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Planning

UK2 - Preliminary Market Engagement Notice Template

Ministry of Justice

UK2: Preliminary market engagement notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-051628

Procurement identifier (OCID): ocids-h6vhtk-058ea0 ([view related notices](#))

Published 27 August 2025, 2:33pm

Scope

Description

His Majesty's Courts and Tribunals Service (HMCTS) is currently preparing a scope of requirements for the supply of a range of Probate Document Handling, Storage and Management Services.

The potential scale and scope of this supply offers a significant opportunity to the document storage and management services sector. Prior to initiating any procurement, HMCTS wishes to involve the document management market in discussing a number of topics including criteria, key to the success of any future procurement.

Service Scope includes but is not limited to:-

Storage of document boxes in a secure, environmentally controlled facility.

Document retrieval from storage

Document weeding

Managing Email and Telephone Enquiries

Warehouse Management Services

Warehouse Management System

Secure data hosting and data management

Total value (estimated)

- £100,000,000 excluding VAT
- £120,000,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 July 2028 to 30 June 2040
- Possible extension to 30 June 2043
- 15 years

Main procurement category

Services

CPV classifications

- 72512000 - Document management services
- 48311100 - Document management system
- 92512000 - Archive services
- 92500000 - Library, archives, museums and other cultural services

Contract locations

- UK - United Kingdom

Engagement

Engagement deadline

31 October 2025

Engagement process description

The Ministry of Justice (Authority) would like Service Providers to express their interest in premarket engagement before 3pm on 10th September 2025 by sending a confirmation message via our e-sourcing platform

(Jaggaer): <https://ministryofjusticecommercial.bravosolution.co.uk/web/login.html>

Please include the following detail in your message: -

- Quoting Reference – Premarket engagement probate document storage Prj - 14920
- Full name
- Company/organisation name
- Contact details (E-mail and phone number)

In return we will send you a Probate Document Storage Questionnaire and Meeting Invitation for a 121 with the Team.

If you do have an account with Jaggaer, please register on Jaggaer to create an account. If you have problems registering, please contact 0845 0100 132 or e-mail esourcing@justice.gov.uk

This Notice is for information only.

The information contained in this notice, including information relating to the nature and scope of the requirements, the estimated value, the service classification of this requirement and the list of CPV codes, is only indicative of current thinking and is neither exhaustive nor binding and the Authority reserves the right at its absolute discretion to amend it at the time of issue of any further notices or at any other time. The publication of this notice in no way obliges the Authority to commence any competitive tender process. The Authority is not and shall not be liable for any costs incurred by those expressing an interest in participating in this premarket engagement exercise.

Participation

Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Submission

Publication date of tender notice (estimated)

1 December 2026

Contracting authority

Ministry of Justice

- Public Procurement Organisation Number: PDNN-2773-HVYN

102 Petty France

London

SW1H 9AJ

United Kingdom

Contact name: Guy Jennings

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Website:

<https://www.gov.uk/government/organisations/ministry-of-justice/about/procurement>

Region: UKI32 - Westminster

Organisation type: Public authority - central government