, and secure destruction of records.

Lot 2 Communications tools - This lot presents the integration of solutions that is supported by secure and resourceful processes. Tools that assist mailing and document processing tasks that integrate communication with a mixture of traditional systems and innovative ones. The service and tools should provide an efficient, secure, free of error, convenient, and cost-effective method to manage communications via various modes available to the Participating Authorities.

Lot 3 External Print Solution - This lot will cover the external printing solutions to include letterhead, leaflets and other design and digital and/or physical printing requirement of the Participating Authorities.

Lot 4 Print Management - This lot presents a comprehensive solution to optimise printing infrastructure, streamline workflows and reduce costs. This gives Participating Authorities the opportunity to outsource the management of their printing devices while benefitting from expert support and guidance in print management.

Lot 5 Aggregation of lot option (1-4) - For Participating Authorities that have a requirement for more than one lot, out of lots 1, 2, 3 and 4 wishes to run a competitive exercise for a sole

award.

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

Value excluding VAT: £75,000,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

## **II.2) Description**

### **II.2.1) Title**

Lot No

Lot 1 Document Management

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

- 72512000 - Document management services

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

NUTS codes

- UK - United Kingdom

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

This lot includes a comprehensive range of document management services to include but not limited to Document Storage, scanning, and secure destruction of records.

TERMS AND CONDITIONS/ACTIVITY BASED INCOME (ABI) The terms and conditions of this framework agreement and any resulting call-off contract is appended to the ITT. These terms include provisions requiring the payment by the supplier of an ABI management charge in consideration of the award of this framework agreement, The management and administration by HTE of the overall contract structure and associated documentation, as well as the requirement to submit regular management information to HTE.

SUBMISSION OF EXPRESSIONS OF INTEREST AND PROCUREMENT INFORMATION

This exercise will be conducted on the HTE Bravo portal. Candidates wishing to be considered must register expressions of interest as follows: Register on the HTE portal at

<https://healthtrusteurope.bravosolution.co.uk>.

Log into the portal with username/password. Click the SQs/ITTs Open to All Suppliers link.

These are the SQs/ITTs open to any registered supplier. Click on the relevant SQ/ITT to access the content.

Click the Express Interest button at the top of the page.

This will move the SQ/ITT into your My SQs/My ITTs page.

You can access any attachments by clicking Buyer Attachments in the SQ/ITT Details box.

Follow the on screen instructions to complete the SQ/ITT.

Submit your reply using the Submit Response button at the top of the page.

If you require any further advice, contact the Bravo e-Tendering Help Desk at

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

HTE utilises the sid4gov supplier information database. Candidates should register on sid4gov at

<https://sid4gov.cabinetoffice.gov.uk/organisation/register>

and submit their sid4gov company profile for publication on the database. Candidates already registered on sid4gov must ensure information is up to date. Where access to sid4gov is unavailable, please contact the sid4gov helpdesk at [sid4gov@gps.gsi.gov.uk](mailto:sid4gov@gps.gsi.gov.uk).

Please note that sid4gov does not prepopulate any fields of the SQ on HTE's Bravo portal. Candidates must complete the Qualification & Technical Envelopes of the SQ in Bravo in full.

## **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

48

This contract is subject to renewal

Yes

Description of renewals

The framework will run for 48 months at the end of the period HTE will decide on the renewal.

### **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) Description**

### **II.2.1) Title**

Lot 2 Communications tools

Lot No

2

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

- 79571000 - Mailing services

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

NUTS codes

- UK - United Kingdom

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

This lot presents the integration of solutions that is supported by secure and resourceful processes. Tools that assist mailing and document processing tasks that integrate communication with a mixture of traditional systems and innovative ones. The service and tools should provide an efficient, secure, free of error, convenient, and cost-effective method to manage communications via various modes available to the Participating Authorities.

#### **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

48

This contract is subject to renewal

Yes

Description of renewals

The framework will run for 48 months at the end of the period HTE will decide on the renewal.

#### **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) Description**

### **II.2.1) Title**

Lot 3 External Print Solution

Lot No

3

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

- 79800000 - Printing and related services

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

NUTS codes

- UK - United Kingdom

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

This lot will cover the external printing solutions to include letterhead, leaflets and other design and digital and/or physical printing requirement of the Participating Authorities.

