

## THE NATIONAL ARCHIVES

### HERITAGE SHEET FED SCANNER SCAMAX 311 SOLUTION, SOFTWARE, SUPPORT

#### INVITATION TO TENDER – OPEN COMPETITION

**DEADLINE FOR TENDER SUBMISSIONS – 5PM (UK TIME), 23 OCTOBER 2023**

#### **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:

- SCAMAX 311 Heritage Sheet Fed Scanner Solution (brand new items) – quantity 2 (two)

2.2 Potential suppliers are invited to bid at their own discretion.

2.3 We ask Potential Suppliers to provide unit price(s) and to indicate any volume discounts which may be available.

2.4 Delivery in full is required on or before 4 December 2023 Given the provisions of Section 2.3 above, we ask Potential Suppliers to indicate their stock levels and/or lead times in order to meet this delivery deadline.

### 3 REQUIREMENTS – Sheet Fed Scanner

- 3.1 TNA has certain **mandatory/minimum** requirements. It is essential that your proposal fulfils the criteria below:
  - 3.1.1 SCAMAX 311 Sheet Fed Scanner, for imaging historic documents in various formats. Items must be brand new. Second hand/reconditioned items are not acceptable.
  - 3.1.2 Variable speed control (included as standard on the required Heristage model)
  - 3.1.3 12 month warranty.
  - 3.1.4 Delivery.
  - 3.1.5 Installation.
  - 3.1.6 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 4 December 2023). Please tell us the latest date by which you require a Purchase Order in order for you to meet this deadline.

4.1.2 clearly demonstrates how your proposed solution meets the **criteria** in Section 3.1.

4.1.3 if appropriate, clearly explains how your proposed solution exceeds the criteria, and how this adds value to TNA;

4.1.4 includes your proposals for **training** provision; and

4.1.5 includes your **Service Level Agreement** (SLA) for your warranty (see Section 3.1.3);

4.1.6 includes your **unit price and applicable volume discounts**.

**Please note** your submitted pricing 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 duties and levies payable and (c) confirmation that your contract price includes all such duties and levies (except UK VAT). For the avoidance of doubt, your pricing should reflect the equivalent of Incoterm DDP (Delivery Duty Paid) and therefore the full cost to the customer/TNA.

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), 16 October 2023**.

4.3 Please submit your Tender Response to [procurement@nationalarchives.gov.uk](mailto:procurement@nationalarchives.gov.uk) by **5pm (UK time), 16 October 2023**.

## 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  | 10                         | 1         | 10                     |
| Quality – Warranty service levels   | 10                         | 1         | 10                     |
| Price   | 10                         | 7         | 70                     |

5.2 Price scores will be calculated as follows:

The bidder submitting the lowest compliant price will be awarded the maximum of 10 (unweighted) points. All other bidders will be awarded a (unweighted) points score by applying the following formula:

$$((\text{lowest submitted price}/\text{bidder's submitted price}) \times 10)$$

To illustrate this via a worked example:

Bidder 1 submits a price of £10,000

Bidder 2 submits a price of £17,000

Bidder 3 submits a price of £31,000

Bidder 1 is awarded 10 (unweighted) points –  $((10,000/10,000) \times 10) = 10$

Bidder 2 is awarded 5.88 (unweighted) points –  $((10,000/17,000) \times 10) = 5.88$

Bidder 3 is awarded 3.23 (unweighted) points –  $((10,000/31,000) \times 10) = 3.23$

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

|                  |  |
|------------------|--|
| <b>10 Points</b> | <b>Outstanding:</b> <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></ul> |
|------------------|--|

|                 |   |
|-----------------|---|
|                 | <ul style="list-style-type: none"> <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> | <b>Good:</b> <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> <li>• Where relevant, Potential Supplier has demonstrated some level of capability to deliver new and innovative service approaches</li> </ul>   |
| <b>4 Points</b> | <b>Average:</b> <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>  | <b>Poor:</b> <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   | <b>9 October 2023.</b>                    |
| 2    | Deadline for Potential Suppliers to submit clarification questions to <a href="mailto:procurement@nationalarchives.gov.uk">procurement@nationalarchives.gov.uk</a> | <b>5pm (UK time)<br/>16 October 2023.</b> |
| 3    | Deadline for Potential Suppliers to submit Tender Responses to <a href="mailto:procurement@nationalarchives.gov.uk">procurement@nationalarchives.gov.uk</a>        | <b>5pm (UK time)<br/>23 October 2023.</b> |

\* *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.