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Tender

## **Student Accommodation, Conference/Event, Delivered Catering & Hotel Management System(s) & Associated Services**

APUC LIMITED

F02: Contract notice

Notice identifier: 2022/S 000-018663

Procurement identifier (OCID): ocds-h6vhtk-034f8f

Published 7 July 2022, 4:10pm

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

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

APUC LIMITED

Unit 27, Stirling Business Centre, Wellgreen

STIRLING

FK82DZ

#### **Contact**

Alice Ng

#### **Email**

[ang@apuc-scot.ac.uk](mailto:ang@apuc-scot.ac.uk)

#### **Telephone**

+44 1314428930

**Country**

United Kingdom

**NUTS code**

UKM77 - Perth & Kinross and Stirling

**Internet address(es)**

Main address

<http://www.apuc-scot.ac.uk>

**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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

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

Body governed by public law

**I.5) Main activity**

Education

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## **Section II: Object**

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

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

Student Accommodation, Conference/Event, Delivered Catering & Hotel Management System(s) & Associated Services

Reference number

ITS1051 AP

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

- 72000000 - IT services: consulting, software development, Internet and support

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

Services

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

The Authority is seeking Contractor(s) for a Student Accommodation, Conference/Event, Catering & Hotel Management System(s) and

Associated Services Framework Agreement. The Agreement will be open to the members of Advanced Procurement for Universities and

Colleges (APUC Limited) and other UK procurement consortia as listed below:

London Universities Purchasing Consortium and its members (LUPC)

North Western Universities Purchasing Consortium and its members (NWUPC)

North Eastern Universities Purchasing Consortium and its members (NEUPC)

Higher Education Purchasing Consortium Wales and its members HEPCW

Southern Universities Purchasing Consortium its members (SUPC)

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

Value excluding VAT: £40,000,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

## **II.2) Description**

### **II.2.1) Title**

Lot 1 - Student Accommodation Management Systems

Lot No

1

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

- 48000000 - Software package and information systems
- 72261000 - Software support services

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

NUTS codes

- UK - United Kingdom

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

The scope of Lot 1 is the supply and delivery of Student Accommodation Management Systems for Universities and Colleges in Scotland and the wider UK, as detailed in Appendix E - List of Institutions.

Potential Services include, but are not limited to: system implementation, migration support, support and maintenance, hosting, configuration and development if required by Institutions.

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

Quality criterion - Name: Technical / Weighting: 70

Price - Weighting: 30

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

The Authority reserves the right to extend the Framework Agreement for a period of up to 24 months subject to satisfactory performance and continued Institutions requirements.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

#### **II.2.14) Additional information**

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public

Contracts (Scotland) Regulations 2015.

### **II.2) Description**

#### **II.2.1) Title**

Lot 2 - Conference / Event Management Systems

Lot No

2

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

- 48000000 - Software package and information systems
- 72261000 - Software support services

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

NUTS codes

- UK - United Kingdom

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

The scope of Lot 2 is the delivery of Conference / Event Management Systems for Universities and Colleges in Scotland and the wider UK, as detailed in Appendix E - List of Institutions.

Potential Services include, but are not limited to: system implementation; migration support; support and maintenance; hosting; configuration and development if required by Institutions.

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

Quality criterion - Name: Technical / Weighting: 70

Price - Weighting: 30

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

The Authority reserves the right to extend the Framework Agreement for a period of up to 24 months subject to satisfactory performance and continued Institutions requirements.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

#### **II.2.14) Additional information**

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public

Contracts (Scotland) Regulations 2015.

## **II.2) Description**

### **II.2.1) Title**

Lot 3 - Delivered Catering Management Systems

Lot No

3

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

- 48000000 - Software package and information systems
- 72261000 - Software support services

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

NUTS codes

- UK - United Kingdom

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

The scope of Lot 3 is the delivery of Delivered Catering Management Systems for Universities and Colleges in Scotland and the wider UK,

as detailed in Appendix E - List of Institutions.

Potential Services include, but are not limited to: system implementation; migration support; support and maintenance; hosting; configuration and development if required by Institutions.

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

Quality criterion - Name: Technical / Weighting: 70

Price - Weighting: 30

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

The Authority reserves the right to extend the Framework Agreement for a period of up to 24 months subject to satisfactory performance and continued Institutions requirements.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

#### **II.2.14) Additional information**

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public

Contracts (Scotland) Regulations 2015.

### **II.2) Description**

#### **II.2.1) Title**

Lot 4 - Hotel Management Systems

Lot No

4

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

- 48000000 - Software package and information systems
- 72261000 - Software support services

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

NUTS codes

- UK - United Kingdom



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

The scope of Lot 4 is the supply and delivery of Hotel Management Systems for Universities and Colleges in Scotland and the wider UK,

as detailed in Appendix E - List of Institutions.

Potential Services include, but are not limited to: system implementation; migration support; support and maintenance; hosting; configuration and development if required by Institutions.

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

Quality criterion - Name: Technical / Weighting: 70

Price - Weighting: 30

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

The Authority reserves the right to extend the Framework Agreement for a period of up to 24 months subject to satisfactory performance and continued Institutions requirements

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

#### **II.2.14) Additional information**

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public

Contracts (Scotland) Regulations 2015.

