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Planning

Document Management Solution (PIN/RFI)

Westminster City Council

F01: Prior information notice

Prior information only

Notice identifier: 2024/S 000-034980

Procurement identifier (OCID): ocds-h6vhtk-04b226

Published 29 October 2024, 11:34am

Section I: Contracting authority

I.1) Name and addresses

Westminster City Council

City Hall, 64 Victoria Street

London

SW1E 6QP

Contact

Please visit the e-tendering portal (Jaggaer). Further information found within this PIN.

Email

tenders@westminster.gov.uk

Country

United Kingdom

Region code

UKI32 - Westminster

Internet address(es)

Main address

<https://www.westminster.gov.uk/about-council/procurement/our-esourcing-solution>

Buyer's address

https://wcc.ukp.app.jaggaer.com/esop/ogc-host/public/wcc/web/login.jst?VISITORID=4a0544d5-013a-4429-ae33-6f6aa52d8650&_ncp=1722428316887.988243-1

I.3) Communication

Additional information can be obtained from the above-mentioned address

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

https://wcc.ukp.app.jaggaer.com/esop/ogc-host/public/wcc/web/login.jst?VISITORID=4a0544d5-013a-4429-ae33-6f6aa52d8650&_ncp=1722428316887.988243-1

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Document Management Solution (PIN/RFI)

II.1.2) Main CPV code

- 48311100 - Document management system

II.1.3) Type of contract

Supplies

II.1.4) Short description

Prior Information Notice (PIN) and Request for Information (RFI)

Westminster City Council's (WCC) Housing Department is issuing this combined Prior Information Notice (PIN) and Request for Information (RFI) to inform the market of an upcoming opportunity for a Document Management Solution.

The objectives of this PIN are twofold:

1. To notify the market of a forthcoming contract opportunity for a Document Management System.
2. To invite interested organisations to participate in the RFI, which will be open for three weeks. Through the RFI, organisations can provide valuable input that may shape WCC's scope of services for the future.

The RFI is accessible via WCC's e-tendering portal. Details and registration instructions are provided within this notice and can be accessed below:

To register and participate in the RFI, please visit:

https://wcc.ukp.app.jaggaer.com/esop/ogc-host/public/wcc/web/login.jst?VISITORID=4a0544d5-013a-4429-ae33-6f6aa52d8650&_ncp=1722428316887.988243-1

Project Ref: PRJ_30042 - Document Management Solution

RFI Ref: ITT_30137 - Document Management Solution (Request For Information)

Alternatively, the portal link is also available on the WCC website at:

<https://www.westminster.gov.uk/about-council/procurement/our-esourcing-solution>

For ease of use, please copy and paste the URLs into your browser.

The RFI deadline is 12:00 hrs, Wednesday 20th November 2024.

II.1.5) Estimated total value

Value excluding VAT: £250,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 48311000 - Document management software package

II.2.3) Place of performance

NUTS codes

- UKI32 - Westminster

II.2.4) Description of the procurement

Refer to: II.1.4) Short description

II.3) Estimated date of publication of contract notice

13 December 2024

Section IV. Procedure

IV.1) Description

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

Section VI. Complementary information

VI.3) Additional information

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