



THE NATIONAL ARCHIVES

CHECKPOINT HARDWARE SUPPORT

OPEN COMPETITION

**DEADLINE FOR TENDER SUBMISSIONS –
5PM (UK TIME) TUESDAY 14 MARCH 2023**

1. ABOUT US

- 1.1. The National Archives (TNA) is the official archive and publisher for the UK government, and for England and Wales. We are the guardians of some of our most iconic national documents, dating back over 1,000 years. We are an accredited archive service.
- 1.2. Our 21st-century role is to collect and secure the future of the government record, both digital and physical, to preserve it for generations to come, and to make it as accessible and available as possible. More information on TNA can be found at [The National Archives](https://www.nationalarchives.gov.uk)
- 1.3. TNA is based in Kew, South West London.

2. OBJECTIVE AND REQUIREMENT

2.1 The objective of this tender exercise is to procure a support partner and contract for our current Check Point Infrastructure. We require support for the below:

Description	Serial Number	Quantity	Current Agreement End Date
Check Point 6600 Plus Appliances	2208BA1005 and 2208BA1011	2	29/03/2023
Check Point 5900 Appliances	1843B12788 and 1843BA2823	2	31/03/2023
Check Point 8GB RAM for 5900	N/A	2	31/03/2023
Check Point Management Licence	N/A	1	31/03/2023

2.2 Our current support contracts expire on the above dates so would require a smooth transition to our new support contract.

2.3 Our minimum expected support is as follows:

- 2.3.1** Advice and discussion by phone and email;
- 2.3.2** Remote assistance or similar supervised access;
- 2.3.3** Onsite supervised access during normal hours;
- 2.3.4** Replacing faulty hardware and disks should this be required;
- 2.3.5** 4 hour response time for queries;
- 2.3.6** Support available from 7AM-7PM from Monday-Friday.

2.4 The National Archives is looking to award a contract for a period of **THREE** years with three optional extensions of 12 months each (3+1+1+1).

2.5 We also require the below software subscriptions for three years starting on the 1 April 2023:

Description	Quantity	Current Agreement End Dates
Check Point 5900 NGTP (includes IPS, Application Control, URL Filtering, Anti Bot and Anti-Virus)	1	31/03/2023
Check Point 5900 HA NGTP (includes IPS, Application Control, URL Filtering, Anti Bot and Anti-Virus)	1	31/03/2023

3 HOW TO RESPOND

- 3.1 Please respond by submitting a tender response to procurement@nationalarchives.gov.uk by **5pm (UK time), 14 March 2023**
- 3.2 If you have any questions relating to this opportunity, please submit them to procurement@nationalarchives.gov.uk by **5pm (UK time), 24 February 2023**.
- 3.3 To respond please ensure you complete the attached cost spreadsheet **Appendix A**, ensuring your response addresses as a minimum, the points below. **Should you wish to include any supplementary information please do this as a separate document.**
- 3.4 A comprehensive description of your proposed solution. Suppliers must describe their offering in a succinct, clear, comprehensive and unambiguous fashion. However, please ensure that within this description you specify:
 - 3.4.1 What **services** you will provide, and how, addressing point by point each of the services described in Sections 2.1 and 2.2 and 2.5
 - 3.4.2 What **resourcing commitments you are making**, the skills and relevant experience of the staff involved. You may wish to include any relevant industry certifications you hold to support this element of your submission;
 - 3.4.3 What **resourcing and other commitments you require TNA to make**;
 - 3.4.4 What sub-contracting arrangements (if any) you will put in place.
 - 3.4.5 Your proposed **Service Level Agreement** (SLA) document detailing the Service Levels offered for support. As a minimum you should describe the resources you propose to allocate, hours of operation and response times.
 - 3.4.6 Your **total contract price** for support and products as described in this Invitation to Tender. Please include separate prices for the initial 3 year contract term (which will be the figure used for evaluation purposes), and for the optional extension periods (for information only). Your submitted contract price must include any and all duties and levies (except UK VAT, which should be excluded) which may be payable on your proposed solution as submitted. If some or all of your proposed solution includes goods or services which are source from outside the UK, you must tell us (a) which goods/services are sourced from outside the UK, (b) the associated commodity code(s), (c) the associated duties and levies payable and (d) confirmation that your contract price includes all such duties and levies (except UK VAT). For the avoidance of doubt, your contract price should reflect the equivalent of Incoterm DDP (Delivery

Duty Paid) and therefore the full cost to The National Archives should your bid be successful.

