

**United Kingdom-Durham: Archiving services**

OJ S 160/2013 20/08/2013

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: County Durham Procurement Consortium

Postal address: Bed House, Unit 3, Belmont Business Park

Town: Durham

Postal code: DH1 1TW

Country: United Kingdom

For the attention of: Patricia Green

E-mail: [patricia.green@cddft.nhs.uk](mailto:patricia.green@cddft.nhs.uk)

Telephone: +44 1913332624

**Internet address(es):**General address of the contracting authority: <http://events.transaxions.com/service.aspx?event=6626>**Additional information can be obtained from:**

the abovementioned address

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

the abovementioned address

**Tenders or requests to participate must be submitted:** the abovementioned address**I.2. Type of the contracting authority**

Regional or local authority

**I.3. Main activity**

General public services

Health

**I.4. Contract award on behalf of other contracting authorities**

The contracting authority is purchasing on behalf of other contracting authorities: no

**Section II: Object of the contract**

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**II.1. Description****II.1.1. Title attributed to the contract by the contracting authority**

SP830 - Collection, Retrieval and Archiving of Medical, Corporate and other confidential information.

**II.1.2. Type of contract and place of performance or delivery**

Services

NUTS code UKC North East (England)

**II.1.3. Information about a framework agreement or a dynamic purchasing system**

#### **II.1.4. Information about framework agreement**

#### **II.1.5. Short description of the contract or purchase(s)**

Tees, Esk and Wear Valley NHS Foundation Trust is looking to Tender for the collection, retrieval and archiving of medical records, corporate records and any other confidential information produced by Tees Esk and Wear Valley NHS Foundation Trust. This contract may also be utilised by organisations aligned to County Durham Procurement Consortium.

#### **II.1.6. CPV code(s)**

79995100 Archiving services

#### **II.1.7. Information about the Government Procurement Agreement (GPA)**

#### **II.1.8. Lots**

This contract is divided into lots: no

#### **II.1.9. Information about variants**

Variants will be accepted: yes

### **II.2. Scope of the procurement**

#### **II.2.1. Total quantity or scope**

Tees, Esk and Wear Valley NHS Foundation Trust are looking for a contract to encompass the collection, retrieval and archiving of medical records, corporate records and any other confidential information produced by Tees, Esk & Wear Valley NHS Foundation Trust (TEWV). TEWV services are spread over a wide geographical area of around 3,600 miles which includes coastal, rural and industrial areas. TEWV provide a range of mental health, learning disability and substance misuse services to 1.6 million people living in County Durham, Scarborough, Whitby, Ryedale, Harrogate and Hambleton and Richmondshire.

#### **II.2.2. Information about options**

Options: no

#### **II.2.3. Information about renewals**

This contract is subject to renewal: no

### **II.3. Duration of the contract or time limit for completion**

## **Section III: Legal, economic, financial and technical information**

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### **III.1. Conditions related to the contract**

#### **III.1.1. Deposits and guarantees required**

The Contracting Authority reserves the right to require deposits, guarantees, bonds, insurance cover and/or other forms of security cover it deems appropriate.

#### **III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them**

Further details will be provided to those who express interest in this opportunity and/or are invited to tender

#### **III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded**

Groupings of bidders may be required to form a separate limited company and/or that one takes full responsibility and/or that each takes joint and several liability.

#### **III.1.4. Contract performance conditions**

The performance of the contract is subject to particular conditions: no

### **III.2. Conditions for participation**

#### **III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions: Please see pre-qualification questionnaire and for those shortlisted, the Invitation to Tender.

#### **III.2.2. Economic and financial ability**

List and brief description of conditions: Please see pre-qualification questionnaire and for those shortlisted, the Invitation to Tender.

#### **III.2.3. Technical and professional ability**

List and brief description of conditions:

Please see pre-qualification questionnaire and for those shortlisted, the Invitation to Tender.

#### **III.2.4. Information about reserved contracts**

### **III.3. Conditions specific to services contracts**

#### **III.3.1. Information about a particular profession**

Execution of the service is reserved to a particular profession: no

#### **III.3.2. 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: no

## **Section IV: Procedure**

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### **IV.1. Type of procedure**

#### **IV.1.1. Type of procedure**

Restricted

#### **IV.1.2. Information about the limits on the number of candidates to be invited**

#### **IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue**

### **IV.2. Award criteria**

#### **IV.2.1. Award criteria**

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **IV.2.2. Information about electronic auction**

An electronic auction will be used: no

### **IV.3. Administrative information**

#### **IV.3.1. File reference number attributed by the contracting authority**

SP830 Collecton, retrieval and archiving of records.

#### **IV.3.2. Previous publication concerning this procedure**

no

**IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document**

**IV.3.4. Time limit for receipt of tenders or requests to participate**

16.9.2013 - 12:00

**IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

27.9.2013

**IV.3.6. Languages in which tenders or requests to participate may be submitted**

English.

**IV.3.7. Minimum time frame during which the tenderer must maintain the tender**

**IV.3.8. Conditions for opening of tenders**

## **Section VI: Complementary information**

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**VI.1. Information about recurrence**

This is a recurrent procurement: no

**VI.2. Information about European Union funds**

**VI.3. Additional information**

**VI.4. Procedures for review**

**VI.4.1. Review body**

**VI.4.2. Review procedure**

**VI.4.3. Service from which information about the review procedure may be obtained**

**VI.5. Date of dispatch of this notice**

16.8.2013