

THE NATIONAL ARCHIVES

WORKSTATION, DIGITAL CAMERA, SOFTWARE, SUPPORT

INVITATION TO TENDER – OPEN COMPETITION

**DEADLINE FOR TENDER SUBMISSIONS – 12 NOON (UK TIME), 11 NOVEMBER
2022**

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 At TNA, we have been imaging our own vast collection of records since the 1960s, initially producing microfilm. We began the shift to digital outputs over ten years ago, and now digitise around 8 million pages of archival material per year. We have built up significant experience and a highly qualified team of digitisation experts. Although we continue to digitise our own material, we also undertake digitisation projects for other organisations and external clients. We are increasingly using our expertise to provide advice to businesses and private organisations to develop and modernise their own archives in order to grow business, preserve

heritage, increase brand awareness and build commercial identity. Our digitisation unit is located on-site at Kew. We offer a range of digitisation services and specialise in capturing high volumes of digital images from a wide range of materials for both internal and external collections. We offer a digital output for a variety of formats to suits clients requirements and tailor specifications including metadata, OCR and naming conventions.

2 PURPOSE

- 2.1 The purpose of this Procurement Exercise is for the purchase of:
- Production workstation for digital imaging of heritage material
 - Digital Camera for imaging of heritage material
- 2.2 Potential suppliers are invited to bid at their own discretion.
- 2.3 Quantity – 1.
- 2.4 Delivery in full is required on or before **31 March 2023** (time is of the essence for this requirement), and **preferably during January 2023**. We ask Potential Suppliers to indicate their stock levels and/or lead times in order to meet this delivery deadline. The Procurement Timetable includes the date by which we aim to make an award decision – please take note of this when considering whether you can meet our delivery deadline of **31 March 2023**.
- 2.5 The Procurement Timetable includes a window in **December 2022** for shortlisted suppliers to demonstrate their proposed solution(s). These demonstrations must take place at The National Archives' premises at Kew, Richmond, Surrey TW9 4DU.

3 REQUIREMENTS

- 3.1 TNA has certain **mandatory/minimum** requirements. It is essential that your proposal fulfils the criteria below:
 - 3.1.1 Workstation, suitable for imaging historic documents in various formats.
 - 3.1.2 Digital camera system capable of achieving standard such as FADGI and Metamorfoze
 - 3.1.3 Scanning Software with auto-rotation and auto-crop
 - 3.1.4 Colour Calibration Software
 - 3.1.5 12 month warranty.
 - 3.1.6 Delivery.
 - 3.1.7 Installation.
 - 3.1.8 Training. Please describe your training offer and associated pricing.
- 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 contract price.
- 3.4 Please confirm you can meet our delivery deadline (see Section 2.4).

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 2023**). Please tell us the latest date by which an order must be placed in order for you to meet this deadline, and the latest date by which an order must be placed in order for you to meet our preferred delivery window of January 2023.

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 software support;

4.1.6 includes your **unit 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.

- 4.2 If you have any clarification questions related to your Tender Response, please submit these to procurement@nationalarchives.gov.uk by **5pm on 1 November 2022**.
- 4.3 Please submit your Tender Response to procurement@nationalarchives.gov.uk by **12 noon (UK time) on 11 November 2022**.

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 SLA	10	2	20
Price	10	7	70

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:

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

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 $-\left(\frac{10,000}{10,000}\right) \times 10 = 10$

Bidder 2 is awarded 5.88 (unweighted) points $-\left(\frac{10,000}{17,000}\right) \times 10 = 5.88$

Bidder 3 is awarded 3.23 (unweighted) points $-\left(\frac{10,000}{31,000}\right) \times 10 = 3.23$

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

10 Points	Outstanding: <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	Good: <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	Average: <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	Poor:

	<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
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6 PROCUREMENT TIMETABLE

6.1 The procurement timetable is as follows:

Ref.	Description	Date
1	Deadline for Potential Suppliers to submit clarification questions to procurement@nationalarchives.gov.uk	5pm (UK time) 1 November 2022
2	Deadline for Potential Suppliers to submit Tender Responses to procurement@nationalarchives.gov.uk	12 noon (UK time) 11 November 2022
3	Deadline for identification of potential suppliers to be shortlisted to give demonstrations of their proposed solution(s)	18 November 2022
4	Timebox for demonstrations	Week commencing 5 December 2022
5	Contract award	By 15 December 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.