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Tender

## **HR, Finance and Planning Systems**

London & Partners

F02: Contract notice

Notice identifier: 2023/S 000-008392

Procurement identifier (OCID): ocds-h6vhtk-03b53e

Published 22 March 2023, 4:40pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

London & Partners

1st Floor, 169 Union Street

London

SE1 0LL

#### **Contact**

Lina Gonzalez Gomez

#### **Email**

[procurement@equantiis.com](mailto:procurement@equantiis.com)

#### **Telephone**

+44 02033767447

#### **Country**

United Kingdom

**NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

[www.londonandpartners.com](http://www.londonandpartners.com)

Buyer's address

[https://www.mytenders.co.uk/search/Search\\_AuthProfile.aspx?ID=AA43152](https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA43152)

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

[www.londonandpartners.com](http://www.londonandpartners.com)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.londonandpartners.com](http://www.londonandpartners.com)

**I.4) Type of the contracting authority**

Other type

Third Sector

**I.5) Main activity**

Other activity

Marketing

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## **Section II: Object**

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

#### **II.1.1) Title**

HR, Finance and Planning Systems

Reference number

PROC154

#### **II.1.2) Main CPV code**

- 72212442 - Financial systems software development services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

London & Partners intend to replace the current finance system Navision v2016 which is now out of mainstream support from the vendor. Additionally, the HR Solution, Access Group, is also approaching renewal in March 2023 and is now scheduled for a review as part of the agreed planning phase.

Your response may be for one or more of the lots. Please indicate clearly which lot(s) you are responding to.

#### **II.1.6) Information about lots**

This contract is divided into lots: Yes

Tenders may be submitted for all lots

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

Lot 1 - HR

Lot 2 – Finance

Lot 3 – Planning

## **II.2) Description**

### **II.2.1) Title**

HR

Lot No

1

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

- 72212450 - Time accounting or human resources software development services

### **II.2.3) Place of performance**

NUTS codes

- UKI44 - Lewisham and Southwark

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

The HR requirements includes documentation and employee records management, comprising of record creations and maintaining medical records and capturing outside interests.

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.6) Estimated value**

Value excluding VAT: £720,000

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

Renewals will be subject to internal procurement policies and procedures and will be discussed with the incoming supplier at the appropriate time.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

#### **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**

720,000 GBP Estimated value is for the total spend across all 3 Lots

### **II.2) Description**

#### **II.2.1) Title**

Finance

Lot No

2

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

- 48442000 - Financial systems software package

#### **II.2.3) Place of performance**

NUTS codes

- UKI44 - Lewisham and Southwark

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

Finance The HR requirements includes supplier record management, including credit checks. The system must be able to handle debtor management, payments, exchange rates, purchase invoices and sales invoices, VAT returns, and support London & Partners

ability to undertake forecasting and budgeting, manage fixed assets, with the ability to create Financial reports which provide business insights. London & Partners also need to be able to manage expenses and payroll alongside HR processes and the HR system

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6) Estimated value**

Value excluding VAT: £720,000

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

Renewals will be subject to internal procurement policies and procedures and will be discussed with the incoming supplier at the appropriate time.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

#### **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**

720,000 GBP Estimated Value is for all 3 Lots.

## **II.2) Description**

### **II.2.1) Title**

Planning

Lot No

3

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

- 72222000 - Information systems or technology strategic review and planning services

### **II.2.3) Place of performance**

NUTS codes

- UKI44 - Lewisham and Southwark

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

Planning We manage our business within the constraints of budgets and capacity to execute the activities that will best help us deliver our corporate outcomes (measured as gross value add and net promoter score, may in the future also include size of carbon footprint)

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.6) Estimated value**

Value excluding VAT: £720,000

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

Renewals will be subject to internal procurement policies and procedures and will be discussed with the incoming supplier at the appropriate time.

**II.2.10) Information about variants**

Variants will be accepted: No

**II.2.11) Information about options**

Options: No

**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**

720,000 GBP Estimated Value is for all 3 Lots

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**Section III. Legal, economic, financial and technical information**

**III.1) Conditions for participation**

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

Selection criteria as stated in the procurement documents

**III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

**III.2) Conditions related to the contract**

**III.2.2) Contract performance conditions**

As per Tender documents attached.

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## **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**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 3

In the case of framework agreements, provide justification for any duration exceeding 4 years:

Important Business Requirement, essential that the contract runs for 5 years to accommodate business needs.

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

The procurement is covered by the Government Procurement Agreement: No

### **IV.2) Administrative information**

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

Date

28 April 2023

Local time

5:00pm

#### **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: 3 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

28 April 2023

Local time

5:00pm

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### **Section VI. Complementary information**

#### **VI.1) Information about recurrence**

This is a recurrent procurement: No

#### **VI.2) Information about electronic workflows**

Electronic payment will be used

#### **VI.3) Additional information**

**\*IMPORTANT\***

The Respondent is required to advise Equantiis of its intention to accept or decline this RFP. Notification shall be made via email to [procurement@equantiis.com](mailto:procurement@equantiis.com) as per the RFP timeline.

Any enquiries or requests for clarification of any matters arising from this RFP should be directed to [procurement@equantiis.com](mailto:procurement@equantiis.com) Suppliers should not approach the client (London and Partners) directly.

Further details around the opportunity can be found in the Tender Documents attached to this notice.

NOTE: To register your interest in this notice and obtain any additional information please visit the myTenders Web Site at [https://www.mytenders.co.uk/Search/Search\\_Switch.aspx?ID=228995](https://www.mytenders.co.uk/Search/Search_Switch.aspx?ID=228995).

(MT Ref:228995)

#### **VI.4) Procedures for review**

**VI.4.1) Review body**

Public Procurement Review Service

Cabinet Office

London

Email

[publicprocurementreview@cabinetoffice.gov.uk](mailto:publicprocurementreview@cabinetoffice.gov.uk)

Telephone

+44 3450103503

Country

United Kingdom

Internet address

<https://www.gov.uk/government/publications/public-procurement-review-service-scope-and-remit>