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Contract

Provision of Off Site Storage and Records Management

Department of Finance

UK7: Contract details notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-083667

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

Published 17 December 2025, 10:33am

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

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 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 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.

Contract 1. ID 5831525 - Provision of Off Site Storage and Records Management

Lots

Lot 1. Lot 1

Supplier

- [OASIS Group NI Ltd](#)

Contract value

- £4,000,000 excluding VAT
- £4,800,000 including VAT

Above the relevant threshold

Date signed

17 December 2025

Contract dates

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

Description of possible extension:

two optional extension periods of two years each

Main procurement category

Services

CPV classifications

- 63121000 - Storage and retrieval services

Justification for not setting key performance indicators

Contract Value does not exceed the relevant threshold and is not more than £5 million including VAT

Contract 2. ID 5831525 - Provision of Off Site Storage and Records Management

Lots

Lot 2. Lot 2

Supplier

- [OASIS Group NI Ltd](#)

Contract value

- £4,000,000 excluding VAT
- £4,800,000 including VAT

Above the relevant threshold

Date signed

17 December 2025

Contract dates

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

Description of possible extension:

Two optional extension periods of two years each

Main procurement category

Services

CPV classifications

- 63121000 - Storage and retrieval services

Justification for not setting key performance indicators

Contract Value does not exceed the relevant threshold and is not more than £5 million including VAT

Contract 3. ID 5831525 - Provision of Off Site Storage and Records Management

Lots

Lot 3. Lot 3

Supplier

- [OASIS Group NI Ltd](#)

Contract value

- £12,000,000 excluding VAT
- £14,400,000 including VAT

Above the relevant threshold

Date signed

17 December 2025

Contract dates

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

Description of possible extension:

Two optional extension periods of two years each

Main procurement category

Services

CPV classifications

- 63121000 - Storage and retrieval services

Key performance indicators

Name	Description	Reporting frequency
Retrieval Service	Accuracy of Retrievals, the supplier must • retrieve and deliver the correct box to the correct business area • retrieve and deliver within the Timescales • boxes must be delivered in good condition to ensure records are not damaged or accessible in transit.	3 months
Collection Service	Adherence to Response times - the Supplier must collect the boxes within 2 days of the request being placed by the Business area.	3 months
Post Filing	Record filed appropriately within 48 hours. The Supplier must include relevant details in a monthly performance report to be agreed with the Buyer. The Supplier must notify the Buyer if unable to trace any file.	3 months

Other information

Applicable trade agreements

- Government Procurement Agreement (GPA)

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Supplier

OASIS Group NI Ltd

- Public Procurement Organisation Number: PHWV-6331-JTTM

Unit 9a Silverwood Business Pk, 70 Silverwood Rd

Craigavon

BT66 6SY

United Kingdom

Email: pnelis@oasisgroup.com

Region: UKN07 - Armagh City, Banbridge and Craigavon

Small or medium-sized enterprise (SME): No

Voluntary, community or social enterprise (VCSE): No

Supported employment provider: No

Public service mutual: No

Contract 1. ID 5831525 - Provision of Off Site Storage and Records Management

Contract 2. ID 5831525 - Provision of Off Site Storage and Records Management

Contract 3. ID 5831525 - Provision of Off Site Storage and Records Management

Contracting authority

Department of Finance

- Public Procurement Organisation Number: PVTL-7513-YWVJ

303 Airport Rd West

Belfast

BT3 9HB

United Kingdom

Email: SSDAdmin.CPD@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

Clare House, 303 Airport Rd West

Belfast

BT3 9ED

United Kingdom

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

Region: UKN06 - Belfast

Contact organisation

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