

THE NATIONAL ARCHIVES

SHEET FED SCANNER SOLUTION, SOFTWARE, SUPPORT

INVITATION TO TENDER – OPEN COMPETITION

DEADLINE FOR TENDER SUBMISSIONS – 5PM (UK TIME), 30 NOVEMBER 2021

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. We need to expand our capacity to digitise records for a significant and very large project to release historical records to the public. This includes providing material to our stakeholders to facilitate this access. We need to capture high volumes of digital images from a wide range of materials for both internal and external collections. We need to 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:

Zeuschel OS 16000 Advanced Plus

2.2 Potential suppliers are invited to bid at their own discretion.

2.3 The quantities are as yet undefined. We ask Potential Suppliers to provide unit price(s) and to indicate any volume discounts which may be available. TNA will decide on order quantities (if any) once all bids have been evaluated.

2.4 Delivery in full is required on or before **25 February 2022**, although training may be provided later (up to end March 2022). Given the provisions of Section 2.3 above, we ask Potential Suppliers to indicate their stock levels and/or lead times in order to meet this delivery deadline.

3 REQUIREMENTS – Sheet Fed Scanner

- 3.1 TNA has certain **mandatory/minimum** requirements. It is essential that your proposal fulfils the criteria below:
 - 3.1.1 Zeutschel OS 16000 Advanced Plus, for imaging historic documents in various formats
 - 3.1.2 A2 Advanced Plus Book Cradle
 - 3.1.3 Software OMNISCAN 12 Basic module, 64 Bit
 - 3.1.4 Perfect Book 3.0
 - 3.1.5 Software Module IMAGING KIT
 - 3.1.6 Software Module Multithread
 - 3.1.7 Software Module OCR
 - 3.1.8 Delivery.
 - 3.1.9 Installation.
 - 3.1.10 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 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 **25 February 2022**. If necessary, 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 3.1.
 - 4.1.3 if appropriate, clearly explains how your proposed solution exceeds those **criteria**, and how this adds value to TNA;
 - 4.1.4 any **warranty** offered on any or all products;
 - 4.1.5 in relation to the software, any **annual licensing and/or support costs**. Also please give an indication (for information only) of the number of upgrades/patches which you believe may be required annually, and how frequently they arise;
 - 4.1.6 includes your proposals for **training** provision; and
 - 4.1.7 includes your **Service Level Agreement** (SLA) for your support services (see Section 5.1.10);
 - 4.1.8 includes your **unit price and applicable volume discounts**.
- 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), 23 November 2021**.
- 4.3 Please submit your Tender Response to procurement@nationalarchives.gov.uk by **5pm (UK time), 30 November 2021**.

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 Warranty	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 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

<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

6.1 The procurement timetable is as follows:

Ref.	Description	Date
1	Invitation to Tender published	16 November 2021
2	Deadline for Potential Suppliers to submit clarification questions to procurement@nationalarchives.gov.uk	5pm (UK time) 23 November 2021
3	Deadline for Potential Suppliers to submit Tender Responses to procurement@nationalarchives.gov.uk	5pm (UK time) 30 November 2021
4	Award decision (anticipated)	3 December 2021

* *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

The contract will be awarded subject to our standard terms and conditions, which can be found [here](#).

TNA reserves the right not to award and to complete its objectives through other means.