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Tender

Corporate Scanning

North Lanarkshire Council

F02: Contract notice

Notice identifier: 2024/S 000-035014

Procurement identifier (OCID): ocds-h6vhtk-04b238

Published 29 October 2024, 1:23pm

The closing date and time has been changed to:

5 December 2024, 12:00pm

See the [change notice](#).

Section I: Contracting authority

I.1) Name and addresses

North Lanarkshire Council

Civic Centre, Windmillhill Street

Motherwell

ML1 1AB

Email

corporateprocurement@northlan.gov.uk

Country

United Kingdom

NUTS code

UKM84 - North Lanarkshire

Internet address(es)

Main address

<http://www.northlanarkshire.gov.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00010

I.3) Communication

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

www.publictendersscotland.publiccontractsscotland.gov.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.publictendersscotland.publiccontractsscotland.gov.uk

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

www.publictendersscotland.publiccontractsscotland.gov.uk

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

Corporate Scanning

Reference number

NLC-CPT-24-050

II.1.2) Main CPV code

- 79999100 - Scanning services

II.1.3) Type of contract

Services

II.1.4) Short description

Capital funding was awarded for the 2021/22 and 2022/23 financial years for a Corporate Back-scanning Solution and Storage Requirements. The aim of this project was to only maintain physical files where there is a business, historical or legal requirement – this will result in the cost of physical storage being reduced, information being easily accessible electronically when required, retention can be applied automatically and physical files that are retained will be less likely to require regular access.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKM84 - North Lanarkshire

Main site or place of performance

North Lanarkshire

II.2.4) Description of the procurement

Capital funding was awarded for the 2021/22 and 2022/23 financial years for a Corporate

Back-scanning Solution and Storage Requirements. The aim of this project was to only maintain physical files where there is a business, historical or legal requirement – this will result in the cost of physical storage being reduced, information being easily accessible electronically when required, retention can be applied automatically and physical files that are retained will be less likely to require regular access.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 40

Price - Weighting: 60

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

The Agreement will be awarded for a total of circa 24 months with the council reserving the option to review its options then to extend by 12 months if required.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The Agreement will be awarded for a total of circa 24 months with the council reserving the option to review its options then to extend by 12 months if required.

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

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

Originally published as:

Date

28 November 2024

Local time

12:00pm

Changed to:

Date

5 December 2024

Local time

12:00pm

See the [change notice](#).

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: 7 February 2025

IV.2.7) Conditions for opening of tenders

Date

28 November 2024

Local time

12:00pm

Place

via Teams

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 27589. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

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(SC Ref:780183)

VI.4) Procedures for review

VI.4.1) Review body

Scottish Courts

Edinburgh

Country

United Kingdom