

THE NATIONAL ARCHIVES

PURCHASE OF AN OPEN GEOMETRY MICRO-RAMAN

INVITATION TO TENDER – OPEN COMPETITION

DEADLINE FOR TENDER SUBMISSIONS – 5pm (UK time) 19 NOVEMBER 2020

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.
- 1.3 The Collection Care Department (CCD) is responsible for the care and conservation of the collection and for heritage science research at TNA.

2 PURPOSE

2.1 The purpose of this Procurement Exercise is for the purchase of:

- Open-geometry Micro-Raman spectrometer (quantity 1). The system must be able to acquire good quality spectra to identify the varied materials in an archival collection (such as pigments, dyes, inks, degradation products, etc). A laser power control system must be in place to limit the irradiation to 0.1 mW on the surface to be analysed. A microscope with at least 5x-50x magnification and a video unit are necessary to visualise and monitor the area of analysis. The system should have an open geometry, so sampling is avoided and a range of formats can be analysed non-invasively (large maps, voluminous books, small details in photographs). The capability for mapping is also necessary.
- Software (if licences are required, these must be included, for at least 5 users) to acquire, process and analyse the spectra;

2.2 The Appointed Supplier must also:

- deliver, set up, calibrate and test the system and software;
- provide training to TNA staff in the use of the system and software;
- provide software upgrades for at least 3 years after purchase; and
- provide technical support to TNA staff in the use of the system and software for at least 3 years after purchase.

2.3 Delivery in full is required on or before 31 March 2020. Given the provisions of Section 2.2 above, we ask Potential Suppliers to indicate their stock levels and/or lead times and to confirm you are able meet this delivery deadline.

2.4 The maximum available budget for this Procurement is £115,000, exclusive of VAT but inclusive of delivery and all other expenses.

2.5 Purchase of this equipment is contingent on the successful outcome of a proposal for external funding; TNA reserves the right not to proceed with the purchase if the funding is not awarded.

3 REQUIREMENTS

- 3.1 TNA has certain **mandatory/minimum** requirements. It is essential that your proposal fulfils the criteria below:
- 3.1.1 High efficiency 200 mm focal length spectrograph, spectral resolution < 2.5cm⁻¹. Dispersion < 1.5 cm⁻¹ pixel⁻¹.
 - 3.1.2 Acquisition of Raman spectra from 50 cm⁻¹ to 4000 cm⁻¹.
 - 3.1.3 Red and green lasers (785 and 532 nm).
 - 3.1.4 Microscope (at least 5, 20 and 100x objectives) and video unit.
 - 3.1.5 Open geometry to analyse large documents without sampling.
 - 3.1.6 Laser power control down to 0.1mW on the surface of the document.
 - 3.1.7 Motorised probe positioning for precision sample targeting and sample mapping.
 - 3.1.8 Software to acquire, process and analyse the spectra and maps, compatible with Windows 10. The supplied software should include upgrades as required, without additional cost to TNA, to support any new Microsoft Windows Operating Systems over the next 3 years. Possibility to export the raw spectral data. The software must be provided with at least 5 user licenses and update/support provision.
 - 3.1.9 12 month warranty (parts and labour).
 - 3.1.10 The supplier provides technical support to TNA staff in the use of the system and software for at least 3 years after purchase.
 - 3.1.11 Delivery and installation.
 - 3.1.12 The supplier provides training to TNA staff in the use of the system and software within 1 month of installation (subject to severe COVID-19 restrictions)
- 3.2 Please describe within your Tender Response how your proposal meets (or exceeds) the above criteria. If your proposal offers features or functionality additional to those detailed above, you should detail these in your Tender Response explaining how you feel these may add value to TNA.
- 3.3 Please specify your price per unit, including whether and how volume discounts become applicable.

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 confirms that you are able to meet the **delivery deadline** (see Section 2.4 which states delivery in full is required on or before **31 March 2020**. Please tell us the latest date by which an order must be placed in order for you to meet this deadline.
 - 4.1.2 clearly demonstrates how your proposed solution meets the **criteria** in Section 3.
 - 4.1.3 if appropriate, clearly explains how your proposed solution exceeds the criteria in Section 3, and how this adds value to TNA;
 - 4.1.4 includes your proposals for **training** provision, including **pricing**; and
 - 4.1.5 includes your **Service Level Agreement** (SLA) for your support services as it relates warranty and system/software support
 - 4.1.6 includes your **unit price**.
- 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 29 October 2020**
- 4.3 Please submit your Tender Response to procurement@nationalarchives.gov.uk by **5pm (UK time) on 19 November 2020**.

5 EVALUATION CRITERIA

5.1 Tender Responses will be evaluated using the following criteria:

Category	Maximum pre-weighted score	Weighting	Maximum weighted score
Ability to meet delivery deadline	PASS/FAIL	-	PASS/FAIL
Meets all relevant requirements	PASS/FAIL	-	PASS/FAIL
Quality - Additional features/ functionality which exceed requirements within the Lot	10	1	10
Quality - Training provision and Service Level Agreement	10	2	20
Price	10	7	70

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 (ie the maximum score minus 20%).

5.3 The price will be based on one unit plus a price for reasonable training provision (TNA accepts that training provision offers will differ between Potential Suppliers and Potential Suppliers accept that TNA will use best endeavours to compare like-with-like when assessing training provision and pricing).

5.4 Quality 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

	<ul style="list-style-type: none"> 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 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
1 Point	<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	15 October 2020
2	Deadline for Potential Suppliers to submit clarification questions to procurement@nationalarchives.gov.uk	5pm (UK time) 29 October 2020
3	Deadline for TNA to respond to clarification questions*	30 October 2020
4	Deadline for Potential Suppliers to submit Tender Responses to procurement@nationalarchives.gov.uk	5pm (UK time) 19 November 2020
5	Contract award	01 December 2020

* 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

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