

United Kingdom-Croydon: Scanning services
OJ S 234/2020 01/12/2020
Contract award notice
Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: HM Land Registry

Postal address: Trafalgar House, 1 Bedford Park

Town: Croydon

NUTS code: UKI62 Croydon

Postal code: CR0 2AQ

Country: United Kingdom

Contact person: James Sutton

E-mail: james.sutton@landregistry.gov.uk

Internet address(es):

Main address: <https://www.gov.uk/government/organisations/land-registry>

Address of the buyer profile: <https://www.gov.uk/government/organisations/land-registry>

I.4. Type of the contracting authority

Ministry or any other national or federal authority, including their regional or local subdivisions

I.5. Main activity

General public services

Section II: Object

II.1. Scope of the procurement

II.1.1. Title

Scanning, Processing and Data Extraction Services

Reference number: C0591

II.1.2. Main CPV code

79999100 Scanning services

II.1.3. Type of contract

Services

II.1.4. Short description

This requirement was to procure a replacement contract for scanning, processing and data extraction services which are located off HM Land Registry premises.

II.1.6. Information about lots

This contract is divided into lots: no

II.1.7.

Total value of the procurement

Value excluding VAT: 9 500 000,00 GBP

II.2. Description

II.2.3. Place of performance

NUTS code: UKI London

Main site or place of performance: Her Majesty's Land Registry, UK-wide.

II.2.4. Description of the procurement

HM Land Registry have procured a replacement contract for scanning, processing and data extraction services. The contract period will be for an initial period of 42 months, plus 2 x 12-month extension options, with an indicative value of between GBP 7 000 000 and GBP 9 500 000 across the whole contract period, including extension options. We expect that the scope of the services will cover the following:

- receipt and processing of items of mail addressed to HM Land Registry, which may include opening, re- directing, returning and/or scanning;
- mail items may be of varying size for example letters and packets and are currently delivered by Royal Mail and DX;
- preparation and scanning of HM Land Registry application forms, plans and documents, of varying size, age and quality, which may be coloured or black and white;
- the extraction, capture and electronic submission of accurate data from HM Land Registry paper and scanned images of application forms (electronic data extraction) and documents;
- the electronic submission of high quality digital images within specified service levels;
- temporary storage and secure destruction of hard copy original documents;
- returning through post and/or courier cherished documents and other associated documents;
- processing, validation and banking of cheques and postal orders;
- bulk scanning and digitisation of documents held in HM Land Registry's archive;
- quality assurance processes average front file scanning daily volumes are as follows:
 - mail items received 2 150,
 - images scanned 23 000;
- average back file scanning daily volumes are as follows:
 - mail items received 1 000,
 - images scanned 16 000;
- electronic data extraction daily volumes are as follows:
 - documents 13 000,
 - images 51 000;
- cheques and postal orders daily volumes are as follows: 355.

Please note that the value provided in section II.1.5) is only an estimate. This procurement offering does not guarantee any minimum spend and there will be no form of exclusivity or volume guarantee under this contract.

II.2.5. Award criteria

Quality criterion - Name: Quality / Weighting: 70 %

Price - Weighting: 30 %

II.2.11. Information about options

Options: yes

Description of options:

Chapter V of the General Data Protection Regulation (GDPR) restricts the transfer of personal data from the EU to 'third countries'. If the UK leaves the EU without a deal it will be classed as a third country by the EU. In the event of the UK leaving the EU without having reached

agreement on data transfers during the transitional period there is a risk that the transfer of personal data from an EU-based processor to HM Land Registry in the UK may be restricted under the GDPR. The statement of requirements requires personal data to be only stored in, processed in and accessed from the EU or UK and bidders are required to state the specific geographical location where data will be stored, processed and managed. If the successful supplier for this procurement processes personal data from a location within the EU (but outside of the UK) in their role as data processor, the successful supplier agrees, at the request of HM Land Registry, to repatriate (according to the cost and approach outlined in their tender submission) personal data processed under the contract to the UK and to cease the transfer of personal data from the EU to the UK (and to cooperate with HM Land Registry in the event of appropriate safeguards for the transfer of personal data becoming available). HM Land Registry expects bidders to take steps to ensure they are aware of this risk and understand whether services could be restricted in the circumstances outlined above, and that they are prepared to address any actual or reasonably suspected legal or regulatory claim, demand, action or proceeding that may arise in relation to this risk. As part of the submissions bidders were therefore asked to provide two different pricing options:

- 1) Option A – ‘Primary offer’ – based upon meeting all of the statement of requirements;
- 2) Option B – ‘UK based storage, processing and access’ – based upon the requirement in section 9.

Data Protection and Brexit – risk of no agreement during the transition period’ of the Invitation to negotiate. Bidders are asked to provide a breakdown of what their cost offer would be if they were required to store, process and access data only in the UK if requested by HM Land Registry.

II.2.13. Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds: no

II.2.14. Additional information

Section IV: Procedure

IV.1. Description

IV.1.1. Type of procedure

Competitive procedure with negotiation

IV.1.3. Information about a framework agreement or a dynamic purchasing system

IV.1.8. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: yes

IV.2. Administrative information

IV.2.1. Previous publication concerning this procedure

Notice number in the OJ S: [2020/S 067-160609](#)

IV.2.8. Information about termination of dynamic purchasing system

IV.2.9. Information about termination of call for competition in the form of a prior information notice

Section V: Award of contract

A contract/lot is awarded: yes

V.2. Award of contract

V.2.1. Date of conclusion of the contract

21/10/2020

V.2.2. Information about tenders

Number of tenders received: 6

Number of tenders received from SMEs: 0

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 0

Number of tenders received by electronic means: 6

The contract has been awarded to a group of economic operators: no

V.2.3. Name and address of the contractor

Official name: Xerox (UK) Ltd

National registration number: 00330754

Postal address: Building 4 Uxbridge Business Park, Sanderson Road

Town: Uxbridge

NUTS code: UK United Kingdom

Postal code: UB8 1DH

Country: United Kingdom

E-mail: info@cbs-xerox.com

Internet address: www.xerox.co.uk

The contractor is an SME: no

V.2.4. Information on value of the contract/lot

Initial estimated total value of the contract/lot: 9 500 000,00 GBP

Total value of the contract/lot: 9 500 000,00 GBP

V.2.5. Information about subcontracting

Section VI: Complementary information

VI.3. Additional information

VI.4. Procedures for review

VI.4.1. Review body

Official name: HM Land Registry

Postal address: Trafalgar House, 1 Bedford Park

Town: Croydon

Postal code: CR0 2AQ

Country: United Kingdom

E-mail: _Procurement&CommercialGroup@landregistry.gov.uk

Internet address: <https://www.gov.uk/government/organisations/land-registry>

VI.5. Date of dispatch of this notice

26/11/2020