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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

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

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.publiccontractsscotland.gov.uk

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Recreation, culture and religion

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

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.

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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

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

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.

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.

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.

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

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court

Edinburgh

Country

United Kingdom