

THE NATIONAL ARCHIVES

PURCHASE OF SMA VERASCAN 3650 A0+ FLATBED SCANNER

INVITATION TO TENDER – OPEN COMPETITION

DEADLINE FOR TENDER SUBMISSIONS – 12 NOON (UK TIME), 11 FEBRUARY 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.
- 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. Our digitisation unit is located on-site at Kew.

2 REQUIREMENT

- 2.1 TNA wishes to purchase the following item:

SMA Versascan 3650 A0+ large format flatbed scanner with operational software, including 12 month's warranty.
Quantity 1
Condition - new
- 2.2 The item **must** be delivered to TNA, Kew, Richmond, Surrey TW9 4DU **on or before 29 March 2019**.

3 HOW TO RESPOND

- 3.1 If you have any questions, please submit them to procurement@nationalarchives.gov.uk by **12 noon, 5 February 2019**.
- 3.2 Please submit your tender response to procurement@nationalarchives.gov.uk by **12 noon, 11 February 2019**.
- 3.3 It is for you to decide how to present your tender response, however your tender response must include as a minimum:
- **Confirmation** that you are able to meet the delivery deadline of 29 March 2019. Please specify **the latest date** by which TNA would need to place an order for you to meet this requirement.
 - Your **contract price**, including delivery, exclusive of VAT but inclusive of any other applicable taxes or charges.

4 EVALUATION

- 4.1 Subject to paragraph 5.2 below, the contract will be awarded to the lowest-priced compliant bid.

5 CONTRACT TERMS

- 5.1 The contract will be awarded subject to our standard terms and conditions, which can be found [here](#).
- 5.2 TNA reserves the right not to award and to complete its objectives through other means.