

THE NATIONAL ARCHIVES

**PURCHASE OF A VISIBLE – SHORT WAVE INFRARED FIBRE OPTICS REFLECTANCE
SPECTROSCOPY (VIS-SWIR FORS) SYSTEM**

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

DEADLINE FOR TENDER SUBMISSIONS – 12 NOON (UK TIME), 27 JANUARY 2020

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 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 fibre optics reflectance spectroscopy (FORS) system covering the visible and the short-wave infrared range (VIS-SWIR: 380 - 2500 nm). The system must be able to non-invasively acquire good quality spectra of the varied materials in an archival collection (such as pigments, organic dyes, inks, binding media, paper, parchment, textiles, photographic emulsions, organic coatings and adhesives, degradation products, etc.) using low illumination levels that are safe for the conservation of the materials.
- software (if licences are required, these must be included, for at least 5 users) to acquire, process and analyse the spectra;

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 £70,000, **inclusive** of VAT, delivery and all other expenses.

NOTE: TNA, at its sole discretion, may wish to delay ordering this equipment until early in its new financial year (commencing 1 April 2020). Please confirm in your submission that your bid price will remain valid until at least 15 April 2020.

3 REQUIREMENTS

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

- 3.1.1 Spectral range: 400-2500 nm.
- 3.1.2 High resolution across the full spectral range, minimum 10 nm in the SWIR.
- 3.1.3 Analysis without contact with the examined surface.
- 3.1.4 Diameter of bifurcated reflectance probe: 2-6 mm.
- 3.1.5 Light source that allows illumination within safe conditions for the conservation of the documents: optical power density $<25\text{mWcm}^{-2}$, illuminance <1250 lux, UV emission $<75\mu\text{W/lumen}$, negligible temperature rise of the analysed surface during the analysis (**NOTE:** please detail temperature rise in your bid submission).
- 3.1.6 Software to acquire, process and analyse the spectra, compatible with Windows 10. The supplied software should include upgrades as required, without additional cost to TNA, to support any new Microsoft Windows Operating Systems over the next 3 years. Possibility to export the raw spectral data. The software must be provided with at least 5 user licenses and update/support provision.
- 3.1.7 System on-site set-up, support and processing training, including software training and support.
- 3.1.8 The supplier provides training to TNA staff in the use of the system and software within 2 months of installation.
- 3.1.9 The supplier provides technical support to TNA staff in the use of the system and software for at least 3 years after purchase.
- 3.1.10 The system is covered by a minimum 1 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. If optional extensions are available, please detail these.

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

- 3.2.1 Light source with adjustable intensity.
- 3.2.2 Stand for the probe to allow constant distance/angle from the analysed surface.

- 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 states your **lead time** from placing an order to delivery;
 - 4.1.2 clearly demonstrates how your proposed solution meets or exceeds the **criteria** given in Sections 3.1.1 to 3.1.7;
 - 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 3.1.8); and
 - 4.1.5 includes your **Service Level Agreement** (SLA) for your support services (see Section 3.1.9);
 - 4.1.6 includes details of your **warranty** (see Section 3.1.10); and
 - 4.1.7 includes your **contract price** (see Section 2.3). **NOTE:** TNA, at its sole discretion, may wish to delay ordering this equipment until early in its new financial year (commencing 1 April 2020). Please confirm in your submission that your bid price will remain valid until at least 15 April 2020.
- 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) on 14 January 2020**.
- 4.3 Please submit your Tender Response to procurement@nationalarchives.gov.uk by **12 noon (UK time) on 27 January 2020**.

5 EVALUATION CRITERIA

5.1 Your Tender Response will be evaluated using the following criteria:

Category	Maximum pre-weighted score	Weighting	Maximum weighted score
Lead time	10	1	10
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:

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

	<ul style="list-style-type: none"> Where relevant, Potential Supplier has demonstrated some level of capability to deliver new and innovative service approaches
4 Points	<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
1 Point	<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	7 January 2020
2	Deadline for Potential Suppliers to submit clarification questions to procurement@nationalarchives.gov.uk	5pm 14 January 2020
3	Deadline for TNA to respond to clarification questions*	17 January 2020
4	Deadline for Potential Suppliers to submit Tender Responses to procurement@nationalarchives.gov.uk	5pm 27 January 2020

* 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.