

THE NATIONAL ARCHIVES

TENDER OPPORTUNITY – OPEN COMPETITION (NON-OJEU)

RECORD COPYING EQUIPMENT MAINTENANCE

CLOSING DATE FOR SUBMISSIONS –5 pm (UK Time) on 15th March 2024

The National Archives is seeking to appoint a maintenance contractor for some of its imaging equipment.

The equipment to be covered by this agreement is listed in Annex 1.

The contract will commence on 1 April 2024 and end on 31 March 2025 (1 year)

If you wish to be considered for this contract, please email procurement@nationalarchives.gov.uk by **5 pm on 15th March 2024**.

Your tender response should contain as a minimum:

1. Your acknowledgement of the equipment you will maintain (see Annex 1);
2. Your experience in maintaining such equipment;
3. Your proposed Service Level Agreement;
4. Your contract price, which must include all taxes (except UK VAT) and other expenses. Your submitted contract price must include any and all duties and levies (except UK VAT, which should be excluded) which may be payable on your proposed solution as submitted. If some or all of your proposed solution includes goods or services which are sourced from outside the UK, you must tell us (a) which goods/services are sourced from outside the UK, (b) the associated commodity code(s), (c) the associated duties and levies payable and (d) confirmation that your contract price includes all such duties and levies (except UK VAT). For the avoidance of doubt, your contract price should reflect the equivalent of Incoterm DDP (Delivery Duty Paid) and therefore the full cost to The National Archives should your bid be successful.

If you have any questions relating to this opportunity, please email procurement@nationalarchives.gov.uk by **5 pm on 1st March 2024**.

The contract will be awarded according to the following criteria:

Quality (your tender responses to points 1 to 3 above) - 50%

Price (your contract price) - 50%

The contract will be issued under our standard terms and conditions, which can be found [here](#).

The National Archives reserves the right not to appoint, and to achieve its aims through other means.

Annex 1 – The Equipment

Zeutschel OS Q0 Flatbed Scanner

Zeutschel OS Q1 Flatbed Scanner

Zeutschel OS Q2 Flatbed Scanner

1 x A0+ SMA Versascan 3650

Wicks and Wilson 8850 Microfilm Scanner

1 x Inotec 413 Heritage Scanner

2 x Inotec 413 Heritage Scanner – from December 2024 to March 31st 2025

The National Archives accepts that 'wear and tear' items, consumables, light bulbs and glass (except 1x Top Glass replacement, per system) may be chargeable items.