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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](mailto: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

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**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.

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## **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

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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: 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

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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: 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