

**THE NATIONAL ARCHIVES**

**PURCHASE OF MULTI-SPECTRAL IMAGING SYSTEM**

**INVITATION TO TENDER – OPEN COMPETITION VIA OFFICIAL JOURNAL OF THE  
EUROPEAN UNION**

**DEADLINE FOR TENDER SUBMISSIONS – 12 NOON (UK TIME), 19 DECEMBER 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](http://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 conservation at TNA.

## **2 PURPOSE**

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

- a multispectral imaging system with an LED lightsource covering the UV, visible, and Infrared range. The system must be able to record characteristic spectra of substrate, colorant, and contaminant materials, e.g. paper, parchment, iron gall inks, and natural dyes, modern inks, etc; and
- software (including all required licences, for 5 users) to control the system, and to produce and manipulate images;

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 The maximum available budget for this Procurement is £155,000, exclusive of VAT but inclusive of expenses.

2.4 Delivery in full is required on or before 31st March 2019. Suppliers who are unable to meet this deadline should not apply for this opportunity.

### 3 REQUIREMENTS

3.1 TNA has certain **mandatory/minimum** requirements. It is essential that your proposal fulfils the criteria below:

- 3.1.1 Full frame camera, with at least 100 megapixel resolution, monochrome sensor, with a 72 mm lens.
- 3.1.2 Narrowband illumination with light in specific wavelengths generated by low heat and low maintenance, long-lifetime LED lights, covering at least 16 distinct spectral bands (UV to vis to IR). The lights must be integrated with the software to allow for simple system operation and unified metadata capturing.
- 3.1.3 Software integrated/computer controlled 6-position auto filter wheel to increase the range of captured information to include fluorescence emission and UV reflectance images. The system should include at least 5 filters (UV and visible bandpass, and longpass filter).
- 3.1.4 Software which controls the camera, filters, and illumination as an integrated system for streamlined and automated operation and metadata capture from a single computer.
- 3.1.5 The software must be provided with at least 5 user licenses and update/support provision.
- 3.1.6 Spectral imaging system on-site set-up, support and processing training, including software training and support.
- 3.1.7 The entire system needs to fit in a space that is 3 x 3 meters or smaller.
- 3.1.8 Must include an appropriate camera copy stand.
- 3.1.9 The supplied software will be upgraded as required and free of charge to support any new Microsoft Windows Operating Systems over the next 3 years.
- 3.1.10 The supplier provides training to TNA staff in the use of the system and software within 2 months of installation.
- 3.1.11 The supplier provides technical support to TNA staff in the use of the system and software for at least 3 years after purchase.
- 3.1.12 The analyser and associated equipment are covered by a 3 year warranty during which time any repairs will be made free of charge. Spare parts are guaranteed to be available for available for repair purposes for a minimum of 5 years after purchase.

3.2 TNA has certain **desired** requirements. If appropriate, you should indicate how your proposal fulfils the criteria below:

- 3.2.1 An auxiliary 120 mm macro lens.

3.2.2 Standard light stands for LED illumination panels.

3.2.3 Tripod for imaging of vertical objects.

3.3 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.

## 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 **31st March 2019**).
  - 4.1.2 clearly demonstrates how your proposed solution meets or exceeds the **criteria** given in Sections 3.1.1 to 3.1.9;
  - 4.1.3 if appropriate, how your proposed solution meets or exceeds the criteria given in Sections 3.2 and 3.3;
  - 4.1.4 includes your proposals for **training** provision (see Section 3.1.10); and
  - 4.1.5 includes your **Service Level Agreement** (SLA) for your support services (see Section 3.1.11);
  - 4.1.6 includes details of your **warranty** (see Section 3.1.12); and
  - 4.1.7 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](mailto:procurement@nationalarchives.gov.uk) by **5pm (UK time) on 26 November 2018**.
- 4.3 Please submit your Tender Response to [procurement@nationalarchives.gov.uk](mailto:procurement@nationalarchives.gov.uk) by **5pm (UK time) on 19 December 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 |
|---|----------------------------|-----------|------------------------|
| Delivery schedule   | PASS/FAIL                  | -         | PASS/FAIL              |
| System requirements (Sections 3.1.1 to 3.1.9)                       | PASS/FAIL                  | -         | PASS/FAIL              |
| Desired or additional features/functionality (Sections 3.2 and 3.3) | 10                         | 1         | 10                     |
| Training provision (Section 3.10)                                   | 10                         | 2         | 20                     |
| Service Level Agreement (Section 3.11)                              | 10                         | 2         | 20                     |
| Warranty (Section 3.12)   | 10                         | 2         | 20                     |
| Price   | 10                         | 3         | 30                     |

