

# THE NATIONAL ARCHIVES

## DIGITISATION EQUIPMENT, SOFTWARE, SUPPORT

### INVITATION TO TENDER – OPEN COMPETITION

**DEADLINE FOR TENDER SUBMISSIONS – 5pm (UK time) 19 NOVEMBER 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](http://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:
- Wicks and Wilson, 8800 Series, Roll Film Scanstation and IMAGEhost software
- 2.2 Potential suppliers are invited to bid at their own discretion.
- 2.3 The quantities 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) once all bids have been evaluated.
- 2.4 Delivery in full is required on or before 31 March 2020. Given the provisions of Section 2.3 above, we ask Potential Suppliers to indicate their stock levels and/or lead times and to confirm you are able meet this delivery deadline.
- 2.5 The maximum available budget for this Procurement is £55,000, exclusive of VAT but inclusive of delivery and all other expenses.
- 2.6 Purchase of this equipment is contingent on the successful outcome of a proposal for external funding; TNA reserves the right not to proceed with the purchase if the funding is not awarded.

### **3 REQUIREMENTS – Wicks and Wilson, 8800 Series, Roll Film Scanstation**

- 3.1 TNA has certain **mandatory/minimum** requirements. It is essential that your proposal fulfils the criteria below:
  - 3.1.1 Wicks and Wilson, 8800 Series Scanstation
  - 3.1.2 Associated capture software
  - 3.1.3 IMAGEhost software, plus ongoing support and upgrades. Please submit your pricing for the next three years.
  - 3.1.4 Preconfigured PC
  - 3.1.5 12 month parts and labour warranty.
  - 3.1.6 Delivery.
  - 3.1.7 Installation.
  - 3.1.8 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 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 confirms that you are able to meet the **delivery deadline** (see Section 2.4 which states delivery in full is required on or before **31 March 2020**. Please tell us the latest date by which an order must be placed in order for you to meet this deadline.
  - 4.1.2 clearly demonstrates how your proposed solution meets the **criteria** in Section 3.
  - 4.1.3 if appropriate, clearly explains how your proposed solution exceeds the criteria in Section 3, and how this adds value to TNA;
  - 4.1.4 includes your proposals for **training** provision, including **pricing**; and
  - 4.1.5 includes your **Service Level Agreement** (SLA) for your support services as it relates warranty and software report
  - 4.1.6 includes your **unit price and applicable volume discounts**.
- 4.2 If you have any clarification questions related to your Tender Response, please submit these to [procurement@nationalarchives.gov.uk](mailto:procurement@nationalarchives.gov.uk) by **5pm (UK time) on 29 October 2020**
- 4.3 Please submit your Tender Response to [procurement@nationalarchives.gov.uk](mailto:procurement@nationalarchives.gov.uk) by **5pm (UK time) on 19 November 2020**.

## 5 EVALUATION CRITERIA

5.1 Tender Responses 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	PASS/FAIL	-	PASS/FAIL
Quality - Additional features/ functionality which exceed requirements within the Lot	10	1	10
Quality - Training provision and Service Level Agreement	10	2	20
Price	10	7	70

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 The price will be based on the order quantity decided by TNA (see Section 2.3), plus a price for reasonable training provision (TNA accepts that training provision offers will differ between Potential Suppliers. and Potential Suppliers accept that TNA will use best endeavours to compare like-with-like when assessing training provision and pricing).

5.4 Quality categories will be evaluated according to the table below:

<b>10 Points</b>	<p><b>Outstanding:</b></p> <ul style="list-style-type: none"> <li>• Potential Supplier has provided a response that addresses all parts of the requirement</li> <li>• Potential Supplier has provided evidence to support all elements of their response</li> <li>• The evidence supplied is convincing and highly relevant to the requirement</li> <li>• Potential Supplier's response is clear and easy to understand</li> <li>• Where relevant, Potential Supplier has demonstrated a high level of capability to deliver new and innovative service approaches</li> </ul>
<b>7 Points</b>	<p><b>Good:</b></p> <ul style="list-style-type: none"> <li>• Potential Supplier has provided a response that addresses all parts of the requirement</li> <li>• Potential Supplier has provided evidence to support most elements of their response</li> <li>• The evidence supplied is good and relevant to the requirement</li> <li>• Potential Supplier's response is clear and easy to understand</li> </ul>

	<ul style="list-style-type: none"> <li>Where relevant, Potential Supplier has demonstrated some level of capability to deliver new and innovative service approaches</li> </ul>
<b>4 Points</b>	<p><b>Average:</b></p> <ul style="list-style-type: none"> <li>Potential Supplier has provided a response that addresses some parts of the requirement</li> <li>Potential Supplier has provided evidence to support some elements of their response, but not all</li> <li>The evidence supplied has some limited relevance to the requirement</li> <li>Potential Supplier's response is not always clear and easy to understand</li> <li>Where relevant, Potential Supplier has demonstrated limited capability to deliver new and innovative service approaches</li> </ul>
<b>1 Point</b>	<p><b>Poor:</b></p> <ul style="list-style-type: none"> <li>Potential Supplier has provided a response that fails to address most parts of the requirement</li> <li>Potential Supplier has provided little or no evidence to support most elements of their response</li> <li>The evidence supplied is very weak and has very limited relevance to the requirement</li> <li>Potential Supplier's response is not always clear and easy to understand</li> <li>Where relevant, Potential Supplier has demonstrated little or no capability to deliver new and innovative service approaches</li> </ul>

## 6 PROCUREMENT TIMETABLE

6.1 The procurement timetable is as follows:

Ref.	Description	Date
1	Invitation to Tender published	15 October 2020
2	Deadline for Potential Suppliers to submit clarification questions to <a href="mailto:procurement@nationalarchives.gov.uk">procurement@nationalarchives.gov.uk</a>	5pm (UK time) 29 October 2020
3	Deadline for TNA to respond to clarification questions*	30 October 2020
4	Deadline for Potential Suppliers to submit Tender Responses to <a href="mailto:procurement@nationalarchives.gov.uk">procurement@nationalarchives.gov.uk</a>	5pm (UK time) 19 November 2020
5	Contract award	01 December 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**

- 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.