



THE NATIONAL ARCHIVES

MEASUREMENT, PRODUCTION AND DELIVERY OF BESPOKE ARCHIVAL STORAGE BOXES

INVITATION TO TENDER – OPEN COMPETITION

DEADLINE FOR TENDER SUBMISSIONS – 5PM (UK TIME), 30 SEPTEMBER 2022

1 ABOUT US

- 1.1 The National Archives (TNA) is a non-ministerial government department. The Chief Executive of The National Archives is the statutory Keeper of Public Records who reports to the Secretary of State for Digital, Culture, Media and Sport. We incorporate the Office of Public Sector Information and Her Majesty's Stationery Office. We also perform the Historical Manuscripts Commission's functions in relation to private records.
- 1.2 As the government's official archive and publisher for the UK government, we hold over 1,000 years of the nation's records for everyone to discover and use and are guardians of some of our most iconic national documents.
- 1.3 Our role is to collect and secure the future of the government record, both physical and digital; to make it accessible; to preserve it for generations to come.
- 1.4 The Collection Care Department are responsible for taking care of TNA's collection. This includes ensuring that the condition of the collection allows it to be seen by the public, Government departments, academic researchers and others.

- 1.5 Whilst the majority of the collection is boxed over the years some of the larger items in the collection have not been boxed. These are the items that we now wish to concentrate our efforts to protect them from any damage that they are exposed to whilst unboxed.

2 PURPOSE

- 2.1 We are seeking to select a supplier to measure and supply boxes and labels for a variety of unboxed materials, of varying sizes, in TNA's collection.
- 2.2 There are up to 480 items, mainly bound volumes, requiring boxes.
- 2.3 Approximate item sizes range from 27.5 cm to around 160 cm in height, 20 cm to 113 cm in width and 2 cm to 19 cm in depth.
- 2.4 Potential suppliers should note that there are five aspects to this tender:
- a) Surveying position of items on the shelves;
 - b) Measuring the items;
 - c) Manufacturing/sourcing the boxes that fit the items;
 - d) Labelling boxes appropriately;
 - e) Delivering labelled boxes to TNA.
- 2.5 The activity will be delivered in two stages:
- Delivery of all measurements (a and b above) before 15 November 2022.
 - Delivery of correctly labelled boxes (c to e above) before 31 December 2022.

3 Requirements, Objectives and Deliverables

3.1 Project requirements are as follows:

3.1.1 Surveying position of items on the shelves

The Appointed Supplier will provide a number of staff to visit TNA's premises (at Kew, Richmond, Surrey TW9 4DU), who will measure the various items which require boxes made.

All members of Supplier staff attending our site must pass baseline security clearance (BPSS [National security vetting: clearance levels - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/national-security-vetting-clearance-levels)) and must also undergo TNA's document handling training (online training module). **Individuals who do not comply with these requirements will be refused entry.**

Supplier staff will be accompanied by a supervising member of Collection Care staff throughout.

As well as measurements, the Supplier must record whether each individual item is best shelved horizontally or vertically (Collection Care can assist in this). It may be helpful to imagine a book on a shelf, and the decision as to whether it should be placed on a shelf library-style or laid flat on its back cover.

3.1.2 Measuring the items

Each item to be removed from its current location and carefully measured (height, width and depth) to facilitate production of an appropriately sized box. The item is then to be replaced. Collection Care staff may elect to do this themselves or allow Supplier staff to do it, solely at Collection Care's discretion. Some items may require 2-person handling, with Collection Care and Supplier staff working together.

A table of an initial survey of unboxed items is presented in Appendix 3. Please note that there may be more items not listed in this table, however the number of unboxed items will not exceed 480.

3.1.3 Providing the boxes that fit the items

The Appointed Supplier will then produce the boxes.

TNA reserve the right to request a sample of the material to be used before manufacturing commences.

NOTE: Items must be removable from boxes, therefore we require an additional 1cm to 2 sides – the lid should fit as closely as possible. For example:

Item height – 30 cm

Item width 30 cm

Item depth (front to back cover) – 10 cm

Would require a box with internal dimensions:

Box height – 31 cm

Box width – 31 cm

Box depth (with cover/lid fully closed) – 10 cm

Collection Care will provide examples and guidance to the Appointed Supplier.