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 Other categories will be evaluated according to the table below:

|                  |  |
|------------------|--|
| <b>10 Points</b> | <b>Outstanding:</b> <ul style="list-style-type: none"><li>• Potential Supplier has provided a response that addresses all parts of the requirement</li><li>• Potential Supplier has provided evidence to support all elements of their response</li><li>• The evidence supplied is convincing and highly relevant to the requirement</li><li>• Potential Supplier's response is clear and easy to understand</li><li>• Where relevant, Potential Supplier has demonstrated a high level of capability to deliver new and innovative service approaches</li></ul> |
| <b>7 Points</b>  | <b>Good:</b> <ul style="list-style-type: none"><li>• Potential Supplier has provided a response that addresses all parts of the requirement</li><li>• Potential Supplier has provided evidence to support most elements of their response</li><li>• The evidence supplied is good and relevant to the requirement</li><li>• Potential Supplier's response is clear and easy to understand</li></ul>  |

|                 |  |
|-----------------|--|
|                 | <ul style="list-style-type: none"> <li>Where relevant, Potential Supplier has demonstrated some level of capability to deliver new and innovative service approaches</li> </ul>  |
| <b>4 Points</b> | <p><b>Average:</b></p> <ul style="list-style-type: none"> <li>Potential Supplier has provided a response that addresses some parts of the requirement</li> <li>Potential Supplier has provided evidence to support some elements of their response, but not all</li> <li>The evidence supplied has some limited relevance to the requirement</li> <li>Potential Supplier's response is not always clear and easy to understand</li> <li>Where relevant, Potential Supplier has demonstrated limited capability to deliver new and innovative service approaches</li> </ul>                           |
| <b>1 Point</b>  | <p><b>Poor:</b></p> <ul style="list-style-type: none"> <li>Potential Supplier has provided a response that fails to address most parts of the requirement</li> <li>Potential Supplier has provided little or no evidence to support most elements of their response</li> <li>The evidence supplied is very weak and has very limited relevance to the requirement</li> <li>Potential Supplier's response is not always clear and easy to understand</li> <li>Where relevant, Potential Supplier has demonstrated little or no capability to deliver new and innovative service approaches</li> </ul> |

## 6 PROCUREMENT TIMETABLE

6.1 The procurement timetable is as follows:

| Ref. | Description  | Date                                  |
|------|--|---------------------------------------|
| 1    | Invitation to Tender published   | 19 November 2018                      |
| 2    | Deadline for Potential Suppliers to submit clarification questions to <a href="mailto:procurement@nationalarchives.gov.uk">procurement@nationalarchives.gov.uk</a> | 5pm<br>26 November 2018               |
| 3    | Deadline for TNA to respond to clarification questions*  | 30 November 2018                      |
| 4    | Deadline for Potential Suppliers to submit Tender Responses to <a href="mailto:procurement@nationalarchives.gov.uk">procurement@nationalarchives.gov.uk</a>        | 12 noon<br>19 December 2018           |
| 6    | Timebox for evaluation of Tender Responses, including possible product demonstrations  | 20 December 2018 to<br>2 January 2019 |
| 7    | Notification of contract decision and feedback   | 7 January 2019                        |
| 8    | Standstill period  | (10 days)                             |
| 9    | Contract award   | 17 January 2019                       |

\* 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.