**Instructions to Bidders**

This procurement process will be run as a two-stage exercise.

The first stage requires potential suppliers to complete and submit a Selection Questionnaire (SQ), which is attached to this notice as ‘Selection Questionnaire’. Completed SQs must be submitted to [procurement@nationalarchives.gov.uk](mailto:procurement@nationalarchives.gov.uk) by **midday on Friday, August 11th**. Any clarification questions should be submitted to the same address.

All SQs received by the declared submission deadline will be assessed, and only those bidders who achieve a score of 4 or 5 for their response to Question Number 6.1 of the SQ will be invited to participate in the second stage of the procurement process (subject to those bidders also completing fully Parts 1, 2 and 3 of the SQ and not being excluded on any of the grounds specified in Annex D of the SQ).

Your response to Question Number 6.1 of the SQ will be given a score of 1, 2, 3, 4 or 5 using the following criteria. If your response mainly has the criteria of one score, but also has one or more criteria of a lower score, then you will be awarded the lower score.

*5 – The examples given are all highly relevant to the National Archives’ declared requirements, both in terms of type and scale. For each example given, all required information has been submitted. That information is clear, comprehensive and convincing throughout.*

*4 – The examples given are all highly relevant to the National Archives’ declared requirements, both in terms of type and scale. For each example given, all required information has been submitted. That information is for the most part clear, comprehensive and convincing.*

*3 – Most of the examples given are relevant to the National Archives’ declared requirements, both in terms of type and scale. For each example given, most of the required information has been submitted. That information is for the most part clear, comprehensive and convincing.*

*2 – The examples given have limited relevance to the National Archives’ declared requirements, both in terms of type and scale. For each example given, only some of the required information has been submitted. That information is only partially clear, comprehensive and convincing.*

*1 – The examples given have no relevance to the National Archives’ declared requirements, both in terms of type and scale. For each example given, very little of the required information has been submitted. That information is neither clear, comprehensive nor convincing.*

We anticipate issuing the full Invitation to Tender to those suppliers selected to participate in the second stage of the procurement process at the beginning of September, with a contract award planned at the beginning of November.

Potential suppliers should note that the maximum published contract value (£2m) is the maximum that we envisage spending with the appointed supplier over the initial contract period. Actual expenditure may be substantially less, depending on budget availability and the projects that we subsequently choose to pursue.