

Prior information notice

Directive 2014/24/EU / Regulation (EU, Euratom) No 966/2012:	Directive 2014/24/EU
Interested operators must inform the contracting authority of their interest in the contract(s). The contract(s) will be awarded without publication of a further call for competition.:	This notice is for prior information only
Section I: Contracting authority	
I.1) Name and addresses (please identify all contracting authorities responsible for the procedure)	
Official name:	Department for Work and Pensions
National registration number:	
Postal address:	2 St Peters Square
Town:	Manchester
NUTS code:	UK
Postal code:	M2 3AA
Country:	United Kingdom
Contact person:	Records Management Category Team
Telephone: e.g. +44 12345678; +44 12345678-0001; +44 12345678/79/80; +44 12345678/+44 987654321:	+44 1619516287
E-mail:	MANCHESTER.RECORDSMANAGEMENTPROCUREMENT@DWP.GSI.GOV.UK
Fax:	
Internet address(es)	
Main address: (URL)	https://www.gov.uk/government/organisations/department-for-work-pensions
Address of the buyer profile: (URL)	
Name and addresses: (please repeat as many times as needed)	
I.2) Joint procurement	
The contract involves joint procurement:	
In the case of joint procurement involving different countries, state applicable national procurement law:	
The contract is awarded by a central purchasing body	
I.3) Communication	
notice.ojeu.cmn.209.H_foot_12	
URL:	
Additional information can be obtained from:	the abovementioned address
Official name:	
National registration number:	
Postal address:	
Town:	
NUTS code:	
Postal code:	
Country:	
Contact person:	
Telephone: e.g. +44 12345678; +44 12345678-0001; +44 12345678/79/80; +44 12345678/+44 987654321:	
E-mail:	
Fax:	
Internet address(es)	
Main address: (URL)	
Address of the buyer profile: (URL)	
Tenders or requests to participate must be submitted	
electronically via:	
URL	
Tenders or requests to participate must be submitted:	

Official name:	
National registration number:	
Postal address:	
Town:	
NUTS code:	
Postal code:	
Country:	
Contact person:	
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E-mail:	
Fax:	
Internet address(es)	
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Country:	
Contact person:	
Telephone: e.g. +44 12345678; +44 12345678-0001; +44 12345678/79/80; +44 12345678/+44 987654321:	
E-mail:	
Fax:	
Internet address(es)	
Main address: (URL)	
Address of the buyer profile: (URL)	
Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at: (URL)	https://www.dwp.bravosolution.co.uk
I.4) Type of the contracting authority:	Ministry or any other national or federal authority, including their regional or local subdivisions
Other type:	
I.5) Main activity:	Social protection
Other activity:	
Section II: Object	1
Section II: Object	
Before completing the Section you must first save the Notice, then complete the Section details and save the Section	
II.1) Scope of the procurement	
II.1.1) Title:	DWP Records Management Services
Reference number:	
II.1.2) Main CPV code:	79996100
II.1.3) Type of contract:	Services
II.1.4) Short description:	The service is expected to include, but not be limited to, accepting deliveries of records from DWP's business areas, preparing records for storage (including barcoding, indexing and linking of records), moving records into storage, retrieving files from storage, preparing records for return to business areas, bulk projects and destroying and archiving records.
II.1.5) Estimated total value	
Value excluding VAT: (for framework agreements or dynamic purchasing systems - estimated total maximum value for the entire duration of the framework agreement or dynamic purchasing system):	50000000
Currency:	Pound sterling
II.1.6) Information about lots:	