Appendix 2 is a version of our relevant standards for production of archival box materials, abridged to suit these requirements.

- TNA is content for the Appointed Supplier to decide whether clamshell or lidded boxes are appropriate, based on their own production capabilities, suitability for the individual item being boxed and/or cost.
- As regards the Board Grade table, most of boxes required will be Grade 1 Permanent specification, we believe no more than 12 individual boxes will be required at Grade 3 photo specification.
- Collection Care will work with the Appointed Supplier to agree which items require Grade 3 Photo specification.
- Boxes (and lids) must be made of corrugated board.
- Our preference is to have a matching exterior of blue/grey, or grey with a white interior, meeting the required materials standards for archival boxes (changes to preferred colours can be further discussed with the Appointed Supplier). Board should be unbleached or colour-fast, so that no colour can be transferred to the box contents.

3.1.4 Labelling boxes appropriately

The Appointed Supplier must produce a label for each box indicating the archival reference. Our archival reference consists of:

- Class – alpha characters, between 1 and 4 characters in length
- Series – numeric characters, between 1 and 4 characters in length
- Piece – varies, may be alpha and/or numeric.

Labels attached to the boxes should use the font Helsinki 48 and have the class mark and series written in red. All other texts must be written in black. All text should be centralized on the label. Text must be vertical (ie legible to anyone reading the box when standing at the shelf). In order to remain legible, labels must be affixed to the box lid/clamshell lid. See Appendix 1 at the end of this document for examples.

More detailed labelling requirements, and the individual archival references for each item, will be given to the Appointed Supplier, who will also be able to see examples on site.

3.1.5 Delivery

Correctly labelled boxes to be delivered to The National Archives, Kew, Richmond, Surrey TW9 4DU by 31 December 2022.

3.2 Project deliverables are:

- By 15 November 2022: a spreadsheet of all items, detailing item height, item width, item depth, box height, box width, box depth, position (i.e. horizontal or vertical on the shelf), archival reference (for the label).
- By 31 December 2022, delivery of all boxes, correctly labelled.

4 HOW TO RESPOND

- 4.1 If you have any clarification questions related to your Tender Response, please submit these to procurement@nationalarchives.gov.uk by **12 noon (UK time), 16 September 2022**.
- 4.2 Please submit your Tender Response to procurement@nationalarchives.gov.uk by **5pm (UK time), 30 September 2022**.
- 4.3 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 includes as a minimum:
- Your **understanding** of the project, timetable and deliverables (with particular attention to the specifications in Appendices 1 and 2). NOTE: you must obtain a minimum score of 7 in this category to be considered for contract award;
 - Details of your prior **experience** or delivering requirements of this type;
 - Your **agreement** to your staff who will attend our site undergoing security checks and document handling training;
 - Your **contract price**. 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 sourced 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.

5 EVALUATION CRITERIA

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

Category	Maximum pre-weighted score	Weighting	Maximum weighted score
1. Your understanding of the project, timetable and deliverables	10	3.5	35
2. Details of your prior experience or delivering requirements of this type	10	3.5	35
3. Your agreement to your staff who will attend our site undergoing security checks and document handling training	Pass/fail	Pass/fail	-
4. Contract price	10	3	30

5.2 Price scores will be evaluated as follows:

The bidder submitting the lowest compliant 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 Other categories will be evaluated according to the table below:

<p>10 Points</p>	<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
<p>7 Points</p>	<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
<p>4 Points</p>	<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
<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

7.1 The procurement timetable is as follows:

Ref.	Description	Date
1	Invitation to Tender published	2 August 2022
2	Deadline for Potential Suppliers to submit clarification questions to procurement@nationalarchives.gov.uk *	12 noon (UK time) 16 September 2022
3	Deadline for Potential Suppliers to submit Tender Responses to procurement@nationalarchives.gov.uk	5pm (UK time) 30 September 2022
4	Contract award	15 October 2022

* 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.

APPENDIX 1

Vertical Label Format

BT
43
123

Horizontal Label Format

BT
43
123