

THE NATIONAL ARCHIVES

DIGITAL CAMERAS, FURNITURE, SOFTWARE, SUPPORT

INVITATION TO TENDER – OPEN COMPETITION

DEADLINE FOR TENDER SUBMISSIONS – 5PM (UK TIME), 16 JANUARY 2019

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:

- Digital cameras (Lot 1)
- Digital camera workstations (Lot 2)
- Image capture/processing software (Lot 3)
- Phase One IQ3 100MP Camera systems (Lot 4)
- LED lighting systems (Lot 5)

2.2 We recognise that Potential Suppliers may not be able to fulfil all requirements, therefore have divided the requirements above into Lots. Potential suppliers are invited to bid for one or more, or all, Lots at their own discretion. Each Lot will be evaluated individually on its own merits.

2.3 The quantities sought under each Lot 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) under each Lot once all bids have been evaluated.

2.4 Delivery in full is required on or before 29 March 2019. 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 –DIGITAL CAMERAS (LOT 1)

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

3.1.1 71MP Electronic camera.

3.1.2 10,000 x 7,100 pixel array producing up to 213 MB TIF image file (24 bit RGB).

3.1.3 Interchangeable lens facility.

3.1.4 USB3 connection to PC.

3.1.5 Manual focus.

3.1.6 Colour Calibration software.

3.1.7 Colour Calibration captured to FADGI 4 star Metamorfoze standard, using X Right colour checker charts.

3.1.8 12 month warranty.

3.1.9 Delivery.

3.1.10 Installation.

3.1.11 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 REQUIREMENTS – DIGITAL CAMERA WORKSTATIONS (LOT 2)

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

- 4.1.1 Up to A1 size table pneumatic book handling system.
- 4.1.2 Book Cradle size options: A4 - A1.
- 4.1.3 Book cradle fully adjustable and can be placed anywhere on base platen (and rotated).
- 4.1.4 Motorised variable height column with indicators for 300 -400 -600 PPI.
- 4.1.5 Adjustable cold LED lighting (no UV or IR) 'daylight balanced' for colour accuracy.
- 4.1.6 Comfortable operator usability with hand and foot switch controls.
- 4.1.7 Must integrate with existing TNA pneumatic air supply system (picture of connector included at Appendix A).
- 4.1.8 12 month warranty.
- 4.1.9 Delivery.
- 4.1.10 Installation.
- 4.1.11 Training. Please describe your training offer and associated pricing.

4.2 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.

4.3 Please specify your price per unit, including whether and how volume discounts become applicable.

5 REQUIREMENTS – IMAGE CAPTURE/PROCESSING SOFTWARE (LOT 3)

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

5.1.1 Compatible with Windows 10 OS. Please specify the system requirements needed to install and run the software.

5.1.2 Full image management completed at time of capture.

5.1.3 Multi format output to defined storage paths.

5.1.4 Automatic Deskew.

5.1.5 Automatic Crop.

5.1.6 Automatic Border .

5.1.7 Multi Crop.

5.1.8 Automatic page name and numbering.

5.1.9 Variable crop for document 'fold outs' with return to original size.

5.1.10 Positive, Negative, B-W, Greyscale and Colour options.

5.1.11 12 months support, including updates. Technical support by phone/email/other. Please include your Service Level Agreement.

5.1.12 Delivery.

5.1.13 Installation.

5.1.14 Training. Please describe your training offer and associated pricing.

5.2 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.

5.3 Please specify your price per user licence, or other appropriate model, including whether and how volume discounts become applicable.

6 REQUIREMENTS – PHASE ONE IQ3 100MP CAMERA SYSTEMS (LOT 4)

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

6.1.1 Current column large format system.

6.1.2 Digital Back has 11,608 x 8,708 array sensor with image file output of up to 300 MB (TIF 24 bit RGB) 'Live View' (at 100% image size) and ELECTRONIC shutter feature.

6.1.3 XF camera body and Schneider LS 55mm lens.

6.1.4 USB3 connection to computer system.

6.1.5 Latest (Version 12) Capture One software.

6.1.6 12 month warranty.

6.1.7 Delivery.

6.1.8 Installation.

6.1.9 Training. Please describe your training offer and associated pricing.

6.2 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.

6.3 Please specify your price per unit (including software user licence), including whether and how volume discounts become applicable.

7 REQUIREMENTS – LED LIGHTING SYSTEMS (LOT 5)

- 7.1 TNA has certain **mandatory/minimum** requirements. It is essential that your proposal fulfils the criteria below:
- 7.1.1 Adjustable with diffusers
 - 7.1.2 To upgrade and replace our existing lighting system (picture examples of our current setup included as Appendix B).
 - 7.1.3 12 month warranty.
 - 7.1.4 Delivery.
 - 7.1.5 Installation.
 - 7.1.6 Training. Please describe your training offer and associated pricing.
- 7.2 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.
- 7.3 Please specify your price per unit, including whether and how volume discounts become applicable.

8 HOW TO RESPOND

- 8.1 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:
- 8.1.1 specifies the Lot (or Lots) to which your Tender Response relates.
 - 8.1.2 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 **29 March 2019**). If necessary, please tell us the latest date by which an order must be placed in order for you to meet this deadline.
 - 8.1.3 clearly demonstrates how your proposed solution meets the **criteria** relevant to the Lot;
 - 8.1.4 if appropriate, clearly explains how your proposed solution exceeds the criteria relevant to the Lot, and how this adds value to TNA;
 - 8.1.5 includes your proposals for **training** provision relevant to the Lot; and
 - 8.1.6 for Lot 3 only, includes your **Service Level Agreement** (SLA) for your support services (see Section 5.1.10);
 - 8.1.7 includes your **unit price and applicable volume discounts**.
- 8.2 If you have any clarification questions related to your Tender Response, please submit these to procurement@nationalarchives.gov.uk by **12 noon (UK time) on 4 January 2019**.
- 8.3 Please submit your Tender Response to procurement@nationalarchives.gov.uk by **5pm (UK time) on 16 January 2019**.

9 EVALUATION CRITERIA

9.1 Each Lot will be evaluated on its own merits.

9.2 Tender Responses for Lots 1, 2, 4 and 5 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 within the Lot	PASS/FAIL	-	PASS/FAIL
Quality - Additional features/ functionality which exceed requirements within the Lot	10	1	10
Quality - Training provision	10	2	20
Price	10	7	70

9.3 Tender Responses for Lot 3 only 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 within the Lot	PASS/FAIL	-	PASS/FAIL
Quality - Additional features/ functionality which exceed requirements within the Lot	10	1	10
Quality - Training provision	10	2	20
Quality - Service Level Agreement	10	1	10
Price	10	6	60

9.4 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%).

9.5 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

10 PROCUREMENT TIMETABLE

10.1 The procurement timetable is as follows:

Ref.	Description	Date
1	Invitation to Tender published	17 December 2018
2	Deadline for Potential Suppliers to submit clarification questions to procurement@nationalarchives.gov.uk	12 noon, 4 January 2019
3	Deadline for TNA to respond to clarification questions*	7 January 2019
4	Deadline for Potential Suppliers to submit Tender Responses to procurement@nationalarchives.gov.uk	5pm, 16 January 2019
5	Notification of contract decision and feedback	18 January 2019
6	Standstill period	(10 days)
7	Contract award	28 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.

13 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.

Appendix A – TNA's pneumatic air supply (connector)



Appendix B – TNA's current lighting system



