

THE NATIONAL ARCHIVES

PURCHASE OF PORTABLE FOURIER TRANSFORM INFRA-RED ANALYSER

INVITATION TO TENDER

DEADLINE FOR TENDER SUBMISSIONS - 5PM (UK TIME), 17 SEPTEMBER 2018

1 ABOUT US

- 1.1 The National Archives (TNA) is the official archive and publisher for the UK government, and for England and Wales, holding official records containing 1,000 years of history. Our 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. We are a non-ministerial department and our parent department is the Department for Culture, Media and Sport. More information on TNA can be found at www.nationalarchives.gov.uk. [Archives Inspire](#) sets out our plans for the next few years.
- 1.2 TNA holds over 11 million historical and government records, houses approximately 550 staff and currently welcomes approximately 80,000 visitors per year.

2 PURPOSE

2.1 The purpose of this Procurement Exercise is for:

- the purchase of a portable Fourier Transform Infra-Red analyser that can be used to non-destructively analyse the chemical structure of archival collection material and other samples, with warranty as detailed in Section 3; and
- the purchase/license of software for use with the analyser which allows data capture, spectral subtraction, spectral comparison to reference libraries, compatibility with our own libraries of reference spectra including IRUG database of reference spectra.

2.2 The Appointed Supplier must also:

- provide training to TNA staff in the use of the analyser and software within 2 months of purchase; and
- provide remote support to TNA staff in the use of the analyser and software for at least 5 years after purchase.

2.3 The maximum available budget for this Procurement is £35,000, inclusive of all taxes and expenses. Delivery and completion of payment is required before 1st April 2019.

3 REQUIREMENTS

- 3.1 TNA has certain mandatory/minimum requirements. It is essential that your proposal fulfils the criteria below:
 - 3.1.1 The analyser is light-weight (less than 2 kg), compact, durable allowing easy and safe (for document and user) usage and transportation for both on-site and off-site analysis.
 - 3.1.2 The analyser can be battery powered for at least 3 hours at a time and be supplied with a spare battery to extend working time off-site.
 - 3.1.3 The analyser comes with a Diamond ATR interface and capability for the use of easily interchangeable and automatically recognised DRIFTS and specular reflectance interfaces.
 - 3.1.4 The analyser has a spectral range of 4500–650 cm^{-1} with a resolution of 4–16 cm^{-1} .
 - 3.1.5 The analyser is able to analyse 2D and 3D objects of variable surface texture and fragility without damaging the object physically or altering it visually. Objects will include but not be limited to books, papers, textiles, photographs, and plastics.
 - 3.1.6 The analyser is able to analyse samples as small as 3 mm x 3 mm square including liquids and powders.
 - 3.1.7 The analyser is able to be safely (for user and object) positioned in a way that will allow analysis of the majority if not all of collection items as large as 3 m x 3 m.
 - 3.1.8 The supplied software is Windows 10 64 bit compatible and allows data capture, spectral subtraction, spectral comparison to reference libraries, compatibility with our own libraries of reference spectra including IRUG database of reference spectra (ASCII files with JCAMP-DX formatting). It should be able to run methods based on PCA and PLS based algorithms and produce spectra in .spc and .csv format.
 - 3.1.9 The supplied software will be upgraded as required and free of charge to support any new Windows Operating Systems over the next 5 years.
 - 3.1.10 The analyser and software can be used with as many as 15 TNA laptops/computers at any one time.
 - 3.1.11 The supplier provides training to TNA staff in the use of the analyser and software within 2 months of purchase.
 - 3.1.12 The supplier provides remote support to TNA staff in the use of the analyser and software for at least 5 years after purchase.
 - 3.1.13 The analyser and associated equipment are covered by a 1 year warranty during which time any repairs will be made free of charge. Spare parts are guaranteed to be available for repair purposes for a minimum of 5 years after purchase.

4 HOW TO RESPOND

- 4.1 It is for you to determine what format your Tender Response should take so as to describe your offer in a clear, comprehensive fashion. However please ensure your Tender Response:
- 4.1.1 clearly demonstrates how your proposed solution meets or exceeds the **criteria** given in Section 3.1.1 to 3.1.10;
 - 4.1.2 includes your proposals for **training** provision (see Section 3.1.11); and
 - 4.1.3 includes your **Service Level Agreement** (SLA) for your support services (see Section 3.1.12);
 - 4.1.4 includes details of your **warranty**; and
 - 4.1.5 includes your **contract price** (see Section 2.3);
- 4.2 If you have any clarification questions related to your Tender Response, please submit these to procurement@nationalarchives.gov.uk by **5pm (UK time) on 7 September 2018**.
- 4.3 Please submit your Tender Response to procurement@nationalarchives.gov.uk by **5pm (UK time) on 17 September 2018**.

5 EVALUATION CRITERIA

5.1 Your Tender Response will be evaluated using the following criteria:

Category	Maximum pre-weighted score	Weighting	Maximum weighted score
Product and system requirements (Sections 3.1.1 to 3.1.10)	10	4	40
Training provision	10	1.5	15
Service Level Agreement	10	1.5	15
Warranty	10	1	10
Price	10	2	20

5.2 Price scores will be based on a comparison between each Supplier's price offer, based on the percentage difference from the lowest bid price. The lowest offered price will receive the maximum pre-weighted score of 10 points, a price which is 20% higher will receive a score of 8 (i.e. the maximum score minus 20%).

5.3 Other categories will be evaluated according to the table below:

10 Points	<p>Outstanding:</p> <ul style="list-style-type: none"> • 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	<p>Good:</p> <ul style="list-style-type: none"> • 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
4 Points	<p>Average:</p> <ul style="list-style-type: none"> • Potential Supplier has provided a response that addresses some parts of the requirement

	<ul style="list-style-type: none"> • Potential Supplier has provided evidence to support some elements of their response, but not all • The evidence supplied has some 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
<p>1 Point</p>	<p>Poor:</p> <ul style="list-style-type: none"> • 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

6 PROCUREMENT TIMETABLE

6.1 The procurement timetable is as follows:

Ref.	Description	Date
1	Invitation to Tender published	30 August 2018
2	Deadline for Potential Suppliers to submit clarification questions to procurement@nationalarchives.gov.uk	5pm 7 September 2018
3	Deadline for TNA to respond to clarification questions*	11 September 2018
4	Deadline for Potential Suppliers to submit Tender Responses to procurement@nationalarchives.gov.uk	5pm 17 September 2018
6	Timebox for evaluation of Tender Responses, including possible product demonstrations	20-21 September 2018
7	Contract award	24 September 2018

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

7 CONTRACT TERMS

- 7.1 The contract will be awarded subject to our standard terms and conditions, which can be found [here](#).
- 7.2 TNA reserves the right not to award and to complete its objectives through other means.