- 3.5 Tell us about how you intend to deliver social value throughout the contract term, and how you will report back to us on said delivery throughout the contract term. For guidance, please see this guidance on [Social Value](#); your response may address any one or more of the themes contained therein.

4 PROCUREMENT TIMETABLE

Ref	Description	Date(s)
1	Invitation to Tender document is published	Friday 10 February 2023
2	Deadline for Potential Suppliers to submit clarification questions to procurement@nationalarchives.gov.uk	5pm (UK Time), Friday 24 February 2023
3	Deadline for Potential Suppliers to submit their Tender Responses to procurement@nationalarchives.gov.uk	5pm (UK Time), Tuesday 14 March 2023

**Any clarification question that TNA deems to be relevant to more than one Potential Supplier will be shared with all Potential Suppliers*

5 EVALUATION CRITERIA

5.1 Tender submissions will be evaluated using the following matrix:

CATEGORY	MAXIMUM AVAILABLE UNWEIGHTED SCORE	WEIGHTING	MAXIMUM AVAILABLE WEIGHTED SCORE
Contract Price - your response to sections 3.3 and 3.4.6 (initial 3 year period)	10	4	40
Quality – your response to sections 3.4.1 to 3.4.5	10	5	50
Quality – social value – your response to section 3.5	10	1	10

5.2 The bidder submitting the lowest complaint price will be awarded the maximum of 10 (unweighted) points. All other bidders will be awarded a (unweighted) points score by applying the following formula:

$$((\text{lowest submitted price}/\text{bidder's submitted price}) \times 10)$$

To illustrate this via a worked example:

Bidder 1 submits a price of £10,000

Bidder 2 submits a price of £17,000

Bidder 3 submits a price of £31,000

Bidder 1 is awarded 10 (unweighted) points – $((10,000/10,000) \times 10) = 10$

Bidder 2 is awarded 5.88 (unweighted) points – $((10,000/17,000) \times 10) = 5.88$

Bidder 3 is awarded 3.23 (unweighted) points – $((10,000/31,000) \times 10) = 3.23$

5.3 For the Quality categories a point score between 0 and 10 is available. These points will be allocated applying the criteria as listed in the table below. If your Response mainly has the criteria of one score, but also has one or more criteria of a lower score, then that Category will be awarded the lower score.

10 Points	Outstanding:
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	• Potential Supplier has provided a response that addresses all parts of the requirement • Potential Supplier has provided evidence to support all elements of their response • The evidence supplied is convincing and highly relevant to the requirement • Potential Supplier's response is clear and easy to understand • Where relevant, Potential Supplier has demonstrated a high level of capability to deliver new and innovative service approaches
7 Points	Good: • Potential Supplier has provided a response that addresses all parts of the requirement • Potential Supplier has provided evidence to support most elements of their response • The evidence supplied is good and relevant to the requirement • Potential Supplier's response is clear and easy to understand • Where relevant, Potential Supplier has demonstrated some level of capability to deliver new and innovative service approaches
5 Points	Average: • Potential Supplier has provided a response that addresses most parts of the requirement • Potential Supplier has provided evidence to support most elements of their response • The evidence supplied has some relevance to the requirement • Potential Supplier's response is clear and easy to understand • Where relevant, Potential Supplier has demonstrated limited capability to deliver new and innovative service approaches
3 Points	Poor: • Potential Supplier has provided a response that addresses some parts of the requirement • Potential Supplier has provided evidence to support some elements of their response, but not all • The evidence supplied is weak and has limited relevance to the requirement • Potential Supplier's response is not always clear and easy to understand • Where relevant, Potential Supplier has demonstrated limited capability to deliver new and innovative service approaches
1 Point	Very Poor: • Potential Supplier has provided a response that fails to address most parts of the requirement • Potential Supplier has provided little or no evidence to support most elements of their response

	• The evidence supplied is very weak and has very limited relevance to the requirement • Potential Supplier's response is not always clear and easy to understand • Where relevant, Potential Supplier has demonstrated little or no capability to deliver new and innovative service approaches
0 Points	Fail: • No response provided

6 CONTRACT TERMS

- 6.1 The contract, and any subsequent Contract variations, shall be governed by our standard terms and conditions, available [here](#) and by submitting a responses to this Invitation to Tender, you accept these terms and conditions.
- 6.2 Please note that the information you supply in your tender submission may be used, in whole or in part, to populate the Contract. As such, please make clear and unambiguous statements about the commitments you are making.
- 6.3 The National Archives reserves the right not to appoint and to achieve its goals by other means.