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Tender

T1655 - Tender for the Provision of a Document Storage and Retrieval Service

Northern Ireland Housing Executive

F02: Contract notice

Notice identifier: 2024/S 000-033179

Procurement identifier (OCID): ocids-h6vhtk-04ac43

Published 15 October 2024, 3:30pm

Section I: Contracting authority

I.1) Name and addresses

Northern Ireland Housing Executive

2 Adelaide Street

Belfast

BT2 8BP

Contact

James McErlean

Email

james.mcerlean@nihe.gov.uk

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

I.3) Communication

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

<https://etendersni.gov.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://etendersni.gov.uk>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

Housing and community amenities

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

T1655 - Tender for the Provision of a Document Storage and Retrieval Service

II.1.2) Main CPV code

- 63121000 - Storage and retrieval services

II.1.3) Type of contract

Services

II.1.4) Short description

The Housing Executive requires safe and secure offsite storage facilities for various types of Records in various formats e.g. reports, letters, case assessments, memos, messages, statistical forms, media storage. Records may be presented in boxes, files or in rolls. Records must be stored in a box at the Contractors facility. All storage of records is to be supported with a collection and delivery service, as well as possible destruction of identified records and the potential purchase of consumables. Please see the Tender Documentation for full details on this requirement.

II.1.5) Estimated total value

Value excluding VAT: £1,100,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 63120000 - Storage and warehousing services
- 63121100 - Storage services

II.2.3) Place of performance

NUTS codes

- UKN0 - Northern Ireland

II.2.4) Description of the procurement

The Housing Executive requires safe and secure offsite storage facilities for various types of Records in various formats e.g. reports, letters, case assessments, memos, messages, statistical forms, media storage. Records may be presented in boxes, files or in rolls. Records must be stored in a box at the Contractors facility. All storage of records is to be supported with a collection and delivery service, as well as possible destruction of identified records and the potential purchase of consumables. Please see the Tender

Documentation for full details on this requirement.

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: £1,100,000

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 Housing Executive shall have the option to extend this Contract, entirely at their discretion, by any period, or periods, up to and including 96 months from the end of the Initial Contract Period. Therefore this contract could be for a potential 12 year period.

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

Due to the nature of the required Service, it is neither practical nor desirable to divide the proposed contract into Lots. Please note, the estimated value stated in section II 2.6 above is the estimated value of the contract over the full potential 12 year period.

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

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: Yes

IV.2) Administrative information

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

Date

15 November 2024

Local time

3:00pm

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

Tender must be valid until: 15 March 2025

IV.2.7) Conditions for opening of tenders

Date

15 November 2024

Local time

3:30pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: The Housing Executive has the option to extend this contract up to a maximum 12 year contract period, entirely at the discretion of the Housing Executive. This requirement may be subject to re-tender depending on the Housing Executive's requirements.

VI.3) Additional information

How to Express Interest in this Invitation to Tender: Register your company on the e-tendersni website (this is only required once). and click on 'View current opportunities' to locate this invitation to tender. The Housing Executive reserves the right to abandon the Competition at any time. Please refer to the Tender Documentation for further details. There is no guarantee that any agreement or contract will be put in place in relation to this notice. No compensation etc. will be paid if a tender or resulting agreement is withdrawn and / or the procurement process stopped for any reason. Bidders should take part in this process only on the basis that they fully understand and accept this position.

VI.4) Procedures for review

VI.4.1) Review body

Royal Courts of Justice

Chichester Street

Belfast

BT1 3JF

Country

United Kingdom