This contract is divided into lots:	no
Maximum number of lots that may be awarded to one tenderer:	
The contracting authority reserves the right to award contracts combining the following lots or groups of lots:	
II.2) Description	
II.2) Description	
II.2.2) Additional CPV code(s):	48311100, 48613000, 63121000, 64216200, 72212311, 72512000, 79995100, 79999100, 92512100
II.2.3) Place of performance	
NUTS code:	UK
Main site or place of performance:	UK
II.2.4) Description of the procurement: (nature and quantity of works, supplies or services or indication of needs and requirements):	<p>The contracting authority, The Department for Work and Pensions (DWP), is looking to establish a contract for the provision of a secure Records Management Service. The Records Management procurement will be for the provision of services relating to the management of DWP's hard copy and electronic records as required. This Contract will be for the use of the Department for Work and Pensions (DWP), its Executive Agencies and those Non-Departmental Public Bodies (NDPBs) sponsored by DWP. Further information including a list of such Agencies and Public Bodies can be viewed by selecting 'About DWP' on the Departmental website at www.gov.uk/dwp.</p> <p>The service is expected to include, but not be limited to, accepting deliveries of records from DWP's business areas, preparing records for storage (including barcoding, indexing and linking of records), moving records into storage, retrieving files from storage, preparing records for return to business areas, bulk projects and destroying and archiving records.</p> <p>As part of the delivery of its 2020 Vision, DWP is committed to delivering innovative, cost effective services to its customers, whilst developing excellent supplier and stakeholder relationships. The transformation journey captures the reduction and removal of paper from the organisation; increasing interaction with the public through digital solutions. DWP are looking for collaboration and flexibility to drive value, benefits and savings through innovation and industry best practice to achieve high levels of automation.</p> <p>Purpose of the PIN is to: inform a tendering exercise to set up a new contract to service DWP Records Management Service and additional service requirements; Award a contract which will be between the successful Supplier and the Contracting Authority; Gauge the market interest in this procurement; Identify suppliers who would like to participate in an early market engagement event. This event will explain the business strategy and requirements along with the procurement strategy in more detail and the intended outcome and will provide an opportunity for suppliers to engage, ask questions and seek feedback.</p> <p>The intent is to award a single contract however, following market engagement and in further consideration of the organisational strategy should this change we reserve the right to separate the requirement into lots.</p> <p>The event will take place on 29th November 2018 at HM Prison Thorn Cross, 11 Arley Road, Appleton, Warrington WA4 4RQ.</p> <p>If you would like to express your interest in attending the early market engagement event please register your interest in attendance through the e-procurement portal providing the information requested.</p> <p>Please note that due to the size of the venue we can only permit a maximum of 2 attendees per organisation.</p>
II.2.14) Additional information:	<p>The Contracting Authority intends to use an eTendering system. DWP expressly reserves the rights:</p> <p>(i) to use a reverse auction;</p> <p>(ii) to cancel this procurement at any stage;</p> <p>(iii) to not award any contract as a result of the procurement process commenced by publication of this notice;</p> <p>(iv) and in no circumstances will DWP be liable for any costs incurred by potential suppliers.</p>
II.3) Estimated date of publication of contract notice: (dd/mm/yyyy)	31/12/2019
Section II: Object	
II.1) Scope of the procurement	
II.1.1) Title:	
Reference number:	
II.1.2) Main CPV code:	
II.1.3) Type of contract:	
II.1.4) Short description:	
II.1.5) Estimated total value	

Value excluding VAT: (for framework agreements or dynamic purchasing systems – estimated total maximum value for the entire duration of the framework agreement or dynamic purchasing system)					
Currency:					
II.1.6) Information about lots					
This contract is divided into lots:					
Tenders may be submitted for:					
maximum number of lots:					
Maximum number of lots that may be awarded to one tenderer:					
The contracting authority reserves the right to award contracts combining the following lots or groups of lots:					
II.2) Description					
II.2) Description					
II.2.2) Additional CPV code(s):					
II.2.3) Place of performance					
NUTS code:					
Main site or place of performance:					
II.2.4) Description of the procurement: (nature and quantity of works, supplies or services or indication of needs and requirements)					
II.2.5) Award criteria:					
	<table border="1"> <thead> <tr> <th>Name</th> <th>Weighting</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Name	Weighting		
Name	Weighting				
Cost criterion Price:					
	<table border="1"> <thead> <tr> <th>Name</th> <th>Weighting</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Name	Weighting		
Name	Weighting				
Weighting					
II.2.6) Estimated value					
Value excluding VAT: (for framework agreements or dynamic purchasing systems – estimated total maximum value for the entire duration of this lot)					
Currency:					
II.2.7) Duration of the contract, framework agreement or dynamic purchasing system:					
Duration in months or Duration in days:					
Start: (dd/mm/yyyy) /					
End: (dd/mm/yyyy):					
End: (dd/mm/yyyy):					
This contract is subject to renewal					
Description of renewals:					
II.2.10) Information about variants					
Variants will be accepted					
II.2.11) Information about options					
Options					
Description of options:					
II.2.13) Information about European Union funds					

