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Tender

Provision of Off Site Storage and Records Management

Department of Finance

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-066105

Procurement identifier (OCID): ocds-h6vhtk-05ce6e ([view related notices](#))

Published 17 October 2025, 8:27am

Scope

Reference

ID 5831525

Description

Provision of Off Site Storage and Records Management - The Contract will be split into three Lots and each awarded to the highest ranked Supplier on that Lot. Each lot includes those listed below and Arms lengths bodies and non-departmental public bodies aligned to the Department. Lot 1: includes, • Department for the Economy, • Belfast Met • Department for Infrastructure, • The Executive Office, Department of Health, • Northern Ireland Water, • Translink and • Department of Agriculture Environment and Rural Affairs. This Lot has a requirement date of 1st February 2026. Lot 2: includes, • Department for Communities and the • Department of Education • Education Authority This Lot has a requirement start date of 1st April 2026 and Lot 3: includes, • Department of Finance This Lot has a requirement start date of 1st November 2026 The buyer reserves the right to amend the contract end dates to facilitate any slippage in the procurement timetable

Total value (estimated)

- £16,000,000 excluding VAT
- £19,200,000 including VAT

Above the relevant threshold

Options

The right to additional purchases while the contract is valid.

The initial contract period for all Lots will be 6 years with two further option periods of 2 years each.

Main procurement category

Services

CPV classifications

- 63100000 - Cargo handling and storage services
- 63120000 - Storage and warehousing services
- 63121000 - Storage and retrieval services

Contract locations

- UKN - Northern Ireland

Not the same for all lots

Contract dates are shown in Lot sections, because they are not the same for all lots.

Lot 1. Lot 1

Description

Construction and Procurement Delivery (CPD), on behalf of the participating bodies is seeking to establish a Contract for the provision of Offsite Storage and Records Management Services.

Suppliers should refer to the Specification Schedule for full detail on the deliverables and requirements of this contract.

Neither CPD nor the Buyer can provide any guarantee as to the level of business under this contract.

Each lot includes those listed below and Arms lengths bodies and non-departmental public bodies aligned to the Department.

Lot 1: includes Department for the Economy, Belfast Metropolitan College, Department for Infrastructure, The Executive Office, Department of Health, Northern Ireland Water, Translink and Department of Agriculture Environment and Rural Affairs.

This Lot has a requirement start date of 1st February 2026.

Lot value (estimated)

- £3,200,000 excluding VAT
- £3,840,000 including VAT

Contract dates (estimated)

- 1 February 2026 to 31 January 2032
- Possible extension to 31 January 2036
- 10 years

Description of possible extension:

2 Periods of 24 Months

Same for all lots

CPV classifications, contract locations and options are shown in the Scope section, because they are the same for all lots.

Lot 2. Lot 2

Description

Construction and Procurement Delivery (CPD), on behalf of the participating bodies is seeking to establish a Contract for the provision of Offsite Storage and Records Management Services.

Suppliers should refer to the Specification Schedule for full detail on the deliverables and requirements of this contract.

Neither CPD nor the Buyer can provide any guarantee as to the level of business under this contract.

Each lot includes those listed below and Arms lengths bodies and non-departmental public bodies aligned to the Department.

Lot 2: includes Department for Communities and the Department of Education and Education Authority.

This Lot has a requirement start date of 1st April 2026.

Lot value (estimated)

- £3,200,000 excluding VAT
- £3,840,000 including VAT

Contract dates (estimated)

- 1 April 2026 to 31 March 2032
- Possible extension to 31 March 2036
- 10 years

Description of possible extension:

2 Periods of 24 Months

Same for all lots

CPV classifications, contract locations and options are shown in the Scope section, because they are the same for all lots.

Lot 3. Lot 3

Description

Construction and Procurement Delivery (CPD), on behalf of the participating bodies is seeking to establish a Contract for the provision of Offsite Storage and Records Management Services.

Suppliers should refer to the Specification Schedule for full detail on the deliverables and requirements of this contract.

