

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/015777-2021>

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](mailto: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