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Tender

## **National Library of Scotland - Finance System**

National Library of Scotland

F02: Contract notice

Notice identifier: 2025/S 000-011732

Procurement identifier (OCID): ocds-h6vhtk-04cebc

Published 28 March 2025, 11:44am

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

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

National Library of Scotland

George IV Bridge

Edinburgh

EH1 1EW

#### **Contact**

Ines Byrne

#### **Email**

[i.byrne@nls.uk](mailto:i.byrne@nls.uk)

#### **Telephone**

+44 1316233700

#### **Country**

United Kingdom

**NUTS code**

UKM - Scotland

**Internet address(es)**

Main address

<http://www.nls.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA11622](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA11622)

**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

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

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

Body governed by public law

**I.5) Main activity**

Recreation, culture and religion

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## **Section II: Object**

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

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

National Library of Scotland - Finance System

Reference number

2023.24.077

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

- 48400000 - Business transaction and personal business software package

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

Supplies

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

The National Library of Scotland is seeking a suitably qualified, experienced, knowledgeable and innovative Supplier to replace its current finance systems with a modern equivalent that will generate business efficiencies.

The Library is adopting a Cloud-first approach and is therefore seeking a fully hosted SaaS (Software as a Service) solution accessed through a web browser that fits the Library's needs. The Library expects no 'on-premise' installation.

The required Finance System solution will include: Main accounting package (Purchase, Sales & General ledgers); Purchase ordering system; Reporting system; Ongoing support.

The procured Finance System will effectively accommodate Library operations at the following scale: Six core Finance staff users; 100 general staff users who would be expected to either process purchase orders, undertake invoice approvals or accessing finance reports.

#### **II.1.5) Estimated total value**

Value excluding VAT: £250,000

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

This contract is divided into lots: No

## **II.2) Description**

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

- 48400000 - Business transaction and personal business software package
- 48440000 - Financial analysis and accounting software package
- 48100000 - Industry specific software package

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

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

Edinburgh

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

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The required Finance System solution will include: Main accounting package (Purchase, Sales & General ledgers); Purchase ordering system; Reporting system; Ongoing support.

The Finance System will effectively accommodate Library operations at the following scale: Six core Finance staff users; 100 general staff users who would be expected to either process purchase orders, undertake invoice approvals or accessing finance reports.

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

Quality criterion - Name: Understanding and Technical / Weighting: 60

Quality criterion - Name: Methodology and Delivery / Weighting: 20

Quality criterion - Name: Data Processing and Cyber Security / Weighting: 10

Quality criterion - Name: Fair Work / Weighting: 5

Quality criterion - Name: Community Benefits / Weighting: 5

Price - Weighting: 30

#### **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

3x 24 months

#### **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**

n/a

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### **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**

List and brief description of conditions

The relevant selection criteria will be included in the SPD module.

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

List and brief description of selection criteria

The relevant selection criteria will be included in the SPD module.

Minimum level(s) of standards possibly required

average yearly turnovers for 2021, 2022, 2023

It is a requirements for bidders to hold, or commit to obtain prior to the commencement of any subsequently awarded contract the types and levels of insurances indicated below:

Employers Liability: 5,000,000 GBP

Professional Indemnity: 2,000,000 GBP

Public / Product Liability: 2,000,000 GBP

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

List and brief description of selection criteria

The relevant selection criteria will be included in the SPD module.

Minimum level(s) of standards possibly required

The relevant selection criteria will be included in the SPD module.

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

#### **III.2.2) Contract performance conditions**

The relevant contract performance conditions are included in the procurement documents.

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

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **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: [2025/S 000-000719](#)

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

Date

8 May 2025

Local time

12:00pm

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

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

Date

8 May 2025

Local time

2:00pm

Place

PCS portal post box

Information about authorised persons and opening procedure

Ines Byrne - Procurement and Contracts Manager

Rosa Mak - Procurement and Contracts Partner

Neil Brown - Procurement and Contracts Officer

Leaving 2hrs between tender closing and post box opening in case of technical reason for late submissions. Post box opened by 2 of the staff listed above. Presence of all required tender documents is verified.

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Estimated to issue PIN for replacement system in either 2, 4, 6, or 8 years from contract award date, depending on winning tenderer's performance.

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

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

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

This tender process will comprise of 2 stages where, following the initial evaluation of the tender responses, the 4+ highest scoring tenders will be invited to a demonstration stage. Findings from this demonstration stage will be used to verify written tender responses and will form part of the overall Quality score.

The Library is not bound to accept the lowest or any submission.



Form of Contract - the successful tenderer will be required to enter into a formal contract in the form as detailed in ITT.

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

[https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=789244](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=789244).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(SC Ref:789244)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=789244](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=789244)

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

### **VI.4.1) Review body**

Edinburgh Sheriff Court

Edinburgh

Country

United Kingdom