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Tender

Building Services Call Off Contract

The National Archives

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

Notice identifier: 2025/S 000-029149

Procurement identifier (OCID): ocds-h6vhtk-0511ec

Published 2 June 2025, 1:33pm

Changes to notice

This notice has been edited. The [previous version](#) is still available.

Addition of document containing clarification questions and answers.

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

- UKI - London
- UKJ - South East (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 - as specified in the Invitation to Tender document attached to this notice.

The National Archives website address is 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

Name	Description	Type	Weighting
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.

[Clarifications.docx](#)

Clarification Questions and Answers

Contracting authority

The National Archives

- Public Procurement Organisation Number: PTBZ-4379-JQQX

Kew

Richmond

TW9 4DU

United Kingdom

Email: procurement@nationalarchives.gov.uk

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

Region: UKI75 - Hounslow and Richmond upon Thames

Organisation type: Public authority - central government