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**United Kingdom-Salford: Scanning services
2019/S 088-211194**

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1) Name and addresses

HM Revenue and Customs
5W Ralli Quays, 3 Stanley Street
Salford
M60 9LA
United Kingdom
Contact person: Liam Osborn/Sarah Phillips
Telephone: +44 3000532848
E-mail: liam.osborn@hmrc.gov.uk
NUTS code: UK

Internet address(es):

Main address: www.gov.uk

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://www.contractsfinder.service.gov.uk/Search>

Additional information can be obtained from another address:

HM Revenue and Customs
5W Ralli Quays, Stanley Street
Salford
M60 9LA
United Kingdom
Contact person: Sarah Phillips
Telephone: +44 3000510017
E-mail: sarah.phillips@hmrc.gov.uk
NUTS code: UK

Internet address(es):

Main address: www.gov.uk

Tenders or requests to participate must be submitted electronically via: <https://service.ariba.com/Sourcing.aw/ad/s4FullSelfRegister>

Tenders or requests to participate must be submitted to the abovementioned address

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**

Other activity: Direct and indirect taxation

Section II: Object

II.1) **Scope of the procurement**

II.1.1) **Title:**

Cheque Processing Services

Reference number: SR174089354

II.1.2) **Main CPV code**

79999100

II.1.3) **Type of contract**

Services

II.1.4) **Short description:**

HMRC are tendering for a cheque processing solution made up of the provision of hardware for the Authority to operate on its own premises, and a Software as a Service (SaaS) element, which the supplier will manage and operate, to process all the associated metadata.

II.1.5) **Estimated total value**

Value excluding VAT: 1 500 000.00 GBP

II.1.6) **Information about lots**

This contract is divided into lots: no

II.2) **Description**

II.2.1) **Title:**

II.2.2) **Additional CPV code(s)**

30216110

30200000

II.2.3) **Place of performance**

NUTS code: UK

Main site or place of performance:

UNITED KINGDOM.

II.2.4) **Description of the procurement:**

The authority intends to award a single supplier contract for the provision of a cheque processing solution. The service consists of 3 elements:

- 1) The provision of scanning hardware, at the Authority's premises (Shipley and Cumbernauld), capable of scanning and extracting data from cheques and supporting payment documentation, such as payslips, etc;
- 2) The provision of Software as a Service (SaaS) operating software capable of:
 - (a) reconciling cheques and payslips;
 - (b) validating HMRC reference numbers;
 - (c) handling exceptions;
 - (d) sending cheque image files for clearing;
 - (e) uploading on to The Authority infrastructure;
 - (f) providing Management Information.
- 3) The provision of support service requirements.

II.2.5) **Award criteria**

Criteria below

Quality criterion - Name: Award criteria: social, environmental and innovative characteristics / Weighting: 5 %

Quality criterion - Name: Award criteria: technical merit – background services (including implementation) / Weighting: 5 %

Quality criterion - Name: Award criteria: technical merit — hardware / Weighting: 15 %

Quality criterion - Name: Award criteria: technical merit – Software as a Service (SaaS) – general elements / Weighting: 15 %

Quality criterion - Name: Award criteria: technical merit - Software as a Service (SaaS) – functional requirements / Weighting: 15 %

Quality criterion - Name: Award Criteria: technical merit – support services / Weighting: 5 %

Cost criterion - Name: Award criteria: cost effectiveness / Weighting: 40 %

II.2.6) **Estimated value**

Value excluding VAT: 1 500 000.00 GBP

II.2.7) **Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 36

This contract is subject to renewal: yes

Description of renewals:

The contract will be for a period of 3+1+1 years (36+12+12 months). There will be the option extend by 12 months after the initial 36 month term, and a further option to extend by 12 months, after the initial 12-month extension.

II.2.10) **Information about variants**

Variants will be accepted: no

II.2.11) **Information about options**

Options: yes

Description of options:

Lease equipment model and purchase equipment model options will be considered.

II.2.12) **Information about electronic catalogues**

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 III: Legal, economic, financial and technical information

III.1) **Conditions for participation**

III.1.1) **Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

III.1.2) **Economic and financial standing**

List and brief description of selection criteria:

Full details regarding legal, economic, financial and technical information to be provided at the tender stage will be detailed in the tender documentation. Potential tenderers should be aware, however, that they may be required to forward the following information:

(a) a copy of the most recent audited accounts covering the tenderer's last 2 years of trading (or for the period that is available if trading for less than 2 years); or

(b) for the most recent full year of trading, where this information is not available in audited form, a copy of the draft or unaudited financial accounts or equivalent information showing the tenderer's turnover, profit and loss

and cash flow position and an end period balance sheet or, where this cannot be provided, a statement signed by the finance director or similar responsible person detailing any major changes in the current financial position since the date of the latest audited accounts provided.

III.1.3) Technical and professional ability

List and brief description of selection criteria:

Solution must include Magnetic Ink Character Recognition (MICR), Optical Character Recognition (OCR) and Intelligent Character Recognition (ICR).

