**Title: Provision of Networked EPOS Tills and Back Office Management Software.**

**Description**

National Museums Liverpool has a requirement for a new EPOS Till system to replace the current hardware and software. We are looking for a system that can achieve the following:

**Aims:**

A robust integration with Microsoft Dynamics.

**EVENTS**

Overarching Requirements

• A streamlined system with connectivity between PDQ & Tills – auto cashing off transactions would be great.

• Ability to create multiple transactions at one time if needed

• Compatible with audit requirements

• User friendly – for quick service, one stage log in (code or fob)

• Simple system with functionality as a priority

Events Hardware Requirements

• x1 Static Till, x2 Card Machines, x1 till draw & x1 Printer – MMM 4th Floor

• x3 Portable hardware options, iPad preferred and may possibly need a till draw unless we go cashless

• Options to email receipts instead of printing would be a massive bonus

Events Reporting

• Summaries split into tender type (wet, dry, wine, beer, softs etc.)

• Comprehensive reporting (standard x & z reads with some customizable functions)

• Live reporting from point of sale & from back office

• Options to look at previous days reporting.

**CATERING**

Overarching Requirements

• Consider size of equipment/less clunky hardware – card reader on back of till?

• Multiple log-ins – open transactions (tabs/bills)

• Integrated Tills & PDQs

• Hardwearing

• Fully Mobile

• Process for adding things to accounts (for budget deductions)

• Automated reports sent to relevant colleagues

• Ability to deplete stock where necessary

• Ability to take the value away from a product but for it to be accounted for still in stock/sales (same product as at the minute they are 2 different products)

• Ability to grant different users different access requirements (example: comping managers only)

Catering Hardware Requirements

• Retail 1 – x1 static till, x2 mobile, x1 till draw, x2 Card Machines, x1 printer

• Retail 2 – x1 static till, x1 card machine, x1 till draw, x1 printer

• Retail 3 – x1 static till, x1 card machine, x1 till draw, x1 printer

• Retail 4 – x1 static till, x1 card machine, x1 till draw, x1 printer

• Retail 5– x1 static till, x1 till draw, x1 Card Machines, x1 printer

• Retail 6 – x1 static till, x1 mobile, x1 till draw, x2 Card Machines, x1 printer.

The contract shall be for a period of 5- years which includes the initial cost of the hardware and software plus the yearly license fee / maintenance cost in the budget.

Interested bidders who have submitted an expression of interest will be asked to attend a demo day with key members of the Catering / Project team. Meetings should be no longer than 1 hour and a maximum of 3 representatives from each organisation or partnership would be invited to attend. Meetings will be scheduled on a 1st come, 1st served basis and you should indicate your 1st, 2nd and 3rd preference for the date and time when required.

All information provided will be treated with confidentiality.

**More information**

All expression of interest should be made via the National Museums Liverpool In-tend tendering portal. You can view the tender details after you have registered/ logged in. To register, go the Portals section and select National Museums Liverpool. If you are already registered, simply log in and go to the ‘Tenders’ section of the notice.

Any questions relating to this procurement procedure must be made via the correspondence function on the In-tend portal. Contract start and end dates are provisional at this stage.

**How to apply?**

Follow the instruction given in the description or the more information section.