## **II.2) Description**

### **II.2.1) Title**

Lot 5 - Multi-Functional System

Lot No

5

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

- 48000000 - Software package and information systems
- 72261000 - Software support services

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

NUTS codes

- UK - United Kingdom

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

The scope of Lot 5 is the supply and delivery of a Multi-Functional System which includes Student Management system, Conference/Event Management system, Delivered Catering system and Hotel Management System functionalities for Universities and Colleges in Scotland and the wider UK, as detailed in Appendix E - List of Institutions.

Potential Services include, but are not limited to: system implementation; migration support; support and maintenance; hosting; configuration and development if required by Institutions.

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

Quality criterion - Name: Technical / Weighting: 70

Price - Weighting: 30

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

The Authority reserves the right to extend the Framework Agreement for a period of up to 24 months subject to satisfactory performance and continued Institutions requirements.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

#### **II.2.14) Additional information**

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public

Contracts (Scotland) Regulations 2015.

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### **Section III. Legal, economic, financial and technical information**

#### **III.1) Conditions for participation**

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

Minimum level(s) of standards possibly required

Tenderers must confirm they can provide the following supporting evidence prior to award:

Employer's (Compulsory) Liability Insurance = 5 000 000 GBP

Product Liability Insurance = 5 000 000 GBP

Public Liability Insurance = 5 000 000 GBP

Cyber insurance or equivalent

To demonstrate and evidence suitable economic standing, successful Contractors will be

required to provide 2 years audited accounts, or equivalent if awarded the Framework Agreement.

Alternatively, if the Contractor is unable to provide the required accounting information, eg. a new business without the required accounts, then they will be required to provide a bankers letter demonstrating their willingness to support the Contractors organisation over the term of the Framework Agreement.

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

Minimum level(s) of standards possibly required

Tenderers must confirm prior to Award that they have (or have access to) the relevant supply chain management and tracking systems to ensure a resilient and sustainable supply chain. This will include confirmation that they have the systems in place to pay contractors through the supply chain promptly and effectively and provide evidence when requested of:

a) Their standard payment terms

b) > or equal to 95% of all supply chain invoices being paid on time (in accordance with the terms of the contract) in the last financial year.

If the Tenderer is unable to confirm (b) they must provide an improvement plan signed by their Director which improves the payment performance

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

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

Submission of Management Information

Following commencement of the Framework Agreement, the Contractor will provide a performance report to the Authority on a quarterly basis to include spend by Institution under the Framework Agreement for the reporting period.

Contractors must provide the information on a quarterly basis, within 10 working days following the start of each quarter. Data must be uploaded to the website: <http://ucsp.ac.uk/> using the template provided by the Authority. The supplied template is the only format permissible and should contain Contractor name, tender reference, total net spend by institution each month. If there has been no spend for the quarter, then this will still require you to log in and record a nil spend return.

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## **Section IV. Procedure**

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

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

Open procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 25

#### **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

15 August 2022

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

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

Date

15 August 2022

Local time

1:00pm

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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: 48 months

### **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**

Form of Tender

Tenderers must sign the Form of Tender - Appendix A prior to award to confirm that their Tender Response is a complete, true and accurate submission.

Sustain Supply Chain Code of Conduct

In partnership with Institutions, the Authority has developed a Sustain Supply Chain Code of Conduct- Appendix D which sets out its expected standards for its supply chain in social, ethical and environmental compliance. Tenderers must complete the Sustain Supply Chain Code of Conduct prior to award to assist in achieving its objectives.

Freedom of Information

Please confirm that you will be in a position to complete, prior to award, Appendix B - Freedom of Information (if applicable) in the

Technical Questionnaire in PCS-Tender. This information should only be submitted if applicable at point of award. It is for information only and will not be scored.

GDPR Contractor Assessment Form

General Data Protection Regulations have been deemed relevant to this Framework Agreement. The Tenderer must sign complete and sign Appendix J - GDPR Contractor

Assessment Form prior to award to be appointed to the Framework Agreement.

## SCM RP Section 1

Please complete Appendix K - SCM RP Section 1 in the Technical Questionnaire in PCS-Tender. Tenderers must complete the SCM RP Section 1. It is for information only and will not be scored but is a requirement of this tender and will be included in the contractual terms.

Cyber Security Procurement Support Tool (CSPST) - Supplier Assurance Questionnaire (SAQ) or Cyber Implementation Plan (CIP)

Tenderers must demonstrate the extent to which they meet the Authority's requirements in respect of Cyber Security for this Framework Agreement by completing the relevant Supplier Assurance Questionnaire (SAQ) using the Cyber Security Procurement Support Tool (CSPST). Tenderers shall confirm they will complete the SAQ in the Technical Questionnaire in PCS-Tender and upload Appendix L - Cyber Implementation Plan (CIP) if applicable.

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

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

Sheriff Court House

Viewfield Place

Stirling

FK8 1NH

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/stirling-sheriff-court-and-justice-of-the-peace-court>