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Tender

22FNC001 Procure to Pay & Expenses System

Big Lottery Fund, operating as The National Lottery Community Fund

F02: Contract notice

Notice identifier: 2021/S 000-015777

Procurement identifier (OCID): ocds-h6vhtk-02c513

Published 7 July 2021, 10:45pm

Section I: Contracting authority

I.1) Name and addresses

Big Lottery Fund, operating as The National Lottery Community Fund

1 Plough Place

London

EC4A 1DE

Email

procurement@tnlcommunityfund.org.uk

Telephone

+44 3454102030

Country

United Kingdom

NUTS code

UK - United Kingdom

Internet address(es)

Main address

<https://www.tnlcommunityfund.org.uk/>

I.3) Communication

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

<https://tnlcommunityfund.bravosolution.co.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://tnlcommunityfund.bravosolution.co.uk>

Tenders or requests to participate must be submitted to the above-mentioned address

I.4) Type of the contracting authority

Regional or local Agency/Office

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

22FNC001 Procure to Pay & Expenses System

Reference number

22FNC001

II.1.2) Main CPV code

- 48000000 - Software package and information systems

II.1.3) Type of contract

Supplies

II.1.4) Short description

The Fund are looking to establish a single supplier contract for the provision of a Procure to Pay (P2P) and Expenses Management System. With advances in technology since the introduction of the current Finance systems, recent changes to our technology infrastructure and transition to regional working at the National Lottery Community Fund, a formal Procure to Pay (P2P) and Expenses Management System is being sought to bring additional capabilities, efficiencies, and improved experiences for users and administrators.

A cloud-based P2P and Expenses Management System is required to support the business with the purchasing of goods/requisitioning/e-invoicing and for staff to re-claim out of pocket expenses/process corporate cards. Any supplier looking to respond must be in a position to meet the requirements as outlined within the tender documentation.

II.1.5) Estimated total value

Value excluding VAT: £630,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 48100000 - Industry specific software package
- 48440000 - Financial analysis and accounting software package
- 48442000 - Financial systems software package
- 48490000 - Procurement software package
- 72212400 - Business transaction and personal business software development services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

Main site or place of performance

UK

II.2.4) Description of the procurement

The Fund are looking to establish a single supplier contract for the provision of a Purchase to Pay (P2P) and Expenses Management System. With advances in technology since the introduction of the current system at the Fund, and the recent changes to the technology infrastructure and transition to regional working at the Fund, a formal Purchase to Pay (P2P) and Expenses Management System is being sought to bring additional capabilities, efficiencies, and improved experiences for all.

A cloud-based P2P and Expenses Management System is required to support the business with the purchasing of goods/requisitioning/e-invoicing and for staff to re-claim out of pocket expenses/process corporate cards.

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: £650,000

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

The contract will have two extension options of up to 12 months each

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

To respond to this opportunity please click <https://tnlcommunityfund.bravosolution.co.uk>

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

List and brief description of selection criteria

As stated within the tender documents

III.1.3) Technical and professional ability

List and brief description of selection criteria

As stated within the tender documents

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

Date

30 July 2021

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

Tender must be valid until: 5 November 2021

IV.2.7) Conditions for opening of tenders

Date

6 August 2021

Local time

3:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.4) Procedures for review

VI.4.1) Review body

The Royal Court of Justice

London

Country

United Kingdom