Neither CPD nor the Buyer can provide any guarantee as to the level of business under this contract.

Each lot includes those listed below and Arms lengths bodies and non-departmental public bodies aligned to the Department.

Lot 3: Department of Finance

This Lot has a requirement date of 1st November 2026.

Lot value (estimated)

- £9,600,000 excluding VAT
- £11,520,000 including VAT

Contract dates (estimated)

- 1 November 2026 to 31 October 2032
- Possible extension to 31 October 2036
- 10 years

Description of possible extension:

2 Periods of 24 Months

Same for all lots

CPV classifications, contract locations and options are shown in the Scope section, because they are the same for all lots.

Participation

Technical ability conditions of participation

Lot 1. Lot 1

Lot 2. Lot 2

Lot 3. Lot 3

As per Tender documentation.

Submission

Enquiry deadline

10 November 2025, 11:59pm

Tender submission deadline

18 November 2025, 2:00pm

Submission address and any special instructions

enders must be submitted electronically via the relevant Call for Tender (CfT) opportunity on eTendersNI, website details immediately below.

Paper submissions will not be accepted or considered and will be rejected by the Contracting Authority / Buyer.

The tender documents are available with unrestricted and full direct access, free of charge, at: URL <https://etendersni.gov.uk/epps>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

18 December 2025

Recurring procurement

Publication date of next tender notice (estimated): 18 December 2025

Award criteria

Name	Description	Type	Weighting
Qualitative Criteria	As per tender documentation.	Quality	50%
Quantitative	As per tender documentation.	Cost	50%

Other information**Payment terms**

For further details on invoicing procedures please see : <https://www.finance-ni.gov.uk/articles/account-ni-good-invoicing-practice>

Contract Value

The estimated value figure indicated in the Scope Section represents an overall estimated contract value. This value reflects the potential scale of the contract and takes into account potential optional extension periods and the uptake of potential optional services as detailed in the tender documents. This figure does not however take into account the application of indexation or increases to charges due to increases in the Real Living Wage. Neither CPD nor the contracting Authority can provide any guarantee as to the level of business under this contract. The Contracting Authority does not bind itself to accept the lowest or any tender. Suppliers remain responsible for all costs and expenses incurred by them or by any third party acting under instructions from the Supplier in connection with taking part in this procurement process regardless of whether such costs arise as a consequence, directly or indirectly of any amendments made to the procurement documents by the Contracting Authority at any time. No legally binding contract shall arise (and a Supplier shall have no legitimate expectation that a contract will be entered into) until such time as entry into the Contract has been confirmed by the Contracting Authority.

Applicable trade agreements

- Government Procurement Agreement (GPA)

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Justification for not publishing a preliminary market engagement notice

Pre Market engagement was carried out but it was before the Procurement Act 2023 therefore it cannot be linked to a relevant number in the system.

Contracting authority

Department of Finance

- Public Procurement Organisation Number: PVTL-7513-YWVJ

303 Airport Road West

Belfast

BT3 9ED

United Kingdom

Email: SSDAdmin.CPD@finance-ni.gov.uk

Website: <https://www.finance-ni.gov.uk>

Region: UKN06 - Belfast

Organisation type: Public authority - central government

Devolved regulations that apply: Northern Ireland

Other organisation

These organisations are carrying out the procurement, or part of it, on behalf of the contracting authorities.

CPD - Supplies & Services Division

Summary of their role in this procurement: Construction and Procurement Delivery - Supplies and Services Division, is a Centre of Procurement Expertise and provides a central procurement function for central government in Northern Ireland

- Public Procurement Organisation Number: PVWG-8426-YWXV

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Belfast

BT3 9ED

United Kingdom

Email: SSDAdmin.CPD@finance-ni.gov.uk

Website: <https://www.finance-ni.gov.uk/topics/procurement>

Region: UKN06 - Belfast

Contact organisation

Contact [CPD - Supplies & Services Division](#) for any enquiries.