### **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

48

This contract is subject to renewal

Yes

Description of renewals



The framework will run for 48 months at the end of the period HTE will decide on the renewal.

### **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) Description**

### **II.2.1) Title**

Lot 4 Print Management

Lot No

4

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

- 22000000 - Printed matter and related products

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

NUTS codes

- UK - United Kingdom

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

This lot presents a comprehensive solution to optimise printing infrastructure, streamline workflows and reduce costs. This gives Participating Authorities the opportunity to outsource the management of their printing devices while benefitting from expert support and guidance in print management.

## **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

48

This contract is subject to renewal

Yes

Description of renewals

The framework will run for 48 months at the end of the period HTE will decide on the renewal.

## **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) Description**

### **II.2.1) Title**

Lot 5 Aggregation of lot option (1-4)

Lot No

5

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

- 22000000 - Printed matter and related products
- 30232100 - Printers and plotters
- 63120000 - Storage and warehousing services
- 72512000 - Document management services
- 79571000 - Mailing services
- 79800000 - Printing and related services

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

NUTS codes

- UK - United Kingdom

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

For Participating Authorities that have a requirement for more than one lot, out of lots 1, 2, 3 and 4 wishes to either direct award or run a competitive exercise for a sole award.

The aggregation of Lot operates as a managed service refers to the transfer of certain operational and administrative tasks that would otherwise be performed by the Participating Authority, from a Participating Authority to a third-party professional service provider in order for the Participating Authority to achieve its objectives. The service provider will have the contractual responsibility for the planning, deployment, delivery and management of the service, this may also include personnel and physical labour, equipment, systems and software, infrastructure and supplies, health and safety and administration and other associated services linked to the delivery and smooth running of the service.

Prime Vendor and Subcontractor arrangements:

Tenderers bidding for this Lot are not mandated to supply every element of the requirements directly and can appoint subcontractors thus making the Tenderer a Prime Vendor. The Prime Vendor may appoint a subcontractor who has been awarded to any of the Lots, mentioned above.

By appointing a subcontractor(s), the Prime Vendor accepts full responsibility of their subcontractor(s).

This Lot will only operate via mini competition process, service providers can compete and provide accurate bids for Participating Authorities bespoke requirements

### **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

48

This contract is subject to renewal

Yes

Description of renewals

The framework will run for 48 months at the end of the period HTE will decide on the renewal.

### **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

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## **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

HTE may request such information as may be requested pursuant to Regulation 58 of the Public Contracts Regulations 2015. Details are provided in the Selection Questionnaire/Pre-Qualification Questionnaire.

#### **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.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

#### **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

8 October 2024

Local time

5:00pm

### **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

9 October 2024

Local time

10:00am

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

HTE is undertaking central purchasing body activities in carrying out this tender exercise by virtue of its partnership with MSE. Notwithstanding HTE's relationship with MSE, it is HTE conducting this tender exercise and all enquiries should be directed to HTE as confirmed in Section 1 above.

MSE and not HTE will execute the resultant framework agreement with successful bidders.

The bodies to whom the use of this Agreement will be open include all contracting

authorities in the UK as defined in Regulation 2 of the Public Contracts Regulations 2015 as may be updated from time to time. In particular, the following entities in the UK (particularly those of a health and/or social care nature) are envisaged as Agreement users: Public sector classification guide and forward work plan - Office for National Statistics ([ons.gov.uk](https://ons.gov.uk))

To view the list use the downloadable spreadsheet. This list includes each organisation's successors and assigns, any equivalent organisations and associated organisation created due to any organisational changes.

This Agreement will be open to any bodies or organisations operating in the UK of a health, and/or social care nature or which have a similar procurement need, and/or any UK based central government authority listed at Annex I of Directive 2014/24/EU, in respect of any goods or services to any of the above listed organization.

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

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

Legal Department, HealthTrust Europe

19 George Road

Birmingham

B15 1NU

Country

United Kingdom

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

HTE will incorporate a standstill period at the point information on the award of the contract is communicated to tenderers. That notification will provide full information on the award decision. The standstill period, which will be for a minimum of 10 calendar days, provides time for unsuccessful tenderers to challenge the award decision before the contract may be entered into.