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Tender

Invoice Automation Tool

Cardiff University

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-011249

Procurement identifier (OCID): ocds-h6vhtk-04f8bf ([view related notices](#))

Published 26 March 2025, 9:47am

Scope

Reference

CU.1874.TH

Description

Please go to <https://in-tendhost.co.uk/cardiffuniversity.aspx/Home> to access the tender documents, submit clarifications and upload your bids.

To support our finance Transformation project, Cardiff University has identified the need for a tool to automate the capture and processing of supplier invoices, with exception handling and workflow.

The solution will also mitigate risk associated with order/invoice discrepancies and support improved service delivery and efficiency

Total value (estimated)

- £468,000 excluding VAT
- £561,600 including VAT

Above the relevant threshold

Contract dates (estimated)

- 2 June 2025 to 1 June 2030
- 5 years

Main procurement category

Goods

CPV classifications

- 48000000 - Software package and information systems

Contract locations

- UKL22 - Cardiff and Vale of Glamorgan

Participation

Legal and financial capacity conditions of participation

Please see Tender Documents

Technical ability conditions of participation

Please see Tender Documents

Submission

Enquiry deadline

11 April 2025, 5:00pm

Submission type

Tenders

Tender submission deadline

21 April 2025, 12:00pm

Submission address and any special instructions

<https://in-tendhost.co.uk/cardiffuniversity.aspx/Home>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

- Welsh
- English

Award decision date (estimated)

12 May 2025

Award criteria

Name	Description	Type	Weighting
Quality	Quality	Quality	65.00%
Price	Price	Price	25.00%
Responsible Procurement	Details of bidders ESG initiatives	Quality	10.00%

Other information

Payment terms

Invoices to be submitted electronically to APinvoices@cardiff.ac.uk.

Payment will be made within 30 days

Applicable trade agreements

- Government Procurement Agreement (GPA)

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Competitive flexible procedure

Competitive flexible procedure description

Tender documents will be published on <https://intendhost.co.uk/cardiffuniversity.aspx/Home>

Bidders are invited to view and download the documents, submit clarification questions/correspondence, and upload their bids.

Cardiff University will evaluate bids, and identify the preferred bidder.

If the preferred bidder's Terms and Conditions are acceptable to Cardiff University, the

University reserves the right to make an award based on those terms without further negotiation.

If the terms are unacceptable, the University engage with the preferred bidder to agree terms acceptable to the University.

If terms acceptable to the University cannot be agreed with the preferred bidder, the University reserves the right to remove preferred bidders status from the highest scoring bidder and award it to the second highest bidder and agree acceptable terms with that bidder (and so on).

Justification for not publishing a preliminary market engagement notice

An initial quotation was sought for budgetary purposes, prior to the implementation of the Procurement act 2023

Documents

Associated tender documents

<https://in-tendhost.co.uk/cardiffuniversity.aspx/Home>

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Schedule 1 - Evaluation Methodology

Schedule 2 - Specification

Schedule 3 - Response Schedule

Schedule 4 - Pricing Response

Schedule 5 - Cardiff University Terms (Subject to negotiation with the preferred bidder as explained in the process documents)

Contracting authority

Cardiff University

- Public Procurement Organisation Number: PHVT-4343-HWYR

Procurement Services

Cardiff

CF24 4HQ

United Kingdom

Contact name: Anthony Hale

Telephone: +442920879388

Email: halea3@cardiff.ac.uk

Website: <https://in-tendhost.co.uk/cardiffuniversity.aspx/Home>

Region: UKL22 - Cardiff and Vale of Glamorgan

Organisation type: Public undertaking (commercial organisation subject to public authority oversight)

Devolved regulations that apply: Wales