The procurement is related to a project and/or programme financed by European Union funds:	
Identification of the project:	
II.2.14) Additional information:	
II.3) Estimated date of publication of contract notice: (dd/mm/yyyy)	
Section III: Legal, economic, financial and technical information	
III.1) Conditions for participation	
III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers	
List and brief description of conditions:	
III.1.2) Economic and financial standing	
Selection criteria as stated in the procurement documents	
List and brief description of selection criteria:	
Minimum level(s) of standards possibly required:	
III.1.3) Technical and professional ability	
Selection criteria as stated in the procurement documents	
List and brief description of selection criteria:	
Minimum level(s) of standards possibly required:	
III.1.5) Information about reserved contracts	
The contract is reserved to sheltered workshops and economic operators aiming at the social and professional integration of disabled or disadvantaged persons	
The execution of the contract is restricted to the framework of sheltered employment programmes	
III.2) Conditions related to the contract	
III.2.1) Information about a particular profession (only for service contracts)	
Execution of the service is reserved to a particular profession	
Reference to the relevant law, regulation or administrative provision:	
III.2.2) Contract performance conditions:	
III.2.3) Information about staff responsible for the performance of the contract	
Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract	
Section IV: Procedure	
IV.1) Description	
IV.1.1) Type of procedure:	
IV.1.3) Information about a framework agreement or a dynamic purchasing system	
The procurement involves the establishment of a framework agreement:	
Envisaged maximum number of participants to the framework agreement:	
In the case of framework agreements, provide justification for any duration exceeding 4 years:	
The procurement involves the setting up of a dynamic purchasing system	
The dynamic purchasing system might be used by additional purchasers	

IV.1.6) Information about electronic auction	
An electronic auction will be used	
Additional information about electronic auction:	
IV.1.8) Information about the Government Procurement Agreement (GPA)	
The procurement is covered by the Government Procurement Agreement:	yes
IV.2) Administrative information	
IV.2.2) Time limit for receipt of expressions of interest	
Date: (dd/mm/yyyy)	
Local time: (hh:mm)	
IV.2.4) Languages in which tenders or requests to participate may be submitted:	
IV.2.5) Scheduled date for start of award procedures: (dd/mm/yyyy)	
Section VI: Complementary information	
VI.2) Information about electronic workflows	
Electronic ordering will be used	
Electronic invoicing will be accepted	
Electronic payment will be used	
VI.3) Additional information:	<p>Suppliers Instructions: How to Express Interest in this Tender: 1. Register on the eSourcing portal (this is only required once): https://dwp.bravosolution.co.uk & click the link to register – Accept the terms & conditions & click 'continue' – Enter your correct business & user details – Note your chosen username & click 'Save'. You will receive an email with your password (keep this secure) 2. Express an Interest in the tender – Login to the portal with the username/password – Click the 'PQQs / ITTs Open To All Suppliers' link. (These are Pre-Qualification Questionnaires or Invitations to Tender open to any registered supplier) – Click on the relevant exercise to access the content. – Click the 'Express Interest' button at the top of the page. – This will move the PQQ /ITT into your 'My PQQs/ My ITTs' page. (A secure area reserved for your projects only) –You can now access any attachments by clicking 'Buyer Attachments' in the 'PQQ/ ITT Details' box 3. Responding to the tender – Click 'My Response' under 'PQQ/ ITT Details', you can choose to 'Create Response' or to 'Decline to Respond' (please give a reason if declining) – You can now use the 'Messages' function to communicate with the buyer and seek any clarification – Note the deadline for completion. Follow the onscreen instructions to complete the PQQ/ ITT – There may be a mixture of online & offline actions to complete (detailed online help available). To submit your reply use the 'Submit Response' button (top of the page). For further assistance please consult the online help, or the eTendering help desk. DWP expressly reserves the rights(i)to use a reverse auction; (ii)to cancel this procurement at any stage; (iii)to not award any contract as a result of the procurement process commenced by publication of this notice; (iv)and in no circumstances will DWP be liable for any costs incurred by potential suppliers.</p>
VI.4) Procedures for review	
VI.4.1) Review body	
Official name:	
Postal address:	
Town:	
Postal code:	
Country:	
Telephone: e.g. +44 12345678; +44 12345678-0001; +44 12345678/79/80; +44 12345678/+44 987654321:	
E-mail:	
Fax:	
Internet address: (URL)	
VI.4.2) Body responsible for mediation procedures	
Official name:	
Postal address:	
Town:	
Postal code:	
Country:	
Telephone: e.g. +44 12345678; +44 12345678-0001; +44 12345678/79/80; +44 12345678/+44 987654321:	
E-mail:	
Fax:	
Internet address: (URL)	

VI.4.3) Review procedure	
Precise information on deadline(s) for review procedures:	
VI.4.4) Service from which information about the review procedure may be obtained	
Official name:	
Postal address:	
Town:	
Postal code:	
Country:	
Telephone: e.g. +44 12345678; +44 12345678-0001; +44 12345678/79/80; +44 12345678/+44 987654321:	
E-mail:	
Fax:	
Internet address: (URL)	
VI.5) Date of dispatch of this notice: (dd/mm/yyyy)	01/11/2018