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Contract

Offsite Records Storage

Highlands and Islands Enterprise
The Crofting Commission
University of the Highlands and Islands

F03: Contract award notice

Notice identifier: 2021/S 000-030395

Procurement identifier (OCID): ocids-h6vhtk-02ce26

Published 7 December 2021, 4:15pm

Section I: Contracting authority

I.1) Name and addresses

Highlands and Islands Enterprise

An Lòchran, 10 Inverness Campus

Inverness

IV2 5NA

Email

hieprocurement@hient.co.uk

Telephone

+44 1463245245

Country

United Kingdom

NUTS code

UKM6 - Highlands and Islands

Internet address(es)

Main address

<http://www.hie.co.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00313

I.1) Name and addresses

The Crofting Commission

Great Glen House, Leachkin Road

Inverness

IV3 8NW

Email

neil.macdonald@crofting.scotland.gov.uk

Telephone

+44 1463663473

Country

United Kingdom

NUTS code

UKM6 - Highlands and Islands

Internet address(es)

Main address

www.crofting.scotland.gov.uk

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA16344

I.1) Name and addresses

University of the Highlands and Islands

12b Ness Walk

Inverness

IV3 5SQ

Email

procurement@uhi.ac.uk

Telephone

+44 1463279000

Fax

+44 1463279001

Country

United Kingdom

NUTS code

UKM6 - Highlands and Islands

Internet address(es)

Main address

<http://www.uhi.ac.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00101

I.2) Information about joint procurement

The contract involves joint procurement

I.4) Type of the contracting authority

Regional or local Agency/Office

I.5) Main activity

Economic and financial affairs

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Offsite Records Storage

Reference number

FTS007

II.1.2) Main CPV code

- 63121000 - Storage and retrieval services

II.1.3) Type of contract

Services

II.1.4) Short description

HIE requires a suitably qualified and experienced supplier to provide the following services for records: storage, retrieval and delivery from storage; uplift from user sites, scanning of files, secure disposal and supply of ancillary items e.g. archive boxes etc.

II.1.6) Information about lots

This contract is divided into lots: No

II.1.7) Total value of the procurement (excluding VAT)

Value excluding VAT: £226,667

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKM6 - Highlands and Islands

II.2.4) Description of the procurement

The contract will be awarded under a Framework Agreement to a single supplier and under this agreement, no minimum workload is guaranteed. Services will be agreed on an “as required” basis only.

It will be available for call-off by any current or future HIE subsidiary organisation, associated company, joint venture or similar, all subject to a case-by-case prior approval by HIE, plus the following organisations:

- Crofting Commission (CC)
- University of the Highlands and Islands (UHI)

The price used in II.1.7 and V.2.4 is the potential total cost if all extensions are invoked. The successful 3 year bid price used for evaluation was 119432 GBP.

II.2.5) Award criteria

Quality criterion - Name: Storage Methods / Weighting: 10%

Quality criterion - Name: Delivery/Retrieval/Uplift Methods / Weighting: 10%

Quality criterion - Name: Disposal Methods / Weighting: 10%

Quality criterion - Name: Quality Management / Weighting: 10%

Quality criterion - Name: Management & Delivery Team / Weighting: 10%

Quality criterion - Name: Sustainability / Weighting: 5%

Quality criterion - Name: Risks / Weighting: 5%

Quality criterion - Name: Fair Work / Weighting: 5%

Quality criterion - Name: Cyber Security - Pass/Fail / Weighting: 0%

Price - Weighting: 35%

II.2.11) Information about options

Options: Yes

Description of options

HIE reserves the right, on giving reasonable written notice from time to time, to require changes to the Services (whether by way of the removal of Services, the addition of new Services, or increasing or decreasing the Services). HIE shall not require any such change other than where it is permitted by Regulation 72 of the Public Contracts (Scotland) Regulations 2015.

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

Economic operators may be excluded from this competition if they are in any of the situations referred to in Regulation 58 of the Public Contracts (Scotland) Regulations 2015.

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

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.2.1) Previous publication concerning this procedure

Notice number: [2021/S 000-018104](#)

Section V. Award of contract

Contract No

FTS007

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

7 December 2021

V.2.2) Information about tenders

Number of tenders received: 2

Number of tenders received from SMEs: 2

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 2

Number of tenders received by electronic means: 2

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

fileVAULT

Unit 1, Inverbreakie Ind. Est., Invergordon

Invergordon

IV18 0QG

Telephone

+44 7712751595

Country

United Kingdom

NUTS code

- UKM - Scotland

The contractor is an SME

Yes

V.2.4) Information on value of contract/lot (excluding VAT)

Total value of the contract/lot: £226,667

Section VI. Complementary information

VI.3) Additional information

Award criteria scoring:

0 = Unacceptable — Nil or inadequate response which fails to demonstrate an ability to meet the requirement.

1 = Poor — Response is partially relevant but generally poor. It addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.

2 = Acceptable — Response is relevant and acceptable. It addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.

3 = Good — Response is relevant and good. It is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.

4 = Excellent - Response is completely relevant and excellent overall. It is comprehensive, unambiguous and demonstrate a thorough understanding of the requirement and provides details of how the requirement will be met in full.

(SC Ref:668647)

VI.4) Procedures for review

VI.4.1) Review body

Inverness Sheriff Court and Justice of the Peace Court

The Inverness Justice Centre, Longman Road

Inverness

IV1 1AH

Email

inverness@scotcourts.gov.uk

Telephone

+44 1463230782

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

An economic operator that suffers, or is at risk of suffering, loss or damage attributable to a breach of duty under the Procurement (Scotland) Regulations 2016 or the Procurement Reform (Scotland) Act 2014 may bring proceedings in the Sheriff Court or the Court of Session.