Solution must be fully implemented by 2.3.2020 and no later.

III.1.5) Information about reserved contracts

III.2) Conditions related to the contract

III.2.1) Information about a particular profession

III.2.2) Contract performance conditions:

The supplier must work with the Authority's IT Infrastructure team and the Authority's banking provider, during the implementation phase of the project.

III.2.3) Information about staff responsible for the performance of the contract

Section IV: Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

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

IV.1.4) Information about reduction of the number of solutions or tenders during negotiation or dialogue

IV.1.6) Information about electronic auction

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: [2018/S 198-448170](#)

IV.2.2) Time limit for receipt of tenders or requests to participate

Date: 28/05/2019

Local time: 12:00

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

IV.2.4) Languages in which tenders or requests to participate may be submitted:

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 6 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date: 28/05/2019

Local time: 12:00

Information about authorised persons and opening procedure:

HMRC will be using an e-sourcing(e-tendering) tool/application for this procurement. This prevents any information provided by the applicant or tenderer from being viewed by the Authority until the e-sourcing event is closed. The e-sourcing (e-tendering) application will display the closing date and time for this particular

tendering exercise within the event. The close time will be the earliest point at which the HMRC nominated or a tender defined evaluation team member will be able to open and view the tender responses. Therefore, the opening time for tenders will coincide with the close date and time for the event and all tenders will become visible to the HMRC nominated or event defined tender evaluation team in any place that provides access to the e-sourcing tool/application at that time.

Section VI: Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: no

VI.2) Information about electronic workflows

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information:

The Contracting Authority considers that this contract may be suitable for economic operators that are Small or Medium Enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement. Economic operators who wish to view the tender documentation electronically can do so by searching on the contracts finder website: <https://www.contractsfinder.service.gov.uk/Search> login 48 hours after the dispatch of this notice. HMRC uses an HMRC instance of SAP Ariba Sourcing Pro (thereafter referred to as HMRC's SAP Ariba) and this must be used to express an interest and/or bid for the opportunity. (Further information about HMRC's SAP Ariba is available on the HMRC website: www.hmrc.gov.uk/about/supplying.htm) Economic operators who have used HMRC's SAP Ariba previously will be registered as part of the HMRC Ariba Supplier Network and you should access the system to obtain your account ID number. Contact details on the system should be checked and, where necessary, additional users added to help avoid multiple registrations for the same organisation. Previously registered users having difficulty recovering their account ID number or identifying users within their organisation should email for assistance sapariba.hmrcsupport@hmrc.gsi.gov.uk Economic operators using HMRC's SAP Ariba for the first time, including suppliers who are already registered on the wider SAP Ariba supplier network, will need to register at <http://hmrc.supplier-eu.ariba.com/ad/register/SSOActions?type=full> (You must ensure that you are directed to the registration page for HMRC's SAP Ariba, identified with the HMRC logo at the top of the page, and to do this you may need to cut and paste the web address directly into your web browser). You will receive a system generated email asking you to activate your SAP Ariba supplier account by verifying your email address. Once you have completed the activation process you will receive a further email confirming the "registration process is now complete" and providing you with "your organisation's account ID" number. If an email response from HMRC is not received within one working day of your request, please re-contact sapariba.hmrcsupport@hmrc.gsi.gov.uk (after first checking your spam in-box) notifying non-receipt and confirming when your registration request was first made. Once you have obtained "your account ID" number, please email e.procurement@hmrc.gsi.gov.uk no later than 12:00 on 20.5.2019 with the following information as confirmation that you wish to express an interest and/or bid for the opportunity.

The contract reference shown in Section IV.3.1 of this Contract Notice

Your HMRC SAP Ariba account ID: AN

Your organisation's name:

Your name:

Your email address:

Your telephone number:

Economic operators who have complied with the foregoing will receive an e-mail confirming access to the online questionnaires. If access is not provided within one working day, please contact e.procurement@hmrc.gsi.gov.uk (after first checking your spam in-box) notifying non-receipt and confirming when your request for access to the online questionnaires was first made.

Questionnaires must be fully completed (and any associated hard-copy documents received by HMRC) no later than 12:00 on 28.5.2019. The deadline for clarification questions is 17.5.2019 with responses provided by the 20.5.2019 which will allow the required 6 days for the information to be considered. Tenders not submitted in the required form (or containing the requested information) may be rejected. HMRC does not bind itself to accept any tender and reserves the right to accept any part of the tender unless the tenderer expressly stipulates to the contrary. GO Reference: GO-201953-PRO-14861682

VI.4) **Procedures for review**

VI.4.1) **Review body**

HM Revenue and Customs
Salford
United Kingdom

VI.4.2) **Body responsible for mediation procedures**

TBC
Salford
United Kingdom

VI.4.3) **Review procedure**

VI.4.4) **Service from which information about the review procedure may be obtained**

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

03/05/2019